

# CASFAA Proprietary Meeting

## MINUTES

JANUARY 27<sup>TH</sup>, 2012 2:00PM-2:300M

CONFERENCE CALL

<b>MEETING CALLED BY</b>	Laura Bouche
<b>TYPE OF MEETING</b>	Conference Call
<b>FACILITATOR</b>	Laura Bouche
<b>NOTE TAKER</b>	Laurie Vulich
<b>ATTENDEES</b>	Laura Bouche Laurie Vulich Emily Valdovinos Taisha Azlin Wright Dan Richins Laura Hider Sharon McIntosh
<b>NON ATTENDEES</b>	Joanne Brennan Laura Cunha Dolores Basilio Dayshawna Littleton Saralani Anderson Marie Navarro

### Agenda topics

#### BUDGET/WELCOME

LAURA BOUCHE

<b>DISCUSSION</b>	Need travel information/distances from volunteers to create budget	
<b>CONCLUSIONS</b>	Provide Laura Bouche with your Travel information ASAP	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Provide Laura Bouche with your Travel information ASAP	All Volunteers	ASAP

#### PROPIETARY SESSIONS

LAURA BOUCHE

<b>DISCUSSION</b>	Timing-Shall the Propriety Pre-Conference Sessions continue or shall a "Proprietary Tract" be created within the "Main" Conference
	Suggestions from both sides of the discussion-individual suggested tract to stay focused on our sector, others suggested continuing the Pre-Conference Session to receive broad range of information
	Dissatisfaction with refreshments during Pre-Conference Session breaks-comments on refreshments at last year's pre-conference sessions were not positive
<b>CONCLUSIONS</b>	Continue Propriety Pre-Conference Sessions
	Increase cost of Pre-Conference sessions to approximately \$40 (vs last year's cost of \$25)

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

COMMITTEE/VOLUNTEER FOCUS

LAURA BOUCHE

<b>DISCUSSION</b>	Focus is to establish conference curriculum that is relevant to the sector	
<b>CONCLUSIONS</b>	Need relevant topics, speakers knowledgeable about those relevant topics	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Brainstorm topics of importance and possible speakers (start asking speakers now)	All Volunteers	April 28 <sup>th</sup> , 2012

FUTURE MEETINGS

LAURA BOUCHE

<b>DISCUSSION</b>	Number of necessary meetings, timing of meetings	
<b>CONCLUSIONS</b>	Meet once a quarter (until the Fall and then sooner) at the Institute of Technology, Clovis Campus (564 W. Herndon Ave Clovis, CA 93612)	
	Meetings will be held 10:00am -2:00PM on Saturdays (Lunch will be provided)	
	First Meeting was scheduled for April 21st, 2012 HOWEVER this has been rescheduled to <b>April 28<sup>th</sup>, 2012</b> at IOT in Clovis	
	Laura will help arrange transportation to/from the airport.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Once again, provide Laura B your travel information	All members who wish to be reimbursed for Travel	ASAP

<b>OBSERVERS</b>	
<b>RESOURCE PERSONS</b>	
<b>SPECIAL NOTES</b>	Remember first Meeting is <b>April 28<sup>th</sup>, 2012</b> at Institute of Technology, Clovis, 564 W. Herndon Ave, Clovis, CA 93612