

VCCA Meeting
March 27, 2009
Hotel Roanoke

Concurrent Sessions

Everyone help with getting people to do concurrent sessions started. Denise Harris is in charge of concurrent sessions. George is revising concurrent session form. George will put a call for proposals on VCCA website; send out an email, and in the newsletter. Deadline for concurrent session proposal is June 1, 2009.

Karen Roberson is appointed as a liaison for student services.

Showcase Awards

Showcase Awards will be presented on Friday. Keep slide presentation at 2-3 slides. Presenter needs to make the presentation a little personal. Barbara Moore will ask Terry Whisnet to present the awards. George has asked Nikki to help Barbara with the showcase awards this year. Denise Harris to help Alan with concurrent sessions. Paulette passed around example trophies that Nikki found. Last year trophies were \$25 each. Barbara will go back to Watcons to see if we could give a better price. Sharon made a motion to check into less expensive trophies without sacrificing the quality or service. Neka seconds the motion. Motion moves.

Publication Awards

Commission officers issue the call for entries. Karen made a motion to increase the entry fee by \$5 from the cost it was last year. Sharon 2nd. Motion carried.

Food

George will get menus and let the executive committee make the menu decision.

Vendors

Registration Hotel extended till Sept. 11

George will made reservation for the executive committee.

Taylor is the new workroom

5 breakout rooms

Crystal ballroom for banquet and evening activity

Vendors

Limited to 22 vendor spaces by RH

Becca will take care of Vendors

Karen will keep track of registration information

Everyone try to find a vendor and send the information to Becca

Vendor Fee \$ 250

Reserve a free spot for Roanoke Convention Center & Lee Hartman

Banner

Lasting logo – solicit ideas from graphic artist. Executive committee to make the final decision.
September 1, 2009 deadline to come up with graphic.

Promotional Items

Inexpensive portfolio

Green grocery bag

Becca will check with Va Correctional for free bags

Becca get pens donated from Imprint

Becca check on star sticky note pad with VCCA logo

Decorations

George assigned a decoration committee: Karen Roberson, Issi Patterson, Kay Roberson, and George

Use decorations from previous years

Lifetime Member Award

Criteria from which to judge

Announce a call for nominations- Delegates vote

Excellence in Education Award

Sharon will contact Terry about criteria for the award

The issue is tabled for now

George appointed Rena find the criteria for lifetime membership award. If criteria are not in place, then this will need to be addressed.

Sharon is appointed to research the lifetime member award.

Showcase Award-

The present form allows people to put in too much information. The numbers of words need to be limited. Neka will revamp Showcase form.

Next face to face meeting:

Tentative: July 30&31

We will have a phone meeting sometimes in June and September

Meeting adjourned: 11:21 a.m.