

ADMINISTRATIVE COMMITTEE

Conference Call

November 3, 2008

Chairman	Kathy Ostberg
Region 1	Jen Krause
Region 2	Meg Doxtator
Region 3	Cori Rizzo
Region 4	Jim Schlott
Region 5	Bobbi Montanari
Region 6	Jen Scannell
Region 7	Lynn Perrott
Region 8	Deb Kornegay
VP Program	Kathy Kelly
Administrative Assistant	Rachel Brazo

1. 2009 State Chairman Workshop

Committee discussed the scheduling of the 2009 State Chairman Workshop. After receiving input from the regions, it was decided that the Workshop will be conducted on Sunday – August 16, 2009. The time schedule will be determined at a later date.

2. Regional Congress Recap

Kathy Ostberg sent a list of concerns to be discussed on the call. The National Office sent spreadsheets detailing financials and attendance figures to assist the RACC's. The Committee reviewed in length the 2008 Congresses and discussed the survey results and areas of improvement. Kathy Kelly requested that each Regional Chairman review the 2008 budget in preparation for the 2009 Regional Congress.

Items discussed:

- Discourage clinicians from promoting products and services.
- Men's Track
- Provide Regional Committees with clinician availability and terms of travel. This information will assist the committee with the selection of speakers.
- RACC's may determine the honorarium for Regional / local clinicians. The honorarium may be a waived registration in exchange for presentation. This information must be communicated to Kathy Kelly / Rachel Brazo.
- The Recreational Track should include a variety of 'Pre-school' and 'School Age' lectures. The 2008 lecture track was Pre-school oriented.
- Provide professional signage in the hallway and outside the breakout rooms. Signage should include general information, lecture schedule and promote Congress activities.
- Contact the hotels and request a list of amenities available for members of the hotel honors program [i.e. – free or reduced fees for internet; parking etc].
- Event promotion and scheduling

3. Election of Assistant Administrative Committee Chairman

An election for the position of Asst Administrative Committee Chairman was held.

Motion: Bobbi Montanari nominated for the position of Assistant Administrative Committee Chairman

Second: Cori Rizzo

Bobbi Montanari was elected by acclamation.

4. TOPs Rebate

Region 2,4,5 and 6 will receive the 2007 TOPs rebates after the quarterly Membership rebates are issued. The 2008 TOPs rebates will be issued within the next few weeks.

5. JO National Hotel Rooms

RACC's discussed problems with reserving room blocks for JO Nationals. Although not all regions block as a region, they would be interested in doing so if a solid, efficient procedure could be established with NTS. The National Office will contact NTS and discuss possible solutions to these concerns.