State Representative Conference Call

 18 May 2016 3:00 PM CST

 Conducted by: Marsha Elrod, Michelle Haggerty, Mary Pearl Meuth

**Annual Meeting and Call for Proposals**

22 received so far

Last year there were 98 programs

Proposals submitted via online form: http://txmn.org/2016-annual-meeting/#Call for Proposals

Current deadline 3 June

Sample email script distributed for State Reps to use in contacting speakers

Reviewed FAQs

**Pre-Meeting Areas of Need**

Sponsors. Can they sell at the meeting? Yes, can be both vendors and sponsors.

 Is there a fee to be a vendor? Yes, nominal. Generally asked to register for lodging and food.

 Vendors will be in atrium.

 Can be business, TMN chapters, or individuals.

Marketing. Encourage members to come.

 Members in training are welcome, as well.

 Non-members can also come. Great recruiting tool.

Need help identifying donations for silent auction (Heartwood Chapter will chair)

Remind about Video Contest, Project Fair, and Chapter Advisor Award nominations

Need Photo Contest Chair

**At-Meeting Areas of Need** (Maybe hold asking for volunteers until we have more information)

Registration desk volunteers (3-4, rotating, particularly Friday afternoon and Saturday morning)

AgriLife Bookstore

Sign set-up

AV equipment. Hope is to have enough to have a set-up in each room without moving.

 Q: Do we have enough, or will we need equipment from chapters? A: Don’t know yet.

Q: Can we rotate these duties among the chapters to encourage participation and attendance?

Q: Can we have an online sign-up for volunteers? A: There is a place to indicate interest on registration.

Should we have a State Rep meeting at the annual meeting? Consensus was yes.

Should we have another conference call before the annual meeting? Yes, probably late summer.

Respectfully submitted,

Bruce Neville, Brazos Valley Chapter