

CFP 2012 Local Arrangements Committee Meeting Minutes

Future Meeting Dates:

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| September 24, 2010 | 10 am – 1 pm | Hyatt Regency – 1 South Capitol Ave., Indianapolis |
| November 5, 2010 | 1 – 3 pm | 200 S. Meridian St., Suite 350, Indianapolis |
| December 17, 2010 | 11:30 am | IUPUI, building location/parking to be announced |
| April 5 & 6, 2011 | details to be announced | CFP Board Meeting at the Hyatt |

Minutes: August 3, 2010, teleconference 1:30 – 3:30 PM

Attending: David McSwane; Karen Tunis for Tina Anderson; Kyia Smith for Rich Linton; Rich Linton @ 2:30; Kelli Whiting; Stephanie Mohn; Debbie Scott for John Livengood; Margaret Voyles, Sharon Farrell, Scott Gilliam; Susan Kerns-Adkins (ISDH-IOT)

Co-Chair

Rich Linton confirmed he will be the Co-Chair for Academia

Sponsorship Letter

There was discussion on sponsorship levels, benefits for each level, distribution and editing and formatting suggestions.

- The Restaurant Association confirmed that they will accept the donations which is preferred by CFP and will be able to accept credit cards. They will accept the donations under 501 C 3 status via their foundation.
- Stephanie Mohn will e-mail a final draft to members around August 10 reflecting the changes
- Stephanie will form an e-mail “string” to avoid duplicate contacts and to communicate progress
- It was agreed that the highest level donation will include 2 complimentary registrations and will be given in a way to allow for a charitable donation by the donor.

CFP Board Meeting

Rich Linton will attend the Chicago CFP Board meeting August 24-25. Others are welcome and should contact Rich for details. He may discuss how the CFP charging from LAC funds for scholarships undermines the local effort. He may discuss the highest donation level of \$5000 and how this is higher than CFP's of \$3000.

Bags

Scott contacted Jeff Lineberry who confirmed that bags can only have the CFP logo.

Donations

Committee members expressed that setting a budget at the next meeting is a current priority.

Sponsor Recognition

Debbie Scott offered the services of one of their contacts (a beer distributor) to make banners and recognition posters. The banner at the airport should recognize sponsors. Also we need to explore other avenues “around town” to recognize sponsors.

Kyia offered staff member Kevin for signage design.

The committee all agreed that each donor should be given an attractive plaque for display in their business.

WI-FI

Rich suggested exploring inexpensive ways to have WI-FI in room such as using a computer as a server. Additional details and a budget will be discussed with the Hyatt at the September meeting. Susan Kerns-Adkins will consult on whether suggestions are workable. Purdue students may be available to assist with filling all the slots for workers for computer support.

Susan confirmed that ISDH services are at no cost.

Scribes

Rich Linton requested that scribes be screened for computer/word skills that were a problem at the last meeting

Additional Committee Member

David McSwane suggested that Steve Grover be invited to join the committee. Scott will contact Steve and invite him.