

***Region II Team Meeting
Albuquerque Conference Planning Meeting
Albuquerque, NM***

Monday, February 23, 2009 2:00 p.m. - 6:00 p.m.

Attendees: Kay Forsyth (Chair), Andy Fraher (Chair Elect), Joe Potts (Past Chair), Karen Becker (Treasurer), Maria Beebe (Conference Planner), Shelby Sack (Conference Planner In-Training)

Executive Team Meeting

1. Joe spoke about lessons learned from previous conferences. Many on the Exec team are concerned at the relatively high room night requirements, room rates and minimum catering budget in comparison to both the Park City and Prescott conferences. In light of the current economic conditions and possible widespread budget cuts at universities, there is concern that attendance at this conference could be much lower than in previous years.
2. Karen Becker presented a report of the current financial state of the region and suggested creating a budget for the Albuquerque conference to include projected income and expenses.
3. The Exec team brainstormed ways to reduce costs and market to increase attendance. The following possibilities were suggested:
 - Homegrown workshops increase the profit margin for the region
 - Increase the number of exhibitors/sponsors to include local businesses/artisans etc.

- Soliciting for donations from local institutions for AV equipment, lower printing costs, etc.
4. A discussion of which workshops to offer resulted in the following workshop possibilities: (four workshops will be selected)
- Foreign Credentials Review (NAFSA)
 - F-1 for Beginners (NAFSA or homegrown?)
 - F-1 for Intermediates
 - J-1 for Beginners
 - Study Abroad- Managing a Study Abroad Office (homegrown?)
- *Consideration must be given to NAFSA Academy participants to ensure they are able to attend a workshop to earn their certificate. There are currently 6 Academy participants in Region II)
5. Review of Hotel Albuquerque contract to prepare for meeting with Velma Rinaldi, Convention Service Manager.

Tuesday, February 24, 2009 8:00 a.m.

8:00 a.m. – 9:00 a.m.

Exec Team- review of Hotel Albuquerque contract to prepare for meeting with Velma Rinaldi, Convention Service Manager.

9:00 a.m. – 10:00 a.m.

Hotel Albuquerque tour of facilities with Velma

Required hotel space was reviewed in detail to request favorite rooms for events and to ensure we are not requesting more rooms than we actually will require.

Maria's questions for Velma:

- Location for team office for storage and LAC (there are two very small but lockable storage closets we can use- not appropriate for meeting space)
- Floor plans and room capacities
- Will there be other conferences going on at the same time as our conference? (yes)
- Wireless access in common areas and rooms (available in rooms for \$5 for the entire week however service in common rooms and lobby not reliable)
- What will be the charge for parking? (free)
- A suggestion for the location of the silent auction? (will be held in the exhibitor's hallway and stored each evening in the LAC storage rooms)
- How can exhibitors ship materials? (Very limited at hotel- it is suggested to have materials sent to Univ. NM and then arrange for delivery to the hotel.)
- Registration table will need internet connection. Where is the best location?
- Is it possible to rent or use the Q Bar for a salsa dance party? (rental rates are separate from hotel conference space and very expensive)
- Will there be adequate staffing for the mass exodus on the Friday morning? (yes- Velma will make sure there is adequate staff)
- AV issues (AV equipment is expensive to rent- the LAC will be asked to ask schools to loan projectors and screens)
- Opening reception room? (outdoor temps in October not reliable so the reception will be held indoors)
- Will pre and post conference hotel stays be added to our minimum room night requirement? (yes)

- Will it be possible to book hotel rooms online? (yes- Velma will provide us with a link to the NAFSA Region II room rates and online registration form)
 - Is there a coffee kiosk? (No...not currently. Velma will check and see if this is possible or we may add morning coffee booths)
 - Green policies at the hotel?
 - Tax-exempt form required by the hotel. It takes 2 months for an organization to establish tax exempt status.
1. Registration fees and comps for the conference were discussed. Final costs will be submitted to the LAC to create the Albuquerque conference registration form.
 2. Discussion and revision of conference administrative policies. A revised policy will be posted on the website.

1:00 p.m. - 5:00 p.m.

