

**Board of Directors Meeting
Wednesday, August 9th, 2017**

**Board Members Present
(those present denoted with underline)**

Todd Cleland, Roger VanHoy, Ryan Elias, Stacey Willenborg,
Mona Ellerbrock, Jessica Watts, Paul Sturm, Kim Jacobs, Adam Johnson,
Adam Causgrove, Jill Bond, Julie Smith, Jennifer Leed Schwartz, Brad Favel,
Tamara LaFrance, Alex Pietsch, Robin Seth Shah

**Others Present
Megan Puzey**

Welcome & Call to Order

Roger welcomed everyone to the meeting. Roger called roll.

Consent Agenda

Brad motioned to approve the consent agenda and financials. Adam C. seconded.
MOTION APPROVED

Announcements

- a. The board recognized Conference Planning and Professional Development for their work on the Annual Conference.
- b. Conference registrations are at a record high.
- c. Brad announced working meetings with NORDP and AUTM to be held during the conference.
- d. Todd spoke on the committee panel session on Friday afternoon. Panelist will speak about their committee and there will be Q&A for members.

Old Business

New Business

- e. Megan Puzey presented the plan for the 2018 Annual Conference to be held July 24-26. Preferred hotel is the Hyatt Regency in Atlanta, for Wednesday and Thursday. Professional Development day will be held at Emory. Conference Planning is looking into several venues for an offsite reception and collecting quotes.
- f. Discussion was had about conference budget and room blocks.

- g.** Roger motioned to authorize role of VP Finance to authorize signatures to execute contracts for venue for the Annual Conference (Hyatt Regency or similar) that have F&B/space minimums of no more than \$85k-\$90k, and to authorize contracts for room blocks not to exceed 350 rooms for peak nights and no more than 80% of this number for the shoulder night. Mona seconded
MOTION APPROVED.
- h.** Presentation of committee annual reviews.

Closing Remarks