

WBAALAS Trade Fair Planning Meeting Minutes

August 18, 2022, 3-4PM on TEAMS

Emily – Registration

- 90 people registered , duplicates not yet removed
- Name badge ribbons order has been submitted, express shipping ordered
- Emily ordering name badge holders
- Jonathan creating name badge template and food order tickets, will send to board for approval

Melissa – Vendors

- 12 vendors paid so far, 1 pending payment, 2 more working on registration
- Lanyards are in, Melissa to confirm number
- Tote bags should be handed off on the 31st
- Shipping information will be added to future vendor emails
- Board decided not to enforce table sponsors only being allowed 1 attendee
- Mel to reserve specific table morning of the trade fair for those at Silver/Gold level

Dave – Food

- Dave to contact Sakara for final lunch orders
- Dave will coordinate drop off and pick up with food vendor
- Coffee, hot water, tea, hand sanitizer, masks, and individually wrapped food items for breakfast will be picked up from Costco and Starbucks
 - Email to go out to attendees prior to meeting about COVID guidelines: Please bring own mask if desired, some will be available if forgotten, hand sanitizer will be provided, recommend self testing beforehand, no proof of vaccination or negative test is required

Traci – Speakers

Speakers

- Lesley has not yet registered and is still tentative, Traci trying to figure out if she is confirmed or not

Speaker Dinner

- Traci will reach out to Dave about budget
 - Budget will determine how many from board may attend
 - Potentially reserve table at JOEY @ U Village

AV

- Mel can provide secondary laptop for AV needs
- Sakara to see about 8/19 @ 11am for AV walkthrough w/ Traci and Mel
 - Backup date is Sep 1st

- AV walkthrough will determine what layout we move forward with for the trade fair
 - Layout will determine if a lapel mic will be available for Cindy to use, Traci to reach out to Cindy if needed about the mic

Sakara – Raffle and Awards

- Sakara will reach out to Dave about raffle prizes budget in the event we don't get any sponsors
- Email to go out after meeting about tech of the year nominations for the board to vote
 - Plaques should arrive ~2 weeks after ordering
- Sakara to work with Mel on getting scavenger hunt questions from the vendors

Next Board Meeting: September 1st, 3-4PM