

CoDA Events Committee (CEC) Meeting Minutes – April 17, 2024
3:30pm PT / 4:30 pm MT / 5:30pm CT / 6:30 pm ET

Present: Amy D, Brian P, Cathy P, Chris H, Deedie H, Gen D, Lisa J, Tim F, Wendy S, Rebecca S

Board Liaison: Tina R

Absent: Holly, Patsy & Annie

Guests: None

Quorum Met

Time Began: 3:32 PM PT

Time Adjourned: 4:50 pm PT

Motions:

- Minutes from 3/27/2024 - Deedie
 - Minutes for March 27, 2024, were: Yea 8, Nay 4, Abstain 1
 - Motion to Ratify made by Deedie, seconded by Gen - Passed unanimously

Chair Updates:

Welcome Lisal --Update: Ottawa ICC, It's a GO! Rooms, & flights (need event member's commitment of days/flights) / Split set-up into two days in Ottawa. Will need 3 people for registration; will have schedule this year/ New Facilitator - David L. / ICC - Philly 2025 - Chris and Wendy going May 8th

Action: Chris H will assist Tim to find a roommate.

- **Registration: Cathy** – working with VEL (Voting Entity Liaison) on validation of registration. 5 from our committee need to register for CSC
- **Communication: Wendy** – we have a draft together, want to get with Patsy and Rebecca
- **S/W: Amy/Tim** - Amy thinks 2 of the 15 speakers have backed out and cannot attend. Tim emailed a round of applications and waivers.

Merchandise:/Decorating - Gen – Next Meeting May 1st, after CEC Meeting

- Last merchandising meeting had 5 people, we discussed posters and banners needed/square device will have a designated iPad and computer staying at the merchandise table, will be cashless, billing in USD, transaction fee 3%, square will give us inventory of sold items.
- Tina - advised Gen to let her know when she wants to discuss square
- Brian - not sure about processing payments on square until we return to US. Brian will check.
- Gen - will confirm with Carole about raffle donations

Future Events: - Deedie, Lisa, Holly 1st meeting April 30th 5pm PT / 6pm CT/ 7pm ET

- Tina confirmed that where Events committee goes, is funded by our committee
- Chris - we are having a virtual ICC in October, and Patsy would like future events to take lead on this
- Deedie - concerned about virtual portion in October, need input from Brian IT components
- Cathy - for virtual ICC, 3 components (registration, Speakers and Workshops, technical)

- Brian - advised we can use Airmeet, it is free and slick program.
- Wendy - suggested future event members try to attend s & w meetings
- Deedie – asked about interpretation; Cathy advised that Brian is working on cost effective solution for interpretation.

Meetings will now be every 2 weeks

Next Meeting Wednesday, 5/1/2024 3:30 pm PT / 5:30 CT / 6:30 ET

With a Merchandise Subcommittee Meeting right after our CEC Meeting