**Program Committee Minutes**

**3/1/13**

**Attendees:** Kristi Fuller, Amy Gaffney, Gary Adams, Kathie Aswegan,  Heather Gaumer, Sara Harrington, Mary Jacobsen, Pam King, Joan Meyer, Debbie Murphy, Chad Olson, Brittany Peterson, Marie Pleggenkuhle, Karen Snyder, Brandi Stone-Miller

Encourage those in your office who haven’t register to get registered.  Hotel deadline is March 13.

**Morning Walk:** Gary would be willing to lead morning walks. The program booklet will instruct those who want to walk to meet in the lobby.

**Thursday Morning Exhibits:** Exhibits will open at the first break (10:45am) on Thursday rather than at 7:30am that morning.

**PDF’s Web Posting:** Mary would like to have postings on to the website by April 2.  Mary would like them by to her by March 25th.  Mary will double check the date with ATAC.

**Presentations to Joan:** Those working with presenters need to get presentations to Kristi by March 25th.

**Game Night:** Gary has a couple pending games.  The $80 budget is sufficed for prizes.  Gary will be going shopping for prizes. Gary may need a couple of game hosts.   Rules for games will be available on the tables the evening of the games.

**Moderator Forms:** Moderator forms were due February 28th.   Please get forms to Kristi ASAP if you have not turned them in.   Kristi needs to have everything to Tara by March 15.

**Registration:**  Opens at 1pm on Wednesday. Kathie and Mary Jo will be at registration table.  No treat bags this go around. Registration will open at 7:30am Thursday. Debbie and Amy will man registration table.

**VIRT:** All set. VIRT will begin at 2pm Wednesday.

**Software meeting:** Karen will take care of it. Meetings will start at 8:00am.

**Eyerly Ball:** Kristi will get update from Chris Ditter.

**Round Tables:** Will have session in Northwood’s Conference Center. There will some empty tables for Thursday evening game night.

Brice Baumgardner, President for Missouri, will give update on Greg Elsrath Thursday morning.

Box lunches will be available at 11am on Friday. Attendees can eat them at Federal/State Update or take them to go.

**Conference Scholarships:** Kristi has asked Mary to update web to receive application.  She will also talk to Julie Haack about making the application live.  We will have them register first and then have Greg waive the fee later if they are awarded a scholarship.  So, if you know of someone who plans to apply, have them wait to make payment.

Next meeting will be Friday, March 8 at 9am.