

Florida NOW Conference Action Items

Action needed	Owner	Deadline
Determine when silent auction will close 4:45 p.m.	Silent auction committee	Completed
Determine when marketplace closes on Saturday. 5:00 p.m.	Marketplace committee	Completed
Determine if FL NOW will pay for music groups for Saturday reception. Have booked Bill Good.	Carol King	Completed
Distribute copy of detailed plan provided by Gainesville	Carol King and Lucinda McGinn	Completed
Identify the shifts and workers needed for each shift for registration. Carol and Lucinda have this information but it needs to be shared.	Carol King / Lucinda McGinn	Completed
Identify sponsor for Saturday evening reception	Sponsorship committee	4/30/14 5/10/14 Completed
Identify and confirm all conference speakers.	Nancy Hurlbert	Completed
All bios and workshop information to be sent to Sandra Paradise	Speakers, Workshops, and Forums committee	4/14/14 4/30/14 Completed
All ads and marketplace table sales close	Journal Ads & Marketplace Committee	5/10/14 Completed
Confirm if FL NOW wants an ad on inside front cover like last year Yes, Florida NOW will put in an ad.	Sandee Paradise	5/10/14 Completed
Get conference rules for journal Lisa Labbe will send rules.	Sandee Paradise	4/15/14 5/10/14 Completed
Determine if there are any bylaw changes that need to be in journal No known bylaw changes.	Sandee Paradise	Completed
Contact FL NOW and see who is handling press and credentialing. Lake NOW handles press and credentialing. We need to let local press know there will be the mayor speaking, other speakers, and politicians in afternoon. Sandee talk to Barbara about who she normally contacts.	Sandee Paradise	Completed
Determine if babysitting services are needed and, if so, arrange babysitting. Hardly anyone ever requests childcare. Just need a contingency plan in case someone does. Florida NOW will pay if it is needed.	Sandee Paradise	Completed
Provide copy of contract with Lakeside Inn to Lake NOW secretary. This has been done.	Carol King	Completed
Determine what each presenter needs for their presentation. Need info from Ellis Robinson.	Speakers, Workshops, and Forums Committee	4/18/14 4/25/14 5/9/10 Completed
Identify a plan for what Lake NOW will sell at its marketplace table. We are using lots of the stuff from the national convention, V-pops, some donations, wine charmers, etc.	Lake NOW Marketplace Table Committee	Completed
Contact FL NOW and see what is needed for registration as far as space, equipment and staff. One long table is needed near a power source.	Sandee Paradise	Completed

Determine when training for registration will be done. Training will be done Friday afternoon and Saturday morning. People working registration should work in 2 - 3 hour shifts.	Sandee Paradise	Completed
See what Brevard needs as to tables. They need 2 tables.	Silent auction committee	Completed
Is there music at lunch? No	Carol King	Completed
Get volunteers for marketplace table. Need 8 people on Saturday.	Carol King	5/20/14
Get volunteers for registration table. Need 2 for Friday, 8 for Saturday (4 shifts), 1 for Sunday. Those who volunteered through Florida NOW will do Saturday, Judi Phillips Jones will do Sunday	Carol King	5/20/14
Prepare contingency plan for babysitting.	Sandee Paradise	5/20/14
Find out what FL NOW treasurer is doing with info	Lucinda McGinn	Completed
Contact Lisa Labbe to specify what info is needed and how often	Sandee Paradise	4/30/14 Completed
Develop email to Lake NOW regarding Friday night activities	Carol King and Judi Phillips Jones	Completed
What is being given out to attendees at registration? <ul style="list-style-type: none"> • journal • any additions to journal • list of restaurants nearby • pen (Carol will ask Merrilyn) • notepad (or leave notepad space in journal) (Carol will ask Merrilyn) • any handouts/freebies you've gotten from local businesses and the hotel • local magazine (Judi) • Candy 	Sandee Paradise	5/2/14 Completed
Plan to prepare gift basket	Judi Phillips Jones	Completed
Get microphones and projectors for breakout rooms	Carol King	5/2/14 5/9/14 Completed
See how many baskets are being auctioned.	Carol King	5/9/14 5/19/14
Send out email to Lake NOW requesting for Friday night.	Pam Ward	5/9/14 Completed
Who is doing introduction of speakers and workshops? Linda Robinson will introduce National Women's Liberation. Carol introduces Vicki Nantz & Mary Meeks. Donna or Sandee will introduce Patricia Ireland. Kelly Smallridge and Doris Weatherford introduced by Sandee. Linda Robinson will introduce Gypsy. Judi will introduce Ellis Robinson and Joyce Hamilton Henry. Nancy Hurlbert will introduce Ann Jordan?	Carol King	5/12/14 Completed
Who is doing introduction of politicians on Saturday night? 9 people have RSVP'd (in addition to 4 on political panel) for the reception. Includes both candidates and incumbents.	Carol King	5/12/14 5/19/14
What will we use for host name tags?	Carol King	5/7/14 Completed
Include maps in conference journal of Lakeside Inn (map of grounds, map of floor plan of breakout rooms)	Sandee Paradise	5/10/14 Completed

Work with speakers to abbreviate bios	Sandee Paradise	5/8/14 Completed
Determine whether make to changes to schedule per Larissa request	Nancy Hurlbert	5/7/14 Completed
Lakeside Inn turning away reservations in NOW block	Carol King	5/8/14

Next meeting: Monday, May 26, 2014 at 7 p.m.