

APA SOUTHEAST REGION CONFERENCE
August 8-11 | Nashville, TN
COMMITTEE MEETING MINUTES
Thursday, February 26th, 2018

ATTENDANCE: Susan Carpenter, Sandra Figueredo (Chair), Nancy Fine, Lisa Lovelady, Valerie Marlow, Barbie Prieto

EXCUSED: Barbara Jo Hughes, Carol Kosinsky

OPENING PRAYER: Nancy Fine

CONFERENCE PARTICULARS

- **TIMELINE (BIG PICTURE)**
 - EARLY MARCH: Hotel/Catering Contract & Course Schedule/Conference Itinerary
 - APRIL: Heavy Promotional
 - MAY-JULY: Take Reservations

- **HOTEL / CATERING OPTIONS**

MOTION 1: THAT the conference has a Saturday Luncheon, instead of a Saturday night banquet. **[MSA]**

MOTION 2: THAT the conference course sessions are scheduled for Wednesday PM, Thursday all day, Friday all day, and Saturday AM. **[MSA]**

MOTION 3: THAT the conference is based on an all-inclusive package price, which includes the room, courses, and breakfast/lunch meals. The price is to be determined after the contract negotiation. **[MSA]**

MOTION 4: THAT we underwrite \$100.00 of the total per person; drawing 50% from the scholarship fund, and 50% from the operating fund. **[MSA]**

MOTION 5: THAT Barbie Prieto pursue a negotiated contract with The Inn at Opryland, A Gaylord Hotel, including 22 rooms, 1 free suite, and the Saturday luncheon. **[MSA]**

PRE-NEGOTIATION NOTES - Marriott: The Inn Gaylord | www.theinnatopryland.com

- It is across the street from the Opryland Resort. Has free shuttle service to the Grand Ol Opry, General Jackson Showboat and Opry Mill Mall.
- Rooms are \$149.00 plus 26.45 Tax
- Total \$175.78 per night / \$703.12 for 4 nights
- Free Parking
- Meals per day includes all fees. Continental Breakfast, Executive Lunch, P.M. Coffee/Snacks | 74.36 pp per day / \$223.08 for 3 days
- Banquet: Chicken or Salmon \$55.38.
- 10% discount off of published meal prices. 90% attrition on rooms.
- \$981.58 Total Cost for 3 days.

- **COURSE SESSIONS**

MOTION 6: THAT Lisa Lovelady form a Task Force to finalize the courses needed, electives, and course teachers before mid-March. **[MSA]**

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- PROGRAMING
 - It was decided to follow the previous itinerary for this conference as well.

- ADMIN
 - **Finance** – Susan reported that there is \$9,227.00 in the Operating Budget, \$3,300 in the Scholarship Fund, and that National Scholarship per person may be around \$200.00.
 - **Membership** – Barbie reported that we have 43 members, including 11 life-time members.
 - **Admin** – Sandra invited everyone to follow along and participate in using the Trello software. The link is to follow.

CLOSING PRAYER & MEETING ADJOUNED – Sandra Figueredo

NEXT MEETING
Monday, March 5th, 2018 | 3:30 pm EST
(Same ZOOM Instructions)