

SYMPOSIUM COMMITTEE

Meeting 7/8/10

Attendees:

Shae Watson
Russell VanBibber
Robin Gage
Bertha Evans
Keith Kelley
Russell Thrasher
Beckie Cressionnie
Jeff Nichols
Kelly McCauley
Blaine Jones

Call to order at: 2:10 pm – by Shae Watson

Approval of 5/13/10 Minutes:

Motion to accept minutes as written was made by Russell VanBibber, seconded by Robin Gage and supported by all members present.

Discussion Items:

- Committee Chair Reports:
 - Speakers/Vendor/Sponsors – Shae:
 - All Speakers were sent an email on 7/8/10, asking for their Bio's and presentations so CE's and CEU's could be prepared
 - Credentialing – Russell V.
 - EMS – CE's have been secured
 - Nursing CEU's – PRMC – Education Dept – Melynda Hutchings will secure
 - Physician Contact hours – will be secured by PRMC as well
 - Brochures/Programs:
 - Symposium schedule sent to Keith Kelley to finish the Brochure
 - Advertising/Marketing – Bertha & Beckie
 - Ms. Bertha still trying to contact Cable Companies
 - Created another list of potential advertising companies

- Audio/Sound – Russell T.
 - Russell will work with the Civic Center management to make sure the sound and audio are in order

- Hospitality – Robin Gage
 - Decorations will be a red, white, and blue theme and will be purchased around or after the 4th of July – Shae has purchased some Red, White, and Blue candles

- Booklets:
 - The committee decided to make small binders with each presentation and a section for notes
 - Speakers presentations will be put on the website