



Committee Meeting

Date:	29 th September 2022
Time:	1.30 – 2.30pm
Place:	Zoom
Attendees:	Elly Webber, Tracey Kumac, Amanda Foster, Bev Hopper and Nora Whelan.
Apologies:	Michelle Patu

Item No.		Raised by / Presenting:
a.	Minutes from Wellington meeting read and approved.	Approved by Bev & Nora
b.	<p>Cophorn – Wellington</p> <p>No trade stands</p> <p>110 seats (\$160 pp)</p> <p>Amanda fed back on previous experience attending a conference at Cophorn.</p>	

	Lock in date. November 9 & 10	Tracey
c.	<p>Conference Sponsorship</p> <p>Offer advertising. Tracey will explore further and update.</p> <p>Lara feedback on a conference experience with no trade stands, no gift bags.</p> <p>Put money into paying for speakers</p>	Tracey
d.	<p>Conference Speakers</p> <p>All to consider speakers / topics / Key-Note.</p> <p>Theme of conference</p>	ALL to discuss at next committee meeting
e.	<p>Webinar:</p> <p>21 days' notice for Webinar to membership. Sam to send out invite to membership</p> <p>Save the day on Social Media.</p> <p>Lara will prepare a intro and send to Sam (Jolly Elephant)</p>	<p>Sam</p> <p>Bev/Elly</p> <p>Lara</p>
f.	<p>Nominations:</p> <p>Bev - Received</p> <p>Matt – Send out nomination to committee</p>	Nora
	Next meeting is Thursday 10 th November 2022 – zoom.	
Agenda	<ul style="list-style-type: none"> • Review Agenda for AGM – make additions • Feedback on sponsorship • Decide on theme for conference 	

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| | <ul style="list-style-type: none">• Present ideas on speakers / Key Note | |
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