

# **AGENDA FOR EXEC MTG – Sept. 25/06**

**5:00 pm Vancouver Museum – 1110 Chestnut**

**5:30 pm Octopus's Garden Restaurant – 1995 Cornwall**

I) Vancouver Museum – Meet in Planetarium lobby for venue tour (20 mins)

Meredith gave us a detailed tour of the rooms we can use for the conference.

II) PROGRAM PRIORITIES 06-07: (15 mins)

A. Outreach

- Website update (JS & All)

- Mailout / stuffage- stuffed 110 packages for members with Green

Teacher/Clearing and poster for conference.

B. 06-07 Program Discussion (PR & All)

III) FALL CONFERENCE PLANNING (60 mins)

A. Venue considerations- great space at Van. Museum with 2 spacious areas

downstairs, plus board room that sits 20, and upstairs conference room

where keynote address will occur

B. Program tweaks, wine and cheese plan- have BC Sustainability

Education Working group host the wine and cheese

C. Food and Drink scene- set, will occur downstairs with 2 staff provided

from 8-1, want them to set up at 7 am

D. Registration- will go live Thurs., Sept. 28<sup>th</sup> with deferred payment, unless

other arrangements can be made prior to Thurs.

E. Promotions – phase 2 plan- packages need to go out to all school districts

and independent schools. Georgia Strait is expensive so no add will be

placed.

F. Conference roles and responsibilities- registration table will be personed by Megan with Nichole/Diane assisting, everyone will take a turn introducing presenter/thanking them at the various sessions.

Patrick/Bruce to introduce keynote speaker, Patrick chair AGM at lunch, EEPSA booth – Selina.

G. Logistics and other issues- no package given to participants, just one-pager with site map, sessions, logistics- Bruce, badges- Megan, liaison with displayers- Megan, tent- Bruce, 20 Ecological Footprint signed copies (if possible)-Bruce, signs to show participants where to go in building-Bruce, EEPSA signs outside-Patrick.

IV) Other business

V) Next Meeting – AGM, October 20 @ 12:45 PM