

Cal Neva Midyear Retreat
April 16, 12:00 – 5:00 PM
Drake's Barn, West Sacramento
MEETING MINUTES

Attendees: Ramona Swenson, Cynthia Deloux-Bloom, Dave Lentz, JT Robinson, Gary Sprague, Esther Tracy, Amanda Casby, Chris Parker, Kelly Souza, Jose Setka, Eva Bush, Tommy Agosta, Kathleen Berridge

1. Student Subunits
 - a. Need a separate person to manage the subunits (not the past president)- action item to vote on this (separate char- subunit liaison)
 - b. Different western division subunits have different options for funding- instead of just giving a blanket \$500
 - i. Skin in the game to avoid not cancelling rooms
 1. Reimburse on the back end and make own reservations if you go- the money is not just a handout
 2. Incentivize leadership more- hierarchical structure to subsidize attendance. This needs to be clearly expressed in advance
 - a. Students could help out more with excomm to take the pressure off us in exchange (more investment and understanding planning)
 3. 3 tiers- 4 hour volunteer time block gets discounted registration (at cost we incur)
2. Would like to connect with western division more to cross-promote
 - a. Kathleen is in contact with Adriene to come on board and she is also a western division liaison
3. Registration
 - a. Different method (not Eventbrite)
 - i. Need a way to move forward- communicate with members, schedule builder
 - ii. Amanda, Kelly, and Chris have been talking about a new system
 - iii. For Western Division- ask how they can assist in moving forward with attendees on site, etc. (Eva can ask while there). If they won't, can reach out directly to other subunits
 - b. Google Forms for free registration (given codes now) to save fees
 - i. Disadvantage in that there is no response (can set this up somehow)
 - c. Volunteer orientation needed

4. IT
 - a. potentially get new projectors (maybe two?)
 - i. run costs on bigger projectors to own versus rent if needed (\$500-\$2000 for a new projector)
 - b. need to train a backup/mentee for IT
 - i. difficult for one person with many concurrent sessions, different floors, etc
 1. student volunteer? On excomm?
 - c. more involved with moderators for session
 - i. need to have more clear expectations for session moderators and their responsibilities
 - d. more involved with planning the floorplan/setup for sessions
 - i. go on visit with time and place for planning for the IT needs of the meeting
 - e. new laptops worked out really well
5. Shifting to a biennial meeting schedule
 - a. Bylaws
 - b. How do we keep membership engaged in "off" years
 - c. Table this, by bylaws do not require an annual meeting, just a business meeting
 - d. Redding 2024- will get dates
6. Streamlining Conference Planning
 - a. Step by Step document
 - i. Editing steve's document, will send out, everyone else edit
 - b. Ideal timelines
 - c. A chart (Gantt?) with task by category or role
 - i. Chris will start to tackle this to make planning easier
 - d. Rotate between three cities so don't have to do so much guess work
 - i. Have 4-5 in back pocket with established relationships
 - ii. Remoteness (can't leave at night to home) is an advantage for networking
 - iii. Create destiny location to have a place people want to stay overnight and can have activities
 - iv. Make sure we're keeping it regional- list so you know which region you will be in each year
 - v. Prices need to go up to keep up with costs
7. Outreach
 - a. See Katie's website mock up (examples are place holders)
 - i. do we want to:
 1. Target tabling at Coastal Clean-up day this year?
 - a. Lots of value in the other events, but we need to make sure that there are other people in charge and it is not just falling on the ones already doing things (ie pres elect)

- b. Track outreach vs effort to consider this moving forward-
annual report
- 2. Do some other sort of outreach event in fall? or
- 3. Skip outreach for fall 2023 and focus on developing outreach
events in future off-conference years?