

Communications and Outreach Team Meeting

Thursday, February 16, 2006

1:30 pm – 3:00 pm

Lethbridge Research Station

Attendance: Andrea Angus, Cheryl Dash, Janna Casson, Joanne Little, Leda Kozak, Maureen Elko, Wendy Devent, Vic Brown

Minutes: Meeting topic: AGM

1. Lethbridge Lodge

- Pick menu – **Wendy/Leda**
- Confirm – **Wendy/Leda**
- Mid-floor microphone
- Stage?
- Podium/screen
- Hands Free mic

2. Develop Registration Form – **Complete**

3. Develop Evaluation Form – **Vic**

4. Advertising

- Lethbridge Herald
- Posters – **complete**
- City of Lethbridge (Shaw, City Hall Bulletin, Website) – **Ask Doug**
- PSA's – **Leda**
 - Stewart Rood (Monday February 27, 2006)
 - Tina Thrussell (Tuesday March 7, 2006)
- Prairie Post – **Cheryl (quote) February 21, 2006**
- Dory Rossiter – **Cheryl**

5. Create nametags – **Wendy (March 20)**

6. Front Door/Check-in Helpers – **Wendy Granson, Janna Casson, and Maureen Elko**

- 2 Stations

7. Float/Receipts – **Leda (March 20)**

- Pre-made account receipts

8. Displays/Posters – **Leda**

- Setting up OWC – members
- Poster Boards
 - Booked but just need to be delivered
 - Leda can take in her truck

9. Photographer – **Louella (Cheryl will check with this (Feb 17))**

10. Speaker Gifts/cards – **Andrea and Janna (March 20)**

- Cards – Wendy/Leda will buy cards
- Wrapped

11. Draw for evaluation/nametags return – **Wendy (March 20)**

- Mug with coffee, Starbucks, teas, hot chocolates, etc.
- Draw papers

12. Coffee/break sponsorship

- Gold (\$1,000 and up), Silver (\$500 - \$1,000), Bronze (\$100 - \$500)
 - Sponsors will receive: one free registration, mug or set of, poster, recognition on website and in newsletter and in package, and a framed certificate
- **Everyone ask agencies**
- **Wendy will draft a letter and will ask board**

13. Packages Contents

- Upcoming conferences – **Leda**
- Evaluation form – **Vic**
- Agenda – **Wendy/Leda**
- Ballot – **Wendy**

- Election Bios – **Wendy/Leda**
- Speaker Bios – **Wendy/Leda**
- Promo Stuff – **Wendy/Leda**
- Bags (Cloth) – **Wendy/Leda**
- Folders – **Leda**
- Sponsor Sheet
- Presentations – **Speakers provide**
 - Each Team Chair
 - 1,000 copies to table
- Paper Pad
 - OWC made up
 - Maybe a sponsor? – **Vic will check with PFRA**
- Pens, bracelets, Annual Report, Postcards – **Wendy/Leda**

14. Stuffing Party – **March 14, AAFRD room A203, 2:00pm**

15. AV/Lights – **Wendy will find someone (March 20)**

- Power point – getting presentations going
- Extension Cords

16. Onsite Media Contact – **Wendy**

17. Election – **Andrea/Maureen, Wendy**

18. Website – **March 30, 2006**

- Sponsors
- Registration form
- Presentations
- Pictures
- Write-up
- New board