

Central Iowa NWA Meeting - March 17, 2008
Sheraton Hotel, West Des Moines, IA

Special Note: Meeting minutes taken by Chris Karstens; formatted by Secretary Jayson Prentice

12th Annual Conference Final Notes & Decisions

- Tape swap and movie night must be completed by 11 PM for hotel cleaners
- Seating will be configured for round tables on Thursday, classroom style on Friday and Saturday
- Snacks/Drinks are being considered for the conference this year once again, hotel must know a final decision by Monday. First option may be for snacks during poster session on Friday as an incentive for attendees to stay during the afternoon. Another option may be for more of a breakfast snack on Friday morning. Estimated costs were \$500 for twenty-dozen doughnuts, and \$700 for twenty-dozen jumbo cookies.
- Final count for banquet must be submitted to hotel on Monday, this must factor in on-site registrations and guests. A final decision on what to serve at the banquet must also be made, including the vegetarian meals.
- Pre-convention space will be split in half, with our conference scheduled to have the north half this year instead of the south half that we had last year. Brenda Brock will be checking into an option of switching.
- Hotel has changed ISP service this year and we cannot bring in our own router, but the hotel now has free internet that is available in the lobby. Vendors are already paying for their own internet however some presenters that wish to have a connection will not have it under the current setup. Options include a hard wired, reliable connection at \$100/day or wireless in the conference room at \$200/day.
- ISU student members and NWS are bring in extra A/V equipment for the conference.
- Chris Schaffer plans on being at the hotel early Thursday to begin the registration table.
- Promotional Item (Canvas Bags) are in production and should be received within the week.
Total cost was \$508.22

Other Items

- Hotel offers for coming years are being considered. Marriot is leading bidder, with an option of allowing us to bring in all of our own A/V equipment. Ames is also being considered for the future; however this option will not be available for the conference in 2009 due to date conflict. The Airport Holiday Inn also has a date conflict for next year.
- Chris Conoan mentioned storage for poster easels. He recommends having a box or storage apparatus, potentially bungee cords. An example was setup at the meeting, comments were all very positive.
- Account balance is \$19,937.93 with some funds still in paypal account.