

Fall Conference –The billing will be resent with St. Ben’s mailing address.

Annual Billing –Jim’s intern has sent the billing for annual memberships for 2008-2009.

REGIONAL CONFERENCE

IACLEA mid-year conference –registrant number is up

Vendors

- The first e-mail has been sent and 3 positive responses have been received
- Cost is \$400 per vendor
- Shawn and Jim will check to see if we can use pipe and drape.
- We will have a bigger vendor room
- Vendors are really only there one day and will get to essentially feed 2 people per booth
- Advertising needs to be received by Deb in mid-March
- Create a card for vendors to mark off on –as people see vendors, the card is marked and then that card is put into a drawing for prizes.
- Pappe is printing participant and vendor cards for us –their registration fee is waived
- Curt will check to see if Spectrum is interested in printing shirts/portfolios and their fee would be waived.

Education

- ICS Training could be held on Saturday and Sunday
- Could have up to 40 attendees
- We do have instructors who have committed
- There is not a charge for attendees but they do need to pay travel/hotel
- St. Cloud State is working on hosting this same training on May 12-14th.
- IACLEA –Jack Leonard is coming. He will speak on accreditation, and website as well as training initiative. He may also be able to address LEMAP training (4 hours)
- Possible other speakers to follow up on
- Jim –will check with Missouri State on their Alcohol Coalition (free); Also with Delores or Doug Tuttle about Clery Act
- VIP hosting is not a topic of interest
- Follow-up to see if the Security Director from Westmont would be interested and what associated costs might be.
- Last year we used 2 projectors, 2 mics and 2 screens from Concordia

Registration

- Determining the preferred way to handle registrations-do we go through Lynette and then to Jim or the other way around
- Drop early bird registration.
- Cut off for registration is April 3rd. After the 3rd it is \$50 more.
- St. Ben’s will be able to process credit cards for registration and vendors
- Deb Swanberg has agreed to edit the materials for us (registration, program, etc)

Hospitality

- Hotel rates –Saturday \$74.70, Sunday \$52.80, Monday & Tuesday \$50.40
- Cut off date for rooms is April 1st

-April 8th is the food deadline although the casino always plans over by 10% on the numbers when they prepare food.

-Jim is working with a St. Cloud company to see about entertainment

-If we purchase gift cards, we would purchase more cards in smaller \$ amounts

-Ray can get Coke products for the vendor room

-Jim and Shawn are getting bids for the t-shirts in the event that Spectrum is not interested in providing them.