

MO/KS Prima meeting

Jan. 23 2009 10:30 a.m.

Attendance: Kurt Bussman, Sarah Perry, Tom Mollenkamp, Kim Salanski, Debra Kidwell, Gail Strope, Cheryl Tinsley

Meeting called to order by Tom Mollenkamp

February KS meeting is Feb. 19. MO meeting date is Feb. 20. Kim will do conference report at KS meeting. Kurt will do conference report at MO meeting.

Old business:

Exhibit hall specifications - last year's form was distributed, so will stand for 2009 conference. Tom recommends updating specifications regarding sponsor levels before the 2010 conference. Vendors have asked what a sponsorship will offer them. Meals and breaks will be in exhibit hall to give attendees time to meet with vendors. Logistics regarding electricity, etc. at booth will be handled through Gail Strope, Logistics Chair.

Discussion regarding if Gold and Platinum sponsors would get free registration(s). Consensus was to attach one complimentary registration for Gold Sponsors, and two complimentary registrations for Platinum Sponsors. Kurt will notify sponsors via email that complimentary registrations will be offered this year for the Gold and Platinum sponsors.

Currently, there are two Platinum, two Gold, and three to four Silver sponsors, with more expected.

Web site updates - there are currently needs for updating the MO web site. Also, member list needs updating. Web host is not meeting needs well. Joann Flowers is trying to get updates done under current host. Web hosting situation will need to be addressed by board as soon as possible. Discussion of setting up separate conference page to link from both MO and KS web sites. Gail Strope will pursue updating current site and possibly creating separate conference site.

Most updated email list is with Kukla Finnegan of O'fallon. Emails will be sent with conference updates regularly through Kukla.

New business:

Economy - will attendance be down due to financial issues. Discussion about surveying members to see if past attendees will be able to attend 2009 conference. Discussion about offering discount for early registration, which would also help gauge attendance. Hotel contract room guarantee is 175 rooms for two nights, but contract allows a 20% reduction 30 days in advance. Biggest cost issue if attendance is down is not meeting minimum hotel reservations. Early registration will be set for March 13. Email notice will go out early February, stressing reserving hotel rooms as soon as possible. Registration costs will be the same as last year. List of attendees will be cut off April 1 for inclusion in conference packet.

Checklists - checklists are provided for each conference committee.

Treasurer - John Callen

President - Tom Mollenkamp and Cheryl Tinsley will do together with Allen's assistance.

Social - Tom Mollenkamp will handle, with help from Gail, Kim, and Deb.

Communications - Cheryl Tinsley and Kukla will work together. Will ask KS rep to assist with printing and mailing paper copies.

Program committee report- Sarah Perry reported deadline was extended to Jan. 30 due to some confusion between two state notifications. Committee will review proposals and make decisions regarding program by mid-February.

Logistics - Gail Strope

Sponsors - Kurt Bussman

Registration - Kim Salanski and Donna Dolinger

National PRIMA representative- Sarah Perry

Nominating Committee for MO Prima - needs to be addressed by Allen as soon as possible. Officers change at the conference.

Notification for next MO meeting should be out soon.

Deadlines:

February 6 - registration flyer, including costs and information regarding hotel reservations.

February 13 - program finalized

February 20 - Program flyers ready and announced at both state meetings. Will be sent electronically as soon as possible after meeting.

March 5 - paper copies of registration forms out.

March 16 - follow-up conference call. 1:30 p.m.