***Wi-ATSA Minutes***

10/10/2017

President Michael Caldwell, President-elect Sharon Kelley, Treasurer Jake Schuldies, Secretary Carolyn Pierre, Valerie Gonsalves, Letitia Johnson, Marshall Kirkpatrick (by phone), Lakshmi Subramanian, David Thornton, Tiffany Walker

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| **Issue** | **Discussion** | **Action/Decision** | **Person Assigned** |
| Hotel bookings | How many rooms are booked from our block? | Call hotel to get number of hotels that have been booked for our block | Marshall |
| Dinner  Lunch  Breakfast  Bonfire | What time?  Do we have two lunches? No. Were two lunches part of the original quote?  What time will we hold it?  Time? | Dinner will be at 6:30; need to confirm with hotel  Choose what we are having for second lunch and inform Heidel House; ask if both lunches part of original quote  7:30am – 9:00am breakfast – inform Heidel House  7:30pm, immediately following dinner – inform Heidel House | Marshall  Marshall  Marshall  Marshall |
| Registrants | 9 people registered so far – estimating 30 people total with board members and speakers; leaning toward more treatment registrants | N/A | N/A |
| Mindfulness | What time is best? Is special clothing required? Should we hold it before the sessions begin the first day at 9:30? Is it too rushed to have it immediately following Friday’s sessions? | Talk with Susan | Carolyn |
| Water and candy | We can purchase it from Costco; can we bring our own water | Buy bottled water and wrapped candy from Costco  Check with Heidel House about bringing water | Sharon  Marshall |
| Agenda | Ran through agenda to confirm timing/details; realized only had one lunch planned (see above) | N/A | N/A |
| Blurbs describing presentations | Sharon put them all on the Google drive, just missing Bob’s bio (not needed) | N/A | N/A |
| Handouts | Participants download their own own, no printouts | Upload handouts to website | Jake |
| Evaluations |  | Push at the longer 10:00 break  Break down evals by presenter | Jake |
| Screen | Should we rent one ($70) or purchase one for Wi-ATSA? We may not need two screens | Wait until the day – wing it | N/A |
| Door prizes | Baskets with self-care items for everyone? Just speakers? Raffle?  Some ideas for gifts/prizes: drink ticket, candle, lotion, dark chocolate, caramel apple | Drink tickets for everyone  Raffle off two baskets - $25/basket | Carolyn |
| Food | How will people choose food options? | Check with Heidel House before the end of the week | Marshall |
| Spring Conference | Need to book – June 14/15  Talk to Joan Tobachnik | Call Promega to book  Make announcement at Fall Forum  Book Joan Tobachnik | Carolyn  Sharon  Sharon |
| D&O (Directors and Officers) Insurance | Maia has been very helpful ; they will cover us as long as we assert we are not doing professional services for money (counseling, etc.); Sharon submitted paperwork; waiting to hear back | TBD | Sharon |
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| Next meeting: 1/16/18 |  |  |  |
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