

***CPAK Executive Council Conference Call Meeting Minutes
January 18, 2008***

Present at the meeting: Michael Anthony, Emily Coleman, Patrick Noltemeyer, Jonathan Johnson, Telly Sellars, Kenny Quisenberry, Tracy Lara, Katie Buerger, Jared Tibbets, Elizabeth Liebschutz, Bethany Kilgore,

I. Reviewed Conference Schedule (Michael)

II. Toured Facility

- a) Breakout Rooms: (capacity below is for theatre-style)
 - Chancellor (downstairs)- holds 35 people
 - Ambassador- holds 70 people
 - Diplomat- holds 25 people
 - Summit A- holds 90 people
 - Summit B- holds 70 people
 - Summit C- holds 90 people
 - Foyer A- (unable to find capacity)
 - Foyer B- (unable to find capacity)

*Have 8 rooms for 24 programs (39 submitted)
- b) Case Study Competition will be in Summit A (Day 1)/ Diplomat (Day 2)
- c) Meals:
 - Half of the ballroom needed for Thursday night dinner
 - Breakfast will be set up in Foyer B to sit at themed tables (themed tables used instead of roundtables)
 - Lunch will be in the ballroom
 - Snacks set up in the pre-function lobby or area outside of the Summit rooms
- d) Speed Networking: (Secret agents don't participate; all EC members needed to help!)
 - Telly and Elizabeth coordinating, between 1:45-2:15p
 - Cards with questions and participants will exchange cards as they meet
 - Will answer question #1 (for about a minute), then move on
 - Do this in an outer/inner circle format

Additional Space Items:

- Registration will be in front of the Embassy Ballroom (as it was in 2006)
- Marquis and Chancellor rooms for VPs (Day 1). The Marquis should be able to hold everyone. Public and Private VPs meetings (Day 2) will have tables set up in the Terrace area for one meeting while the other meetings can take place in either the Chancellor's room or the ballroom. There are whiteboards in both the Marquis and Board rooms.
- Cash bar and desserts will be set up in the Terrace with light music on Thursday night (CPAK to provide stereo and music- must be turned down low)
- Poster session will be in the lobby across from Summit Rooms A-C

- Informed the hotel that table rounds are needed in this space
- Job Postings along the half-wall to the left of the Registration table
- Put all non-A/V users in one room when planning programming rooms
- Case study room will need a projector
- Screen and projector needed for Dr. Ford's keynote

III. Review Budget

- a. Spent \$18,400
- b. Generated \$16,000 on memberships, \$500 from ACPA and \$700 from NASPA
 - Will need to work on sponsorships next year
- c. Projected \$7,500 left over
 - Will allot \$5,000 for KGI; ask that there be a \$25 registration fee
 - Midway noted they are available to host a drive-in conference

IV. Day of Logistics

- a. Meeting Time: 1p Thursday, February 28 at the Marriott East Hotel to stuff packets and line up nametags
- b. Script (Michael wants the Executive Council to be visible to the membership throughout the conference)
 1. *Day One*
 - a. Welcome: 6:30p (Angela)
 - b. Schedule for Friday (Angela)
 - c. Introduce speaker (Telly)
 - d. Keynote address (Dr. Ford)
 - e. Awards Ceremony (Emily)
 - f. Thank you and closing- social reminder (Angela)
 2. *Day Two*
 - a. 9:30a: Welcome, role/goals of CPAK, Recognition of EC/sponsors (ACPA/NASPA and Custom Logo Wear), Thanks to Dr. Ford, schedule for the day (add a note to Grads: At X session, meet in X area), voting information, logistical changes, secret agent info—key of this is to network with many colleagues and exchange business cards with as many people as possible (Telly to discuss this)
Tell membership to bring business cards
 - b. 12p: Lunch, recognize presenters (have them stand up), announce Case Study Award winners (Tracy/Katy), membership forms, vote (write-ins only allowed for open positions?), evaluation reminder, trivia (pub quiz by Telly) which will lead right into the Speed Networking session.
 - c. Closing: Thank you for coming, thanks to sponsors, President's "Address," (Patrick) EC recognition (Michael/Emily/Patrick), announce new officers/door prizes (Jared), announce secret agent and Pub Quiz answers (Telly), announce convention dates and location (Patrick)
- c. Seating during meals: EC to sit together during meals

