**Program Committee Minutes**

**3/22/13**

**Attendees:**  Kristi Fuller, Amy Gaffney, Gary Adams, Shelly Brimeyer, Heather Gaumer, Sara Harrington, Mary Jacobsen, Pam King, Joan Meyer, Debbie Murphy, Tracie Pavon, Brittany Peterson, Marie Pleggenkuhle, Cindi Reints, Karen Snyder, Brandi Stone-Miller

This is our final conference call before the spring conference.

**Evaluation Update:** Should be available electronically. Debbie will send Kristi proof before conference.

**Decoration Update:** Everything is good. Please let Kristi know if help is needed with putting decorations together.

**Registration Table Update:**  Kathie and Mary Jo help Wednesday afternoon, Debbie and Amy Thursday morning.

**Charity Update:** No additional items donated as of yet. Debbie will send out another notice. Debbie will be bringing Cheese Basket; we have Arnold Palmer Basket, and Girls Scout Cookie Basket. Hotel has also donated a night. Debbie will send out a message today.

**Conference Booklet:** Booklet is in to Tara. Kristi hasn’t seen the proof yet. She may have some others help to proof it next week.  Shelly would be happy to look over it. Gary says they may be able to print in-house and then bill IASFAA for the cost.

**Moderator Forms Update**: We have all forms for all sessions.

**Guidance Counselor Session:** We have four panelists.

**Agenda Updates:** Pam Perry’s name needed to be removed from Roundtable Session. Kristi confirmed that has been removed.

**Registration Update:**

97 registered for Conference

45 registered for VIRT

13 newcomers

Conference Scholarship information has been sent out. Deadline is next week.

We will be passing jar around for Greg Elsrath. It will not be printed in the booklet.

**Exhibitors Update:** All information needed for set up has been sent out. We will have Bev send another email out to exhibitors to see if there are any last minute exhibitors.

**Wrap Up:**

1pm Wednesday Registration open

VIRT 2-5pm Wednesday afternoon

Executive Council meeting will be in John Deere Room. Heather will double check with Chad.

Gary will send another email next week regarding entertainment.

Gary asked if Tripod would be needed to list exhibitors. Heather confirmed that we do need tripod.