



FNPS Conference Committee Meeting  
April 14, 2016

**Attendees:** Don Spence, Juliet Rynear, Anne Cox, Kim Zarillo, Catherine Bowman and Marlene Rodak

**Where we are right now.**

**Registrations** – There are two links on website – There have been some issues with booking the hotel. Some of our people have been told that there are no rooms. We had requested Paul or Shirley make some changes to the websites. 40% of the hotel block is booked. This appears to be a hotel problem and they should fix it. In the meantime, we have adjusted our website to reflect that rooms are available.

Wed 1/2 available  
Thursday 40 room remaining  
Friday 43 rooms remaining  
Saturday 50 rooms remaining

**Volunteers** – Sande and Kim are working on confirming the free program days for people to verify the online registration

**Speakers** – One science track speaker has canceled, but it poses no problems.

**Field trips** – Sonya has done a really good job. Sonya is verifying the info sheets with the leaders. The first registration summary report will be Monday, April 18<sup>th</sup>.

**Program & printing** – Kim is sending a request for the deposit tomorrow. Cost is \$1500. NOW, we have to finalize the program. **We need to know the timeline for revisions. Catherine is checking with Stacey on this and will communicate it to the group.**

**Venues** – All deposits are paid. Some will have additional payments, but Kim will keep up on that.

**Insurance** – Ina is working on the insurance.

**Schedule Adjustments** – Cut 9:40 am break and change the membership meeting to 1 hour and 15 minutes, which works well. Don will work with Stacey to make that happen.

**Vendors** – Kim will work with Paul and Shirley about getting the vendor/exhibitor link working and getting them registered.

**What's Next?**

**Odd Registrations** – We have a few odd registration confirmations. Catherine and Marlene will work through them.

**Student Hospitality Suite** – We had discussion about hotel rooms for Archbold interns. The auditors would want this to be open and fair to all students/interns. Kim will write a motion for the Board meeting on April 21<sup>st</sup> to see if the Society can offer something.