LMFNA SPRING FLING BOARD MEETING

APRIL 21/21

Attendance:

Susan Fulton, Julie Phaterpekar, Cath Wilkins, Tammy Sheehan, Karen Bellafontaine, Tannis Sorge, Michelle Warrington

**Website** – good feedback, looking for generic photo for background of LMFNA banner

* Please send any Feedback to Ken re: website, Spring Fling poster, etc.
* Look at it as a client would see it looking for a foot care nurse
* Suggesting banners across top for ease of navigation for public – may be a difference in display on Ipad vs pc
* Event list – public vs members only – monthly meetings/topics are free
	+ Page accessible to members only possible
* Ease of use, colours, etc – good
* **Spring Fling** – Sponsor page –
	+ Letter to sponsors with mention of $100 fee – Karen to look into and send out again
	+ Toe Fx – video
	+ 7 sponsors (6 without Tannis)
	+ **1. Cathy to call Marjorie Kwan** – not sure how to do, send us photos, show off her products, Julia will be talking about her products, open and Q & A, just before Julia, box of gloves, ?gift certificate
		- - Julia Overstreet – padding and offloading discussion – coordinate timing with Marjorie Kwan
	+ **2. Cathy to call Dave at Ports** – Dave does not want to show his face or talk – photos, videos, footlogix,
	+ **3. Tammy to call Tina at Bowers** – had not heard – someone to call her to ask her to send photos to Tannis, catalogues, gift card from them, one question to win a prize
		- Tannis will put a slide show if they can send photos – Sarah doing something similar
	+ **4. Karen to contact Harpreet Thandi** - $100 – reach out to her personally
	+ **5. Diane to contact Smooth Toe**
	+ **6. Cathy to contact Keri at Advantech** – reach out to ensure
	+ **Sponsors** – will they be available for questions – someone assigned to each sponsor and ask questions, we will send them a list of questions that may be asked
		- common products that FCN order from you
		- Order form, who to ask for,
		- Make it fun – interview – video clip
		- Engage audience with questions etc.
	+ Discuss time line
	+ Screenshot of their web page
	+ Give them the option to talk or show video/slide show
	+ Slideshow can be a bathroom or snack break
	+ Stock questions – Julie and Michelle to make up questions for sponsors - interview questions – how do I reach you, what do you provide, free delivery with certain amt, ship to other provinces, most popular product, is there a product you would recommend to help fcn, save time, etc.,
		- divide between myself and Julie – prepare sponsors in advance, have a few questions from board ie. Start dialogue – Do you use this product, what do you like about it and what do use it for?
		- Return policy, claim orthotics on insurance, can they be modified, colours,
	+ **Speakers** all confirmed – may have to change their timing slightly
	+ **Speakers** will likely run over time
	+ **Julia Overstreet – Padding and Offloading - Tannis** to generate
	+ **Convatec (Wound Care) - Tannis** to generate questions
	+ **Monica Lee – Onychomycosis (Bausch Health) – Tannis** to generate questions
	+ **Psoriasis (Bausch Health) - Susan** to generate questions
	+ **Onyfix/Podo Expert (Neuborg Health) - ?? who is generating questions**

**Registration** – member and non member rate – too complicated

* + - Limited space
		- Video??
		- One rate simpler and cheaper
		- Early bird price $60
		- $ 75.00 thereafter May 22
		- Cannot register after June 10
		- Certificate of attendance – plus – include hours of conference, speakers and topics
	+ **Post Poster May 1 – 9-3pm on Save the Date poster**
		- Tannis to send it to Audrey (CAFN) and ask her when she can send it out
		- Facebook sites –
		- Tannis to send it out to students and past students
		- 3 groups on VI – Oceanside, Mid Island and CINFA, Jennifer – Pedicare, Michelle with Coloplast, Lisa, Karrell
		- Wound care – Misty Stevens – Tannis
	+ Online Conference logistics
		- Assign One person who monitors for tech questions
		- Assign 2 people to monitor questions in chat
		- Mute everyone
		- organizers only to see chat
		- advertising – poster -
		- Fill 7 ½ min – Q and A – starting your business, working in Covid
	+ Skill Testing Questions for prizes ie. What colour were the socks in the poster, how do you spell Ports?,
	+ Prize – questions, Ken randomly chooses winner
	+ Know how many prizes there are to give away
	+ Drill – each speaker assigned a number and add up total – Grand prize
* Karen to send letter to executive so we know what’s in it
* BC Foot care nurses association – domain expires soon
	+ Cost?
	+ Lost with new website company
	+ Tannis feels it would be a shame to lose it – someone could claim it
	+ Automatically redirected to LMFNA
	+ Have to ensure new web company has it redirected to LMFNA
	+ Susan will call Ken re: above
* Open to anyone
* Susan to find letter
* We are to provide feedback
* Meeting Plan – more than 100 participants available – Tannis will ensure how many
* Reach out to sponsors by next Thursday, solidify swag or fee – send an email back to board
* Poster finalized
* Prizes are randomly done, tell them amount of prizes at beginning
* Build up throughout the day so people will stay

Next Meeting – Tuesday May 12 @ 7pm

June 9 – test link sent out

June 10 – run through 6pm – 7pm – System Test

June 11 – Conference link sent out