

FAMIS Board Meeting Agenda

01/27/2021 2:45 pm

Call to Order 2:45 p.m.

Take Attendance

Review Financial Reports – Brian
See Brian’s Reports from the Power Point

2021 Conference

Attendee Survey- Katie - Results

- Likely 48.83% - Unlikely 51.27% of attending the event.
- 301 Responses to the Survey
- Yes 38.7% – No 37.33% – Not Sure 23.97% – Does your District allow travel?
- 35.45% – 61.87% – 8.7% In-Person or Virtual both – We will review the option of charging for virtual participants.
- See Doug analysis for breaking even if we have an on-site Conference.
 - o Breakdown of the Vendors and Attendees
- \$38,500 Cancellation Fee before March
- The Hotel will be flexible with the amount that will be charged for this year.
 - o We can lower the number of Attendees prior to the Conference
 - o 625 with 10% attrition
- We need to check on Board Insurance, to determine if we have coverage to pay if we cancel the conference – Brian will check invoices.
- We will need to record all sessions of the Conference to load to our website the following day.
- We will need to create a cancellation policy for Attendees and Vendors.
- What is the minimum number of Attendees?
- Katie is working with the Hotel on their Sanitation & Safety Procedures.
 - o See Power Point
- Review our sessions to keep Attendees in the same room for multiple sessions. This will allow for less sanitation of the Conference Rooms.
 - o DOE Session in same room in order.
- Can we provide sanitation towels to hand to Attendees, so that they can wipe the area down?
- Set-up Hand Sanitizer at the entrance to all Conference rooms.
- Have a Vendor sponsored masks for all Attendees.
- What is the increase fee for Box Lunches? – Julie will check.
- On-site meeting in May to review Conference rooms for session. We may need to look at reviewing area sooner than May, possibly March.
- How many sessions will we have this year?
- Start asking Districts for presenters/topics for our sessions.
- How many rooms do we have access to in the Hotel? – Julie
- How many can we feed in the lunch room at one time? - Julie

- How do we bring IT Directors to the Conference?
- We have Board Members Insurance policy. – Brian found the policy
- What are the Hot Topics at School Districts?
 - o LMS, E-Learning, etc.
- What are the Attendee levels for the Hotel and time-line for cancellation? Julie will get numbers/time-line from Hotel.
- Katie will set-up meeting at the Caribe for Conference review.
- Plan for 100 Attendees – What is the cost from the Hotel? - Julie

Status from last meeting - Katie

After a group discussion we made the following determination:

It is too early to make a definitive decision on the 2021 conference but we can NOT lose money for a 3rd year in a row.

Julie will reach out to the hotel and find out if they are operating at a lower capacity and if so what concessions will they make to accommodate the needs of the conference (vendor space). Julie will also send out a save the date to the vendors letting them know that we will be opening vendor registration early this year.

Katie will roll over CVENT to the next year and prepare to open vendor registration in December.

Rick will research existing vendor contracts to see how we can best protect ourselves from incurring a loss.

Katie will reach out to the FLDOE to start the conversation to determine their in- person participation for the conference and if they are under any travel restrictions.

Katie will plan to send out a survey (with input from the board) to last year's FAMIS attendees to gauge their ability to attend an in person conference.

The group will meet back after winter break to discuss new information and plan to make a final determination on how the conference will be held before March 1st.

2021 Vendor Update- Julie

- We have a list of Vendors waiting on us to determine how we have going to have this year FAMIS Meeting (On-site or Virtual)?
- Vendor Wheel Results - Number 1. - Dell – 2. World-wide Tech, 3. Focus – 4. EduPoint

2022 Conference

Contract - Peter and Julie

- Room Contract - June 7th can reduce by 5% and June 22 can reduce another 5%
- The Hotel Contract is requesting it to be signed the Week of Feb. 1, 2021
- We can cancel the Contract 360 days prior to the arrival date.

Vote: Motion to have or not have In-person Conference. Motioned by Doug 2nd by Peter– Unanimous.

We will open to In-Person registration will start on February 1, 2021. No On-line – Cost \$50

Peter will reach out for presenters.

Next Board Meeting will be scheduled by Katie

Adjourn – Motion Doug – 2nd Bill

4:30 p.m.