

NEW YORK STATE COUNCIL ENA - COMMITTEE REPORTS



Committee Name: Conference Committee Chair: M. Grennen Date: 8/15/17

Speaker Coordinator: **LInka Yonkin, Karyn Treval**

Vendor Coordinator: **Renee Sylvies, Roseanne Mohny**

Registration Coordinator: **Mary Harwood, Sandy Stoeckel**

2018 Setting the Pace, Saratoga	April 19th and 20th, 2018	
Holiday Inn	Contract signed for 2018	No action required at this time. Marina and President will finalize with hotel in January 2018
2017 contracts and information	Andrew and Kathy promised to provide assistance. Thank you	Andrew to provide access to documents in Google drive.
Constant Contact	John Huzzar	Marina to contact John to seek guidance on the operation of constant contact.
Decreasing the hours of the opening ceremony from 4p-5.30pm.	Pros and cons discussed and decided to keep the hours as 4p-6p	Closed
2018 Brochure	Follow template for 2017	Andrew to send 2017 template. Committee to review and make recommendations.

Topic: Vendor	Roseann & Renee	Action
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Topic: Vendors		
	<p>Large signage and posters to showcase certain vendors.</p> <p>Large vendors get first choice in room in room location.</p> <p>Encourage ENA members to support our exhibitors.</p> <p>Confusion regarding vendor payment and registration</p> <p>List of attendees to be available to the vendors.</p>	<p>Evaluate 2017 prospectus and make needed corrections.</p> <p>Remind exhibitors that if they don't attend the opening, their location cannot be guaranteed.</p> <p>Include this in the vendor contract</p> <p>Check with constant contact to give notification to treasurer and conference vendor when payment received.</p> <p>Statement in the brochure stating same and to contact conference committee if attendees have conflict of same.</p>

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Marina