

Post-Conference Lessons Learned Meeting
Via Conference Call
November 4, 2012, 12:00

Present:

Joshua Ream, President
Allyssa Gabriel, Vice President
Gregory Cazemier, Secretary
Joseph Morris, Treasurer

Surveys taken by officers online are attached to these notes as enclosure 1.

Recommendations:

Overall Opinion of the conference: Ranking of 1-10, average score was 8

Comments:

- Impressed with the speakers, presentations and quality
- Involve same speakers next year with some followup and add more
- Members were engaged
- Location was good
- Josh did a great job moderating the event
- Keep same with multiple locations next year
- Program and agenda was good

Improvement needed:

- Tech issues and A/V issues
 - Start a little later in the day, but add to the time prior to meeting to ensure plenty of time for setup and a/v checks; possibly the night before.
- Attendance can be improved
 - As we grow as an organization we should see attendance grow
 - Focus on recruitment as officers and individuals
- Timing for presentations and meeting time
 - Maybe extend the end time by 2 hours in case of excessive good questions and participation to allow for plenty of time for meeting and post-conference mingling.
 - Keep presentations to 30 min max
 - Ask presenters to submit powerpoint presentations prior to event and place in drop box 24 hours prior to event
- Issues with getting in the buildings
 - Having it later in the day will also assist in this issue
 - Maybe start the conf at 10 and arrive at 8 to get the a/v done as an example
 - Get the contact numbers for after hours information for each location
- Door prizes / Silent Auction
 - Try to have the door prize on location; this year we were waiting on art
 - Have the drawing earlier during the event, perhaps during a break

- Silent Auction at next event; start working with businesses, etc.
- Allyssa will Chair the Silent Auction and Door Prize for next event.
- Come up with a letter for businesses that we can use in each location

- Art show at the conference
 - Art on display in the rooms, etc
- Participation from Midnight Sun would be nice
 - Due to unforeseen circumstances, they were unable to attend and present
 - They are providing the powerpoint from the scheduled presentation that will be available on the website
- Activity at the end, like walk or game, more interaction with the individuals, perhaps a dinner or something
- Bird Conference doesn't have their date set for next year. Do we want to keep it the same in conjunction with them, or perhaps earlier in the year with a herp outing?
 - It seems to work well in conjunction with the bird conference, perhaps getting more people again next year from the bird conf and have more supplies available for the table at the bird conf
 - Josh to send letter saying thank you and we'd like to do the same next year

- Species pamphlets, need to try to get more on the tables in each location, and try to get the non-native species completed and ready

Recommendations for 2013

- More time for business meeting
- Items on hand to sell and give away
- Have shirts, etc, ready ahead of time for sale at event with new art
- T-shirt with conference registration next year?
 - The apparel also helps us get our name out there
 - The price is low and great advertisement at cost.
- Student, military and seniors discounts for conference?
- Membership discount if membership is included in the conference fee

All officers voted in favor of Josh giving away free memberships for people that make a significant contribution to AHS.

All officers voted in favor of giving a t-shirt to the artists.

All officers voted in favor of purchasing extra gear to sell on our website.

All officers voted in favor of Secretary spending money on supplies.

Newsletter to be published in April, with a possibility of earlier depending on how many articles, etc are received.

Do we want to have next years newsletter before or after the Conference? To be determined.