Meeting with LAC representatives

*Minutes provided by Linda Melville, LAC Co-Chair

1) Committee assignments: The list of committee assignments was updated and is enclosed in this email. Everyone needs to check and be sure they understand what their role is and begin the process of looking at materials/issues for their committee from last year. The materials we have can be found at:

http://region2.nafsa.org/aboutregion/Team_Resources/LAC/.

You can also contact last year's LAC contact directly.

If the information is not on the website, email me and I can get you the information. We will still need lots more volunteers to help at the events, and some with some committees, especially registration. Let Mary or I know if you have someone else who wants to help out.

2) Tentative Schedule: The tentative schedule that we discussed is enclosed. Not represented are those activities which we have not yet fit into the schedule and might add as pre or post-conference special events. These are: UNM Tour, trip to the Native American or National Hispanic Cultural Center, trip to Sandia Peak and post-conference trip to Santa Fe. If you have ideas about these please contact Susi or Stephanie who are co-coordinating special events.

3) Conference Theme: Thanks to Adam Breen for our theme which will be “World of Enchantment.”

4) Past Lessons: The executive committee gave us some good advice about our planning process. Here is a summary:

- Don't reinvent the wheel – look at past materials
- Stay in contact with each other
- Build community amongst the LAC Team
- Make sure the conference includes plenty of local flavor
- Cut costs (especially in this tough year) through donations of materials, time, etc.
- Make sure your evaluation process is a good one, as last years was. Rick, this means you should contact Jesse who was last year's evaluation person
- Respect the timeline (last year's is enclosed Maria will send the one she gave out at the meeting)
- Get cell phone information (please send me this now)

5) Communication within LAC: We agreed that emails about LAC issues can/should be sent to the whole list (copied on this email and enclosed) where others may need to/want to know.

However, the protocol will be to put the subcommittee name in the subject line, so that those not involved can choose to ignore the messages if they don't have time. An example would be “SPECIAL EVENTS” or “HOSPITALITY”

I believe that is the most important information from the meeting yesterday. If you have questions or if I forgot anything that you think is important to add, please let me know.

Again, please respond to this email with:

- Your cell phone number
- Questions
- Comments

More information about your subcommittee from last year (Park City) is available at:

http://region2.nafsa.org/aboutregion/Team_Resources/LAC/

Enclosed in this email are the following files:

- Volunteer roles and contact information
- Rough Schedule
- LAC emails
- Timeline for LAC (what needs to be done when) –this is last year’s Maria will send us all this year’s version as well as the notes that she handed out at the meeting
- Volunteer Assignments from last year’s conference in Park City
- Evaluation results from last year’s conference
- Comments compilation from last year’s conference

Wednesday, February 25, 2009 8:00 a.m.

1. Discussion of Omaha conference contract. Conference scheduled the week before Thanksgiving (November 13th-November 19th). Andy will contact Tonya, Region IV Chair, to discuss concerns regarding minimum room night requirements and food budget.
2. Review Exec team position descriptions. Made revisions to job duties and responsibilities.
3. Review of revisions to Administrative Policy Guidelines.

4. Update and suggestions for Region II website which will be hosted on the NAFSA server. Content will be determined by regions but the template will be determined by NAFSA. States need to update their website pages. Andy is working with states to get updates.
5. Review NAFSA grant applications. Karen made several revisions to the forms so that the forms will be current and ready to post on the website.
6. Advocacy Day grant amount discussed. It was decided that the minimum amount can not be changed without a vote of the region and therefore will remain at \$400 maximum per applicant.
7. Discussion of the nomination of open Region II positions: Chair Elect Elect, KC ISSS representative, RAP KC representative. The nominating committee has identified NAFSA members and will announce the open positions April 15th.
8. The location of the 2011 conference in Colorado and the options provided by Nasser with Meeting Insights were discussed. Fort Collins, due to its easier access seemed preferable over Steamboat Springs. Kay will contact Nasser to review details to be included in the proposals--specifically the food minimums. Kay will also discuss ABQ contract details with Nasser in light of fewer anticipated attendees at ABQ.

9. The Exec team will review revisions to the administrative guidelines and once all revisions are confirmed, Kay will send to the Region II team for voting. 30 days are required for the voting process.

10.

11.

Shelby Sack, Conference Planner In-Training

Region II

cc: Kay Forsyth