

NCECA Board meeting March 29, 2011 Pre-conference in Tampa

President Keith Williams called the meeting to order at 3:45 p.m.

The agenda was approved:

1. Keith - Announcements
2. Steve – Program announcements

Keith stressed professionalism in board members making introductions for the program. Corrections to the conference phone list were made. He encouraged members to meet and greet attendees at the Nexpo/Expo reception later that evening, don't just congregate with board members.

Board members indicated which event they would attend after the keynote speech on Wed Eve: reception for keynote speaker in Presidential suite, or the Randall session in the Hyatt Ball Room. Both events will have Board members present. Board members made arrangements to attend the NCECA Biennial reception on Thursday eve at the Tampa Art Museum and the Reception for the NSJE on Friday, using a shuttle bus.

Steve Hilton:

- Called for volunteers to cover introductions/booth for several time slots.
- Encouraged Board members to thank exhibitors, meet and greet our VIPS, and also visit the exhibit hall to ask what we can do to better accommodate our vendors.
- Recognized tech crew. Asked that presenters/board members not unplug computers – let the AV crew deal with technology.
- Reminded Board members to keep program on time – start and finish, cover the booth when assigned.
- Asked for support at programs, including Passed Masters eulogies at 1:00 and 2:30 distinguished lecture, "Mancraft," by Sandra Alfoldy, both in Ballroom B, on Thursday.
- Reminded introducers to make announcement about turning cell phones off.
- Described process for announcing awards in second Business meeting. Steve will have PowerPoint presentation of cups of merit and other awards. He will handle the announcements.

Meeting Adjourned approximately 5:00 p.m for Board Members to attend Nexpo/Expo reception at 5:30 p.m.

