

FAMIS Conference Call Agenda
April 19, 2018

Welcome

Steering Committee Attendance - Those listed were on call

Name	Title	County / Consortium	Term (ends June 30 each year)
Belinda Fries	Chair	Suwannee	1 year, ends 2018
Katie Foley	Vice-Chair	PAEC	1 year, ends 2018
Candy Garcia	Past Chair	NEFEC	1 year, ends 2018
Rick Laneau	Member-At-Large	Hillsborough	1 year, ends 2018
David Lesnek	Member-At-Large	Manatee	2 years, ends 2019
Doug Dillard	Member-At-Large	Escambia	2 years, ends 2018
Russell Cheatham	Member-At-Large	Brevard	2 years, ends 2018
Bill Nimmons	Member-At-Large	Leon	2 years, ends 2018
Mike Via	Member-At-Large	Palm Beach	2 years, ends 2019
Brian Boyd	Member-At-Large	Leon	2 years, ends 2019
Margo Gunnarsson	Webmaster	Duval	Annual reappointment

Call to order

Approval of Previous Minutes

Doug requested that the minutes from the previous meeting be updated to reflect that he did not recommend a vendor for entertainment at the social but only mentioned the vendor. The minutes were updated with the clarification.

Doug motioned to approve the minutes and Mike seconded. Minutes were approved.

Financial Report - James

James presented both the Treasurer report and the conference report.

He stated that he will be collecting outstanding balances from vendors in May.

He mentioned that Dell has only made a partial payment as a platinum sponsor. Belinda stated that she was concerned about this. Julie agreed to follow up with dell.

Tax Free Status

- Everything on our end is done. Waiting on decision from Government

James added that he has a letter dated 1/11/18 stating that the process usually takes 90 days and that we just reached that 90 days.

2018 Conference Update

Hotel Updates - Julie

- Hilton - Is full and will not expand room block
- The Shores- Is our overflow hotel , we have a 50 room overflow block for each day. As of now our latest count is 5/15/15.

AV Contract

- Being re-written due to the need for more rooms for break out sessions

We will review the re-written contract at our next meeting in May.

WiFi Communication

- Mary Clair, AV company, and Hotel management are working on a solution.
- They will update us.

Belinda stated that she received an email about this and that they are working on a solution to the internet issues. Belinda stated that it would be great to have a manufacturer like Rukas for example assist us with the WIFI issues. Doug asked Belinda to tell the hotel / A/V people that the network was oversaturated last year and that even when users got on the service was very slow.

Laptop Help

- Will need a total of 10 laptops to help with this years conference.
- 7 in rooms for presenters without
- 3 for onsite registration needs
- Can anyone work with their school district to provide or with a vendor to provide?

Bill and Julie will work with the vendors to secure laptops. They will provide an update at our May meeting.

Gulf Coast Expo Contract

- Signed and completed

Event Layout

- Manatee Room – Office Space for FAMIS Board
- Tuesday we will have 5 Break out rooms and the vendor hall
- Wednesday we will have 7 break out rooms and the vendor hall
- Thursday we will have 6 break out rooms and the vendor hall

Food/Beverage for event –

- Waiting on Hotel, hope to have it before meeting to send out. Will update.

Will share the Food and Beverage information at the May meeting.

- Social in the Evening
 - Hotel holds insurance that covers all events with liquor.
 - Need to decide if we will provide two drink tickets to each attendee or not

Board discussed if we should offer alcoholic drinks at the social. Belinda stated the hotel said that their insurance would cover our group. Julie will ask the hotel if they can put the statement that we are covered under their insurance policy in writing. Bill suggested that we see if we can get the confirmation from the hotel in writing before we move forward with a decision. Doug mentioned that the policy that FADS purchased was \$175. We will revisit this in May.

Sponsor Status: 28 Registered

- Platinum: 3
 - Focus, Dell, & VMware
- Gold: 7
 - Arey Jones Educational Solutions, PCS, Skyward, Inc., Tyler Technologies, United Data Technologies, Verteks Consulting, & HP
- Silver: 6
 - Clear Touch Interactive, Crown Castle Fiber, Edupoint Educational Systems, Maxis360, Prologic Technology Systems, Pure Storage
- Bronze: 9
 - BocaVox, Camcor, Datrium, Epson/FileBound, Hayes Software Systems, Howard Technology Solutions, Image API, PowerSchool, South District/NetApp, ViewSonic Corp
- Non-Soliciting 3
 - Ed-Fi, Lightspeed, & Plante Moran PLLC

Educational Attendee Status: 171 Registered

Agenda Status

- WAY more DOE participation this year
- Agenda is being made in Cvent
- Agenda is up one month earlier this year than last by using Cvent
- Cvent will sync agenda with crowd compass
- Cvent offers a "Printer Friendly" button for those who want to print and many viewing options.
- Crowd Compass will be going online in May like it did last year

Belinda asked the DOE to provide session descriptions by May 1st and powerpoints by May 15th. Julie and Bill asked the vendors for sessions names and descriptions by May 1st. Katie and Margo asked district presenters for session title and descriptions by April 30th.

Prizes Update – Doug

Prizes are all set. Doug shared a vendor Bingo card he created that will be a game that can be played during the evening social, Everyone liked the card. Dave suggested that instead of BINGO it says FAMIS at the top. Bill stated that we should include all vendors on the cards. Doug will continue to work on these cards and we will review again in May.

Doug asked if there will be space for the charging stations and prize boards. Julie stated that it should not be a problem. We will revisit at the May meeting once the layout has been completed.

Doug mentioned that he could purchase high top tables if the hotel would not be able to provide enough to meet our needs. Julie will ask the hotel how many high top tables will be available during the conference. We will revisit this in May.

Name Badges – Julie & Bill

Julie stated that they have the ability to print the name badges on both sides solving the issue with participants turning their name badge around.

District presenters- Margo asked what district presenters receive for presenting at the conference.

Doug stated that the board had previously voted on what the district presenters would receive for presenting. He stated that each district presenter was eligible to have one night hotel stay reimbursed , conference registration waived and mileage paid IF their district would not reimburse them or pay up front. James shared the reimbursement form with the board. Katie stated that she would create a cover sheet explaining the board policy and instructions for reimbursement.

Monday Afternoon/Evening Meeting before Conference

Meeting will be at Daytona Hilton

Hotel is providing information about menu for the meal soon.

2019 Conference - Kaite & Julie

- Orlando Options
- Daytona Options

Katie and Julie presented the hotel options for the 2018-2019 conference. Katie will email the board the powerpoint that was shared during the meeting. Julie will email the board the proposals received from the hotels under consideration. The board will email questions about the proposals before the deadline. Julie will contact the world center marriott to try and get them to remove the resort fee. The board will vote on the hotel options by responding to the survey that Katie sends out by April 27th 2018.