

Pre-Conference Meeting - MIRID 2016 Spring Conference
3/31/16
Telephonic 8:00 pm – 9:00pm

Attendees: Naomi Gotlib, Kat Vogtmann, Mitch Holaly, Ge Moody, Kathy Hajj-Thomas (conference chair), Stephen Decator

Meeting called to order at 8:02 pm. President Naomi Gotlib presiding and Secretary Mitch Holaly recorded the minutes.

Conference Chair, Kathy Hajj-Thomas

- Informed the Board of some additional items donated for the silent auction
- Decided on a boxed Deli sandwich lunch for Sunday. The cost of each is \$10.75
- This leaves little budget for the purchase of two breakfasts and snacks
- A vote was taken on whether to provide coffee at the approximate price of \$240
 - The members voted not to purchase coffee due to cost.

Evaluations

- Naomi and Mitch are making final edits on the electronic evaluations using Google Forms. It will be sent to the Board for approval.
- This will be more environmentally friendly and cost effective. It will also help with the tabulation of evaluation scores.
- Mitch suggested that during morning registration, each participant's email address be confirmed for the purpose sending the evaluation
- The evaluation email can be sent a little before the presentation has been concluded in order to ensure attendees receive it.

Registration

- Will be set up similar to the Fall Professional Day
 - One table for pre-registration. Can be subdivided alphabetically.
 - Another table, physically distant from the other, for at-the-door registrations
 - One table away from the lines, with blank registration forms to be completed prior to getting in line

Printers

- Laura and Mitch will bring their printers for on-site printing

Storage Unit Supplies

- Ge will be responsible for getting the supplies from Naomi's Hotel on Friday night

Certificates

- Naomi, Laura, and Mitch will begin to work on the Certificates of Attendance to make sure they are in compliance with Michigan requirements

Business Meeting

- Membership will be voting on the motion to terminate the subcommittees
- Elections will be held for Deaf Member at Large, two Member at Large positions, and Publications Manager
 - Elections will happen by paper ballot
- Board Members need to submit their reports to Naomi by Wednesday if they would like them to be included in the business meeting.

Facility Logistics

- Stephen will forward any necessary emails to Kathy regarding facility logistics
- Kathy will follow up with Ashleigh regarding wifi password, maximum capacity, and if there will be on-site tech support

Presenter

- The presenter's hotel and rental car are all set
- Naomi will connect Holly and Ge so that Ge can act as her point-of-contact starting Friday night.
- Ge will also take care of ensuring Holly has lunch for Saturday as well as being set for dinner that night

Deaf Member at Large

- Kat announced that she will be unable to attend the conference due to unforeseen circumstances and will not be seeking another term as DMAL
- The Board expressed that it would be hard to see her leave
- Kat has some ideas of potential new DMALs and will get that information to Naomi

Meeting was adjourned at 8:40 pm

Mitch Holaly, Secretary