



**CITE Executive Meeting
Teleconference
February 5, 2016 - 12:00PM MST**

Attendees:

Executive:

J. Malzer (President) (JLM)
J. Salvini (Secretary/Treasurer) (JS)
P. Truch (Past President) (PT)
Gene Chartier (Director) (GC)

Regrets:

E. Soldo (Vice-President) (ES)

Support:

S. Garner (Administrator) (SG)¹

1. Approval of Minutes and Agenda

MOTION (GC, JS): To approve the minutes of the January 15, 2015 Executive meeting and the agenda as proposed

✓ **CARRIED**

2. Conference

- Discussion on the progress of the LAC for the Kelowna Conference. Some assistance around sponsorships could be provided by the Executive Committee in terms of additional firms that have been contacted in the past and reaching out. The Executive Committee would require a revised budget updated in Google prior to confirming delegate rates for the LAC.

ACTION (PT): Follow-up with LAC to acquire a revised conference budget

ACTION (JS): JS to update the potential sponsor list using information from past conferences

ACTION (ALL): Executive members to follow-up with with potential sponsors of the Kelowna Conference

ACTION (JM/SG): Amend conference guidelines to include deadlines for contacting potential sponsors and add a requirement that the LAC must use the CITE file sharing system (Google Apps) to maintain important documentation such as the budget

¹ Recording Secretary

ACTION (SG): Reminder that google training is available to volunteers and Executive Committee members

- The LAC had asked the Executive Committee their feedback on additional alternative sponsorship opportunities such as lanyards, tours, etc. The Executive confirmed that alternative forms of sponsorship were explicitly addressed in the conference guidelines and that all opportunities should be explored. Executive would be happy to provide guidance.

ACTION (PT): Direct the LAC to the pertinent policy in the conference guidelines regarding alternative sponsorship opportunities

- The question of the policy on hospitality suites at the Conference was raised. The Executive Committee noted that though this is not typical practice, hospitality suites are not restricted. The ideal time to schedule this type of event would be Sunday night, to not conflict with other activities.

ACTION (JLM): Follow-up with hospitality suite hosts

- A discussion took place around the sharing of attendee information at the conference. The Executive noted that the new practice is to share the names and affiliation of attendees of the conference with delegates following requesting permission in the registration page.

ACTION (SG): Ask for permission to publish attendee name and affiliation at the conference as part of the registration process

- A discussion took place as to whether CITE should again host a mentorship program. Options were identified and the Executive felt that the Young Members Committee should be asked for input

ACTION (ES): Ask YMC for input on a mentorship program for the Kelowna Conference

- The District Administrator asked for clarification on attendance at the Kelowna Conference. The Executive felt it would be valuable to have the District Administrator attend the Executive and Board meetings on the weekend that precedes the start of the Conference. This opportunity would also allow discussion and brainstorming with CITE's new editor.

MOTION (JS/GC): That the District Administrator be approved for travel to the Kelowna Conference meetings to be held on the Saturday and Sunday prior to the Kelowna Conference

✓ **CARRIED**

3. Advertising Renewal

- Advertising renewal notifications have gone out. The Executive Committee noted that the list of advertisers was unusually short and that the Committee should contact potential advertisers directly

ACTION (JS/SG): Develop a list of potential advertisers and circulate to the Executive Committee for follow-up

4. MOTION (JLM): To adjourn meeting at 1:35PM MST