Aspect of Conference	Notes
Initial Planning	+ Predetermine who is in charge of what aspects of the conference. When we do start to plan for the next conference we should assign roles to help distribute the amount of work in a more balanced way. + Have someone on your campus that you work with one on one to help in a pinch (eg Shemika with Tomecca) + Will also assist in the planning timeline (eg get started on things earlier). + Would be helpful to reach out and find individuals on our campus (or those who registered) to see if they would be involved in certain aspects of helping plan the conference. + Consider a larger venue space, more breakout sessions, less time for lunch, confirming registration earlier. + Check out other locations and see if there is a better space to have the conference. Summer still seems to be a good time.
Registration	+ Different registration tool - Eventbrite is free and a good tool. Shemika volunteered to set up the form. Allows attendees to cancel, etc. + Sub-registration system for presentations.
Communication Marketing Materials	+ Target audience - Good number overall. Should we keep with the same target audience again? Maybe have supervisors and early career employees? + To have a split conference (eg. separate tracks for the conference) a larger venue would be a good option. Student services track, customer service, administrative track, technology track, etc. Higher ED 101, Get to know a Faculty, How students are our customers, facilitate helping new employees understand how their campus works and serve their students in a better way, what the heck is a dean, etc.
Check-In	+ Check in went smoothly.
Networking Breakfast	+ Make sure we have enough plates, forks, napkins. Have something more "fun" for the ice breaker?
Panel Discussion	+ Awesome! Save to the end, perhaps?
Morning Breakout Sessions	
Lunch	+ Too many veggie options. Is there a way in advance to identify options? eg chicken, veggie, ham, etc. Perhaps have a build your own lunch box? Need to have a better drink station - individual beverages. + Working lunch instead - perhaps with a keynote. Some time devoted for getting settled and eating, but then lead into a "birds of a feather" style presentation. Lunch and learn breakouts.
Afternoon Breakout Sessions	+ Distinguish more clearly between presentation topics and discussion topics. Have a note in the program indicating. Maybe have registration from some sessions in advance (esp. discussions) and cap it when it hits maximum?
Breaks between sessions	+ Too much time (because they are too close), but sufficient overall.
Keynote Speaker	+ Title implied more finding your voice in terms of place/position, not literally finding your voice. + Keynote needs to align with what the panel and overall theme of the conference.
Length of Conference	+ Good overall. More sessions, end at 4 PM so we can have one more agenda item. Extra half hour added in from lunch would also give more time.
Budget/Price of Conference	+ Should we charge something for the event? $10-$25? Jenny would need to look into things, because CRC doesn't charge normally and this could set a new precedent.

	+ Keep an open mind to see what venues we would like to host, including non-free spaces. If we find something with a charge we could approach the subject.
	+ How many people didn't actually come in the end? Good to know to predict for overhead.
Overall Organization	
Other	

Shemika will look into if we can get southern campus at Wake Tech -- if so, we could meet there for the next meeting and take a look. Still possibly July.

Coordinating, Finding, and Organizing Presenters/Presentations/Keynote - Bobbie

Registration - Shemika

Marketing/Communication/Meeting Minutes - Ashley

Food/Venue (Communication, setup, AV) - Kaity

Guest Satisfaction (periodically checking in throughout the day, checking facilities, emergency supplies, guest gifts) - Anne, Fred, Pam

** Cap registration? What number works for breakout sessions?