

FAMIS Board Meeting: September 29, 2009

2:15 pm, Boca I room at FAEDS
At the FAEDS Conference, Orlando, Florida

Preliminary Agenda

1. Call to Order (David Smith)
2. Approve previous meeting minutes (Bill Piotrowski)
3. Budget Update (James Goines)
4. 2009 Conference Planning Items: (Bruce Patrou)

10-12 months prior
(May-Jun 2009)

Determine if we can afford a conference? Can we count on enough districts to attend, given the budget restrictions?

Determine Conf date/location, Establish block of rooms, food and other services needed (Ocala Hilton)

Determine go/no criteria for conf

Determine Conf fees for attendees

Determine any member subsidies (if applicable)

Determine Conf Theme "Continuous Improvement in tough financial times"

Verify w/Hotel all services needed (food, AV equip, etc)

Determine funding amount for FAMIS purchase of Door Prizes

Develop speaker forms, guidelines

Develop sponsor forms, guidelines, lecture rules, limits

Assign Door Price leader

7-10 months prior
(Jun- Sep 2009)

FAEDS Mtg items:
29 Sept 2009,
215-4pm

Determine district/vendor conf payment form (how, via website, mail in check, etc

Determine Conf Vendor layout (restrictions/rules)

Start Vendor layout diagram for website

Verify vendor partner levels, costs and benefits

Determine conf give aways (bags, hats, shirts, etc) and max cost

Assign give away buyer (select and purchase)

Determine any awards to present and who to manage this effort

Establish FAMIS meetings during the conf

Assign 2009 Conf Program coordinator

Assign board members each day of conf
Assign 2010 Steering committee nominations coordinator
Determine what items are needed on the FAMIS website
for the Conference Tab
Document Conf decisions from the board

5. Any final business (All)
6. Adjourn (David Smith)