



Sunday 15<sup>th</sup> October 2017

Starbucks 15:25

Present: Rhonda, Chrissy, Jane & Emily

### **Morgan Creek**

- Confirm headcount on November - Chrissy
- Chrissy point person to liaise with Coordinator at Morgan Creek
- Contact Morgan Creek regarding what multi media is available - Chrissy

### **Vendors**

Inside the room

- Merck
- Medtronic
- 3M
- Soothing Scents

Confirm final details regarding setting up times and payment - Emily

Outside the room

- 6 Vendors plus
- 1 table for registration

Confirm numbers and set up time with them – Rhonda

### **Speakers**

- Thank you gifts – Wine – Jane
- Confirm time slots with speakers – Rhonda
- Thank you Cards - ?

Volunteers

- X2 for registration
- Time Keeper

#### Conference Folder

- Email information, USB or print - Print

#### Prizes

- Raffle tickets – Rhonda
- Prizes – Chrissy
- Bring cheque book to write cheques to bursary winners

#### AGM – Rhonda to chair

- Approve minutes from 2016 (online on the website)
- Go through the list of Agenda Items for 2017 (We need to make up)
- Voting for 2018 into executive positions
- Go through the Financial Report for 2017
- Vote on positions

Meeting closed