

Convention Committee Meeting Minutes

PSSNY's Mid Winter Conference
January 13, 2007
Crowne Plaza Albany, Ballroom B

I. Call to order

Joseph Navarra, Co-Chair and James Coppola, Co-Chair called to order the regular meeting of the Convention Committee at 11:10 on Saturday, January 13 in Ballroom B located in the Crowne Plaza Albany.

II. Roll call

The following persons were present: Jim Coppola, Joe Navarra, Erin Corica, Jean Cottrell, Amy Davis, Alina Eisen, Andy Flynn, Marty Irons, Kathryn Jones, Julie Kalabalik, Debbie Liana, Katie O'Malley, Leslie Riddle, Shannon Rivers, Christine Trimarchi, Ellen Williams, Liliana Yohonn, Mario Zeolla

III. Approval of minutes from last meeting

The minutes were reviewed and approved.

IV. Open issues

- a) Budget items for 2007:
currently have an approved budget of \$12,000; goal is to raise another \$6,000 in sponsorship for an ideal budget of \$18-20,000 for entertainment
- b) Agenda/Convention Schedule items:
 - possible Wednesday Night Welcoming Cruise sponsored by RDC – still in discussion phase
 - Thursday CE & Exhibitors Set-Up: encourage exhibitors to do their booth with the Mardi Gras Madness theme in mind, 1st Annual Best Booth Award to be given, Total Events to do decorations for exhibits and entry ways
 - Friday: Best Dressed Award to be given out [note to committee: on the handouts given during the meeting it is customary to elect a King & Queen at Mardi Gras-just something to think about]
 - Walk/Run – check to see if there will be another cruise in conjunction with this
 - New Practitioners will not be hosting an Ice Cream Social however would like to organize a Mini-Golf Tournament off site, would like to solicit PSSNY members to sponsor tees, will still host the Wine Social on Friday for Board Members and Grand Sponsors
 - BBQ: theme table decorations, possible King Cake for each table?, everyone to dress up, casino night after bbq – Total Events to do, themed drinks (hurricane, grenade), Texas Hold 'Em Tournament will be hosted by same vendor as last year however will be in a private room and separate from hotel events, possible parade?
 - Saturday Installation Banquet: will utilize a DJ for the entertainment during the dessert reception, look into a 4-hour rental with the first hour being light jazz/New Orleans style music, then dance – if they offer karaoke at no extra charge take it. Chris to contact hotel for recommendations. DJ start time at 9:00 end at 1:00. Would need sponsorship if hosting an open bar.
- c) Students/NP's to sell raffle tickets again on Thursday & Friday nights for the 50/50, drawing on Friday night.
- d) Ellen Williams to pick out give-a-ways – need amount for her to spend.

V. New business

- a) Marty Irons/Membership Committee will be contacting an Ethnic PSSNY Affiliate to host a 15-minute presentation to members prior to the Casino Night. Purpose is to familiarize members with ethnic customs, dance, etc. Membership Committee will notify PSSNY of program specifics, PSSNY will just reserve time slot and space with hotel.
- b) Marty Irons/Membership Committee will present and Affiliate of the Year Award during the Thursday Evening Awards Banquet. PSSNY to order award. [Note to Marty/Membership Committee: will need the text of this award: ie: the PSSNY Affiliate of the Year Award is presented to the..because..fill in the rest]
- c) SPSSNY-Erin Corica: Would like to host a scavenger hunt for SPSSNY attendees, awards to be determined however will be presented during the PSSNY BBQ Awards night. SPSSNY to coordinate.
- d) Jim Coppola agreed to contact the Exhibitors we haven't heard from after the Exhibitor Contract is in the mail. Mary will supply contact information.
- e) Still working on Kodak to exhibit-offer free booth if they agree to take photos, Jim Coppola may have contact if need be.
- f) Kids activities to incorporate the Mardi Gras Theme: masks, parades, etc.
- g) Katie to take video shots during convention on the PSSNY camera as well as stills.
- h) Note for future convention sites – please feel free to make suggestions for future meeting sites – if you need specifics on what PSSNY looks for when picking out sites, contact the office, Craig to solicit bids from the Marriott Albany and Desmond for the 08 Mid Winter and when deciding on future sites try to get a hotel that is wi-fi or has easy access to internet.

VI. Adjournment

Joe Navarra adjourned the meeting at 12:05.

Minutes respectfully submitted by: Christine Trimarchi