LMFNA Board Meeting – Pre Fall Event Planning Meeting – Sept.7/23

Webex meeting – Tannis Sorge, Michelle Warrington, Cathy Wilkins, Susan Fulton

Keri Arnott – Advantech – Keri will not be there on Sept. 28 for event due to personal issues – her husband (Gary) will attend in her place as well as her assistant who are both very knowledgeable regarding equipment

Susan – 30 registrants so far – all members except 1

* Tina from Bowers – has not heard back from her – she was to bring someone in from office – ISusan will contact again
* Nicole (Convatec) – Susan to introduce
* Michelle from Coloplast dropped off goodie bags – will not be there
* Cathy to introduce person from Advantech
* Diane to introduce Alejandro from
* Greeter for members – Ivy or Cathy
* Tammy to coordinate the food
* Debbie to coordinate the vendors
* Cathy to do housekeeping, thanking everyone
* Debbie to introduce the vendors -
* Welcome speech, promote LMFNA - Susan

Tannis – contact Podoexpert for goodies

* Pre-order with PedEd over $200 she will give you a free bottle Podo Expert
* 25 registrants – another incentive, - put in email

**Vendors:**

* Alejandro – Companyon
* Nicole – Convatec – samples and prize, dessert
* Gary – Advantech
* Bowers
* Tannis – PedEd
* Ask them to bring pre order forms

**Food :**

* Large garbage bags
* Pita Pit (Karen)– serve on platters – Tannis, Diane, Cathy
* Costco potato salad – Ivy picking up – serving spoons
* Olive Garden Salad and Spinach Salad – Tannis to make – 1 plastic container per 15 people
* Diane making dressings
* Simosas – Cathy picking up and donating
* Dessert –
* Water, drinks – Ivy
* Charceuterie Board – Tannis - simple
* Dessert plates, napkins – plates and cutlery in back room
* Table off to side

Michelle to send Tannis list of names of vendors so she can make name plates for tables

Number of vendors reps for food

Ice in cooler or tub

No coffee or tea

Tannis to send layout for tables

Someone to help with set up of tables – Debbie , Susan, Cathy – set up reception table, conference stand

Want people to come around back – sign to be put up

Tannis to set up AV equipment

Clean up Crew – stack chairs prior to prizes

* Diane
* Larissa

Set up Crew

* Larissa

Email Thank you to Vendors and Speakers after event – Susan and Michelle

Insulated cooler bags to pick up samosas and store them in there.- Cathy

Invite Tannis’s students

Michelle to send out Agenda to vendors and board members

Gift for Janitor – new – gift and bottle of wine – one of each - Diane

5:00 – 5:05 – Welcome everyone

5:05 – Debbie to introduce vendors – go to each table and introduce rep and products

5:45 - Dinner

6:15 – welcome Speech – Susan with Cathy

6:30 – Speaker - Introduce Gary from Advantech

7:00 – Speaker - Tannis – Benefits of US Certification

7:15 – Mingle, shop, dessert

7:45 – Speaker - Alejandro – Companyon

8:15 – Jeopardy

8:45 – Prizes

9pm – Closing remarks, Clean up