

From: [Tamara Houston](#)
To: [Christina Isenhower](#)
Subject: January 22nd Board Meeting-TC
Date: Tuesday, January 23, 2018 10:53:57 AM

SCEAPA Board Mtg

Meeting Agenda

January 22nd, 2018
1030a

Type of Meeting: Telephone Conference

Meeting Facilitator: C. Isenhower

Invitees: C. Isenhower, T. Houston, B. Brown, J. Arnold, J. Bowers, K. Blanco-Silva

Not in attendance: N. Grunnet, C. Williams-Washington

- I. Roll call
- II. 2018 Conference
 - a. Venue Capacity-Per J. Bowers configuration, venue is at max capacity @ 46. Space can be made for capacity of 55. Currently 44 registrants, 7 speakers, and 9 sponsors. Registration will remain closed and interested parties can contact C. Isenhower, as she will monitor the numbers closely.
 - b. Set-up-Everyone is needed for setup in some capacity. Asked to be at the gate by 745a to enter building at 8a, leaving 30 minutes for complete setup. C. Isenhower has requested that sponsors arrive by 8a.
 - c. Evaluations-J. Bowers will complete certificates. B. Brown to work on paper evals.
 - d. Handouts-presenters have been informed that presentation handouts can be provided to C. Isenhower prior to conference and will be added to the website so registrants can print, or they can supply their own copies.
 - e. Name Tags-C. Isenhower will complete.
 - f. Computer/Tech-Need to bring projector and screen. K. Blanco-Silva will bring her laptop.

- g. Food-cost for breakfast, lunch, dinner is \$1500-\$1800. J. Bowers will purchase soft drinks and water; will be reimbursed by Treasurer.
- h. Sponsor Passport-All sponsors providing door prizes. Nancy working on packaging of special prizes of \$100 and \$50.
- i. Speaker Gift-coasters and \$20 gift cards, and plaques have been purchased for each speaker.

*Door prizes will be given out at breaks and \$100 & \$50 will be given after last presenters.

- j. Speaker Introductions:
 - a. J. Bowers-first presenter
 - b. J. Arnold-Mark & Neil
 - c. C. Isenhower-Troy & Carla
 - d. J. Arnold-Rebecca & Investor

*Preview book on website includes bio of each speaker

- k. Chair Massages-provided by two massage therapists in 15 min blocks. Sign up at registration from 930a until approx. 2p.
- l. Registration Table-K. Blanco-Silva and B. Brown

m) Stretch Break-around 1145a. J. Bowers to asks Molly Valerio to facilitate

IV. April Quarterly Meeting:

- a. Meeting will be held on April 18th on topic of Sexual Harassment
- b. C. Isenhower Working out contract with Amara Place
- c. Anticipated Speakers: Camilla Bravo, William Floyd, and an HR person

1. Each person will present for 45 minutes, then f/u with panel for Q & A and practice scenarios.
2. C. Isenhower will ask Nancy Grunnet to moderate.

V. Adjournment-ended at 1131a

- a) J. Bowers requested f/u TC mtg on Monday, February 5th at 1030a.

Tamara Houston
SCEAPA Secretary

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