

Meeting Minutes FOR EXEC MTG – Oct. 16/06

5:30 pm Naam Restaurant, 2724 W. 4th Avenue

- I) EXEC BIZ - Website Update, PC Grant- we need something fresh for the website after the conference, each person to take a corner and make it theirs- PC grant is in, requesting \$4750. Will find out in November.
- II) FALL CONFERENCE PLANNING
 - A. Registration Update- completely full with waitlist. Final numbers are 175 for food, with 120 paying participants, plus exec, presenters, exhibitors, special guests, band
 - B. Conference Budget Update- Patrick provided draft budget. Estimated total revenue from registration fees only is \$11,925.00 with expenses estimated to total at \$11,550.00, leaving a \$375.00 profit.
 - C. Program – review schedule adding final details and logistics
 - 1) Sessions – rooms, moderators, tech needs and support – rooms determined, Nichole will bring walkie/talkies and check re. Overhead, Johan-overhead too, if possible. Megan on time-keeping during conference
 - 2) Food and Drink updates- all ready to go. Genny on duty
 - 3) EEP SA AGM plan, ECC action- AGM will be left for post conference retreat, hopefully Jan. 20th (maybe snowshoeing at Grouse with special invitation to people who may indicate interest in joining the exec.) ECC is now CEL- introduce at beginning of day, do presentation at lunch and have opportunity for participants to provide input on large chart paper left on tables at lunch and during wine and cheese. Bruce will make 50 copies once he receives draft from David, Patrick will bring chart paper for forum, set up in Big Room
 - 4) Wine and Cheese scene, Entertainment, liquor license- 200 beer bottles, 300 wine glasses, non-alcoholic spritzers too. Selina will chat with Megan re. Bartenders. Megan will bring poker chips.
 - 5) Other program issues and details
 - Exhibitors- Megan is on it.

- Gifts, 'honoraria', door prizes- Bruce on gifts and honoraria, door prizes- EEPsA exec. (Diane bringing posters)
- Reg Packages/Badges, Signage et al- give out Green Teacher and Clearing to participants for 112 are new to EEPsA membership. Bruce putting together 1 pager for package, Megan making badges with logo?

Reg desk will be moved to Big Room for information desk between sessions (Nichole/Diane to person it)

- D. Conference Roles and Responsibilities – review 'Master Script' - Patrick sent updated copy for all to see roles
- E. Other Logistics and Issues- Diane bringing cash box, t-shirts, Johan-Green Teacher books for EEPsA display table. Nichole will bring float
- III) Review Action Items, Final Details- meeting 6 pm for set-up Thursday at Van. Museum for those who can make it.
- IV) Special Guest list for Megan to make badges- Lyn Ross, Hamdy El-Rayes, Stephen Suddes, Belinda Harnden