
Ken began the meeting at 4:30 pm.

Agenda: Tie up loose ends and cover details for the conference.

Eileen reports that the program has gone to the printer and is in process. Abstracts will not be in the program, but will be uploaded to the webpage so that people can download them as they like. She will forward the abstracts to Terri Wilson who is handling the conference proceedings. And it was noted that since the conference website will be archived (by TEI), these will be preserved on the website as well.

Eileen needs to know from Ken and whoever is doing the DSA presentation if there will be any background images for that part of the program. She would like to load that to her laptop ahead of time. Eric Wolf is doing the introduction for the DSA and Kim Collins will be presenting the Wittenborn Award. Ken will ask the two of them to contact Eileen about computer needs for their presentations.

**ACTION ITEM #85**
Ken Soehner will contact Eric Wolf and Kim Collins regarding their presentation needs for the Convocation Ceremony. They will be asked to contact Eileen Fry. (Deadline: April 9, 2009)

Sonja reports that local arrangements are finalizing numbers with the caterers and the hotel. She is still waiting for an estimate for the convocation program, but it has been promised for tomorrow. She is basing numbers on enrollment stats from April 1st. Sue Rawlyk confirms that those are the numbers to go with.

The leadership breakfast will be a buffet meal. Unless it turns out that the costs are significantly lower for a plated breakfast, we'll stick with the buffet.

Sonja notes she hasn't seen final numbers for RSVPs for the Society Circle Event. Ted will contact Barbara Rockenbach and will get back to Sonja and Sue with the numbers.

**ACTION ITEM #86**
Ted Goodman will contact Barbara Rockenbach about RSVPs for the Society Circle Event and will convey those numbers to Sonja and Sue. (Deadline: April 9, 2009)

The question was raised about whether award winners have been contacted and know the process of the event so that it flows smoothly. Susan Moon is planning to have a quick dress rehearsal directly before the event.

Eileen is concerned about the meeting with the hotel people on the Wednesday before the conference at 3 pm. Sue suggests that Alba and Sonja be there. Eileen does not need to be there. Sue will be providing the AV order before the meeting. Amy Lucker
notes that she will need two cordless (floor) microphones for the membership meeting. Sue reports that they have been ordered as part of the AV request. She reports also that the initial estimate for the AV costs was $22,000, but the revised bottom line now for the AV plus the internet access for the web-kiosk is $13,000. Ted notes we budgeted $18,000 for it. The vendors will purchase their own internet access.

Sue reports that everything is leaving Calgary on Thursday of this week. Nametags and ribbons will be put in envelopes tomorrow. Sue arrives in Indianapolis Tuesday night, April 14. For AV technology problems, call the registration desk and Sue will call out for tech help. Sue plans to acquire a short-term (US) cell phone for the conference so that conference organizers can reach her easily. She’ll distribute her number once she has the phone.

Other concerns? None raised.

**Ken adjourned the meeting at 5:00 pm.**

Submitted:
Rebecca Price, Secretary