



2022 AOA Conference Planning Committee Agenda
Meeting #7
Hyatt Regency, Indian Wells Resort and Spa
44-600 Indian Wells Lane, Indian Wells, California
Thursday, August 19, 2021
Meeting Begins at 8:30 a.m., Ends at 3:00 p.m.

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| 1. Welcome - Martiz Ware/All | 8:30 - 9:00 |
| <ul style="list-style-type: none"> a. Welcome and Introductions b. Review Minutes/Follow Up Duties Report c. Changes/Additions to the Agenda d. Review CPC Contact Information | |
| 2. Chair Reports | 9:00 - 9:30 |
| <ul style="list-style-type: none"> a. Conference Chair - Martiz Ware <ul style="list-style-type: none"> - Finalize Super Session Topics and Presenters - Assign Coordinators That Will Manage Session - Finalize General Session Topics And Presenters: Assign Coordinators That Will Manage Session - Discuss Newcomer Orientation For Members - Sunday Afternoon: <ol style="list-style-type: none"> 1. Format 2. Presenters to Be Included: Committee Chairs, AOA Marketing, Business Partners, etc. 3. AOA Topics to Cover: Committee Structure, Leadership Academy, etc. | |
| <ul style="list-style-type: none"> b. Session Planning Chair - Taren Mulhause | 9:30 - 10:00 |
| <ul style="list-style-type: none"> - Discuss Role of Session Coordinator - EventsAIR Presenter Information Process - EventsAIR - Conference Program - Discuss Preliminary/Final Program - Discuss Session Planning Matrix - Discuss Concurrent Session Topics - Call For Sessions - Members - Notify Presenters of Status | |
| Break | 10:00 - 10:15 |
| <ul style="list-style-type: none"> c. Session Coordinator Reports Discuss Topics and Presenters | 10:15 - 12:00 |
| <ul style="list-style-type: none"> - ASI/SU/REC - Iraida Venegas - Business And Financial Services - Yvette Marquez-smith - Commercial Services - Alfredo Macias - Human Resources - Kristen Pichler - Information Technology - Matthew Sparks - Marketing and Communications - Heather Cairns - Philanthropy Committee - Monica Alejandre - Research Administration- Gillian Fischer - Risk Management - Dwayne Brummett | |
| Lunch | 12:00 - 1:00 |
| <ul style="list-style-type: none"> d. Conference Graphics Chair - Aaron Elimelech | 1:00 - 1:30 |
| <ul style="list-style-type: none"> - Conference Graphics and Marketing - Updates - AOA Website, Social Media and Mobile App - Student Technical Support - Finalize Photographers and Videographers - Conference Signage and Printed Materials -Including NACAS Conference | |
| <ul style="list-style-type: none"> d. Logistics Chair - Richard Jackson | 1:30 - 2:00 |
| <ul style="list-style-type: none"> - Review Budget And Conference Expenditures To Date - AV Equipment Needs - Meet With Encore Staff to Discuss - Executive Director Luncheon - Finalize Program Speaker | |
| <ul style="list-style-type: none"> e. Business Partners Chair - Lorlie Leetham | 2:00 - 2:30 |
| <ul style="list-style-type: none"> - Business Partner Support - Update on New and Returning BP's - BP Communications - Conference Attendee Gifts, Name Badges, Lanyards - Discuss Newcomer Orientation For BP's - Monday Morning: <ol style="list-style-type: none"> 1. Format - Orientation Followed by Presentation 2. Presenters to Be Included - EC Members, CO Presenters 3. Topics to Cover: - Call For Sessions - Business Partners - Notify BP's of Status | |
| <ul style="list-style-type: none"> f. Specialized Functions Chair - Kasey Schoen and Dixie Johnson | 2:30 - 2:45 |
| <ul style="list-style-type: none"> - Communications With Membership - Communications & Support For VIP's and Keynote Speakers - Conference Attendee Gifts And Name Badge Holders - Registration and Student Support - Discuss Finalize Needs And Finalize Outreach | |

3. Key To-Do's for September Meeting

2:45 - 3:00

- a. Communications with CO/CABO/Keynote and Featured Speakers
- b. Conference Signage and Printed Materials
- c. Review Budget and Conference Expenses/Revenues
- d. Hotel Logistics
- e. Conference Registration for Membership and Business Partners
- f. A/V Equipment Needs
- g. Updates to AOA Conference Website and AOA Mobile App
- h. Business Partners
- i. Newcomer's and Business Partner Orientation (Finalize program content)
- j. Concurrent Session Topics and Speakers - Follow up on Final Details
- k. Session Planning Forms/Script - Begin Review/Edits
- l. Conference Program for Website and Mobile App
- m. Communications with Membership -Preliminary Conference Program

4. Adjournment

3:00 p.m.

ADMINISTRATIVE CONFERENCE SUPPORT

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NEXT MEETING:

Thursday, September, 16, 2021
Beginning at 2:00 p.m.
Ending at 4:00 p.m.

For CORE Members