**2/26/19- VPP Board Face to Face- Day 2 Meeting Notes- Founders in Virginia Beach, Va**

Meeting called to order at 08:00

Roll call: LaPradd, Creamer, McPherson, Morrell, T. Gray, Stump, Stern, Johnson, Deery, McKenna, Penn, Frazier, Hancock

**Round Table:**

1. Hancock- how many rooms are available for government employees?
	1. There are 20 rooms available for government
	2. T. Penn to book 10 of 20 available rooms for the CAS
2. McKenna: Action Items from yesterday:
	1. Generate master list of attendees, sponsors, vendors
	2. Push for all of the above this week- will need help from board members to add their contacts that may be able to help
	3. Floor decals, poster, banner- Munro
	4. Get together with Brad and Joe before we leave to make sure we are on the same page
3. Board Action Items;
	1. Repository for board documents
4. Frazier- awaiting response from Breakout Speakers and will forward to Deery as they are received
5. Penn- will forward list of special guests to LaPradd for hospitality suite and complimentary registration
	1. SGE and Mentor of the year is being finalized within the next week
	2. Terry to reach out to K. Grow to see if she had suggestions for Mentor of the Year
	3. Special recognition for Newport News for 20 years at the Opening Ceremony
6. Deery- contacted Socio regarding game
	1. Game will be played on the honor system
	2. Possible ideas for vendor codes for the game
	3. Board members can forward headshots for the site to Rob
7. Johnson- will begin to work with Morrell on vendor committee
8. Creamer- items needed for
	1. 6 projectors, 6 clickers, flip charts, easels
	2. Jack will buy TV and door prizes
9. Stern- feels the board is in a good spot for the conference
10. Stump- will contact Whitney regarding years of service for SGEs
	1. National symposium is now open for registration- Marriott
11. Gray- will get logos for exhibitors and forward to Rob
	1. Will work with vendors with Morrell and Johnson
	2. He wants to become a sponsor and will get info to McPherson/McKenna
	3. Noted there is no place for a total amount on the sponsorship form
		1. The form was corrected and re-distributed to the board
12. Morrell- new vendor form was re-distributed to the board and it was posted on the Region III site
	1. Email was sent to Cathy- the event planner regarding when vendors can breakdown
		1. Follow-up meeting is to be scheduled regarding details with her
		2. Allen will pick-up where Drew left off
		3. Ensure we blind copy vendors when sending bulk email- no more than 5 at a time
		4. Credit card info needs to be sent to Natasha at VPPPA National and inform the vendor you did do then delete the email off your laptop
		5. Terry Gray to handle logo info for vendors and forward to Deery and McKenna
		6. Cintas will be a vendor this year per Deery/Grow
		7. Correct vendor form is on the website
		8. Requested the board send the vendor for to their contacts
13. McPherson- ensure all vendor and sponsors are correct and verified ASAP for Dover
	1. Checkbook will be with him at Dover to ensure payments are prompt
	2. This meeting will be paid via check
	3. McKenna will be Brad’s presentation back-up in case he is late arriving to Dover
		1. We will need 4-5 additional team members
14. LaPradd- we are going to go to bi-weekly calls
	1. Mike to send email invites
	2. Registration is low at this time- expect number to increase within the next month
	3. Board members should send their arrival dates/times to Dover to Mike
	4. The board members rooms are covered but board members must register
	5. The tentative agenda will be posted on the Region III site
	6. Hourly workers shall track hours and forward to Mike for verification for their work place
	7. Spouses are more than welcome and should be registered as Volunteers
	8. Mike thanked the board for their hard work

Meeting adjourned at 9:04