

MIARP BOARD MEETING
CONFERENCE CALL
Thursday, 7/8/2004

Janine Holloman
Deb Holmes
Barb Hubbuch

Nancy Huizenga
Karen Starr
Glennnda Stephens

The meeting was called to order by Karen Starr at 8:01 a.m. Minutes were accepted as distributed(Holloman/Stephens). .

The Treasurers Report was given by Deb Holmes. No outstanding bills as this time.

CONFERENCE UPDATE:

SPEAKERS: None of the speakers have responded with their resume's and outlines as requested in the confirmation letter. Barb, Janine, and Karen will contact the speakers they approached to forward their information to Glennnda. Brochures will need to be done by the webmaster in July and emailed, mailed and posted on the website. Karen will follow up with him and with Teri Springer to obtain the mailing list. She will have the list put in label format so it can be used efficiently.

CEU'S: Glennnda cannot complete the application for CEU's until she receives the information from the speakers.

VENDORS: Vendor letter is completed but has not been mailed yet. Deadline was extended to September 13, 2004 to ensure that no vendor will have to be turned away.

WEBSITE:

NEWSLETTER ARTICLES: Karen asked that we check the website to assure information about speakers for the conference is accurate. Four articles have been confirmed for the first newsletter for the website. Karen will also write an address from the president and information about sponsorship costs will be announced.

START DATE: When all articles are received and Karen's address is complete we will launch the website with the first newsletter hopefully by mid July.

VENDORS/ADVERTISING FEE: Lengthy discussion took place regarding the levels of sponsorship for vendors. Many changes were made to the original draft. Glennnda will incorporate these changes and costs after the meeting and forward to all for their input. All board members are asked to make comments and return as soon as possible so we can have this included in the vendor letter and sent out in a week.

MEMBERSHIP DRIVE: It was agreed that we will first do an email to all members that we have addresses for to announce the website and newsletter; and ask for input and suggestions as to what members might like to see in the future. After that response is received, we will do a telephone campaign to those we could not reach by email. Karen will do the email and then send each board member a list of those members that need to be called.

The meeting was adjourned at 9:00 AM(Holloman/Holmes). The next meeting will be a conference call on 7/22/04 at 8:00 a.m.

Respectfully submitted:
Glenda Stephens
President Elect