Date: 2/6/2020

Attendance: Troxel, Magoski, Jones, Caddy, Ramos Chase

Conference 2020 Items:

- Reviewed the task list. Outstanding items have been handled or are in progress. Requesting vendor check off list to be completed. The document must include vendor name so that their table can be easily recognizable as well as tear down/raffle prize information. Mark and Alicia will review the archives for a possible template that can be edited with our new CALNENA logo.

- Photographer for Sunday ILF, Monday/Tuesday morning sessions to provide coverage of the Bill McMurray Award, Color Guard. Mark Chase to send Don B. email with detailed breakdown of the times and what are the absolute deliverables.

- “Voice of God” (VOG) Don B. will do further review of the VOG script, verbiage will be refined as he sees fit.

- Designated staging area for presenters, table will be reserved. Board members will be responsible for coordinating with the daily presenters and have them seated in the staging area. Presenters / award recipients will approach the stage from the audience.

- Signage, Rosa to send final documentation to signage company and will review the design. Don B. will assist in reviewing the proofs and will provide direction on a possible sign for the podium.

- Step and repeat will be used this year so members can take photos during the conference. Don B. and his team will review potential locations and incorporate the set up during our reception.

- Don B. will provide support during the entire Industry Leaders Forum

- Party, focusing on a tropical vibe, vignettes, outdoor games as well as a band.