



## Board Meeting

Date: January 12th, 2022

Time: 1200

Location: Teams

Attendees: Mitch Von Ruden, Brian Wallace, Deb Yang,, Melissa Wilke, Alli Seiler

Unavailable: Cheryl Spencer, Lani Bartkowiak, Ladd DaFoe, Travis Reeves, Darren Budde

## Topics for Discussion

- No Nominations were rec'd regarding open board position. We will discuss it at the next all member meeting, and not send email now.
- Cheryl emailed some recommendations- How should we proceed?
  - Need to call 4 sites
  - Do you have space for available for 40 vendor booths and 150 people?
  - Do you have tables/linens available? Power?
  - How many class rooms do you have available? Looking for 2-3. Do you provide A/V equipment
  - How many people per class room?
  - Targeting Wed, Thurs late Sept/ Early October- Do you have anything available
  - Hotel rooms- What are the contract details. Do we need to block rooms? Can we get special pricing?
  - What are the food and beverage options and pricing?
  - Do you have enough parking available?
  - What is required for contract? Down payment? Minimum spend?
- After we get the Request For Proposal back, review and look at anticipated budget
- Discussion of the Annual conference took place. We need to find a spot to host. Melissa and Brian are going to work with Cheryl Wille and other board members to find a location. Criteria is:
  - Milwaukee area
  - 100 participants
  - 35-40 vendors
  - 2 conference rooms
  - Potentially offer 2 types of service training (1 maybe @ GE, 1 at venue)
  - 2 days max for event

- Possible vendor training we brainstormed: V60 Vents, Hamilton Vents, Carefusion Vents, Medtronic ESU, GE monitors, GE Mac VU 360, Injector-Maul Biomedical, Summit Imaging
- Scholarship was delivered to recipient @ NWTC.

#### Assignments

- Mitch Draft email for the RFPs
- Melissa and Brian get contact info for hotel sites