- d. Program Moderators? No
- e. Responsibilities
 1. Jared: Table Top Themes- Breakfast Day 2- discuss budget cuts, professional development, etc. along with fun stuff, voting ballots, note out to membership about awards
 2. Emily: Polo pricing, easels from Leslie, a projector, discuss wording on awards with Michael, purchase awards, pre-print awards for presenters, supply box
 3. Bethany: Pricing/ordering of foam board signs, placards, signage to breakout rooms, projector
 4. Elizabeth: bring printer and projector, confirm secret agent participants, pricing on polos, encouraged attendance and awards from private schools
 5. Kenny: bring laptop, 2 projectors
 6. Patrick: bring a projector
 7. Tracy: bring a projector
 8. Telly: bring a projector, cards for people to write down information (if they don't have business cards)
 9. Michael: bring checkbook (to cut check to case study competition winner), bring boombox/jazz music for social on Thursday night.
 10. Angela: sit at and coordinate the registration table
 11. Other Needs:
 - o Placards with all program information to be made and placed outside of breakout rooms (Bethany)
 - o Generic signs showing location of breakout rooms (Bethany)
 - o Floaters needed around 4:30p on Thursday and Friday AM to direct people to registration
- f. ACPA Involvement: will provide information in registration materials

V. Programs

- a. All breakout sessions to be put on placards outside of the breakout rooms
- b. Need to remind all people to bring laptops and other necessary items (flip chart)
- c. Notices to all program proposals to go out no later than Jan. 25; presenters need to confirm by a certain date that they are able to attend
- d. Katy, JJ and Michael to work together on this for programming information
- e. Graduate student meeting to take place during a time where there aren't any grads presenting
 - o Make it known to those who can't attend that information will be available at the resource table
- f. Program suggestions for next year:
 - o Program proposals be similar to those like KAHO/SEAHO so presenters can think about presenting at these conferences
 - o Have a confirmation sent back to the program proposal sender so they know that their program was received
- g. Time Slots/tentative programming schedule
 - o To be done no later than next week (Jan. 25)

- Graduate student meeting to take place during a time where there aren't any grads presenting
 1. Make it known to those who can't attend that information will be available at the resource table

VI. Signage Needs

- a. All entrances to have signs to registration
- b. Near stairwells and elevator
- c. Signage needed around the left corner of the registration table showing entrance to the ballroom for Welcome/Lunch (Day 2)
- d. Signs on tripods (no cost from hotel?). Emily says that Leslie Maxie-Ashford has about 5 for us to use too.
- e. Signs to be foam core- Bethany to check on pricing
- f. Generic signs that say direction of breakout rooms and where the ballroom is located

VII. Registration Packets

- a. Includes CustomLogo info, evals, programs, etc. (JJ, Katy, Kenny and Michael)
- b. Need:
 - Schedule at-a-glance with a line next to the breakout session to people can write where they want to go (JJ, Katy, Kenny and Michael)
 - A piece of paper with a schedule on one side and a map on another
 - Conference schedule with graduate student meeting listed as well as a sponsor thank you (JJ, Katy, Kenny and Michael)
 - Ballots (Jared)
 - Pens (Emily)
 - Map (JJ, Katy, Kenny and Michael)

VIII. Elections

- a. 7 open positions: President-Elect, Secretary/Treasurer, Graduate Student Coordinator, Faculty Rep, 3 Member-at-Large positions
- b. Only 2 nominations submitted thus far
- c. Nominations due Feb. 1

IX. Awards and Gifts

Awards

- a. Reminder went out Jan. 17 about the Feb. 1 deadline
- b. Noted that there isn't an award for mid-level managers- an award needs created to recognize these individuals
- c. Encourage people to nominate, especially VPs
- d. Decided on curved glass awards for service award
- e. Emily to talk to Michael Anthony about award wording

Gifts

- a. Thank you notes and certificates for presenters (pre-printed with name on it)- Emily to coordinate this and leave at the Registration table upon check-in

- b. Case study judges get gift cards (about \$10/piece)
- c. Dr. Ford to receive a clock as a gift (Emily)

X. Keynote

- a. Dr. Ford is flexible with her time and willing to help out on day 2. Will adjust timing as needed.
- b. Will be doing the “Seven C’s” keynote.
- c. Telly to ask Dr. Ford to attend VP breakout and session.

XI. Registration Numbers and Membership Information

- a. Not all schools represented: missing Murray, Morehead, ECU, K-State
- b. Info went out about CPAK registration recently

XII. Additional Marketing Needs?

- a. None discussed

XIII. Case Study

- a. Have about 4 people registered (two schools). U of L and NKU registered. Know UK and WKU are interested
- b. Case study is distributed in advance

XIV. Other Items Discussed:

- a. Want an ACPA-KY Social in the future
- b. Elizabeth will secure a location for an informal gathering this year
- c. Dress Code: Business Casual- will put on website. Schools encouraged to dress in their colors or school shirts to show school spirit
 - o Emily to get pricing on polos for Executive Committee