



## Convention Planning Committee

Tuesday, September 12th at 10:00 AM via Zoom

**In Attendance: Chris Evans, Wendy Jones, Bobbi Vannattan, Sweet Grass Conservation District, Angela Stahl, Dona Stafford, Roger Hybner, Veronica Grigaltchik, Sharon Fletmetis, Madi Larson**

---

### Committee Business

- **Checked on Convention planning timeline**
  - Registration is ready to go besides adding in breakout sessions, and will be opened by Area Meetings. Sponsor outreach is still in progress. Agenda is set and has committee approval (yay!), so speaker travel/arrangements should be finalized in the coming weeks. Madi will check with Becca to confirm protocol around confirmation for speaker travel.
- **Follow up on items from last meeting**
  - Gallatin CD has 60 electronic voting devices, and Becky has told Madi that they can be used at Convention pending board approval. Madi will reach out to Becky to confirm this week.
  - Award nominations form is active and several responses have been received. Chris confirmed that those containing EO awards are being sent to her as well as Madi. Everyone is encouraged to share the form and get as many nominations as we can!
  - Wendy gave an overview of the venue tour, and shared that there are quite a few available rooms for breakouts, a nice central foyer for registration/tables/socializing, and an open ballroom for large events. Madi is working on getting the room block opened and ready on the Convention website, and will send an update this week once complete. That room block will include 100 rooms at the govt rate and all other rooms at a discounted rate (approx. \$160), and priority for those is CDs so Madi will send the link out to admins first.
  - Committee reviewed changes to the agenda, with overall feedback that there will be a lot of great content for attendees! Wendy gave an update on the speakers that she has contacted and confirmed with, and Madi/Becca will be following up with others. Roger has a list of questions prepared for the Land Trust/Conservation panel (attached), and Madi will reach out to MALTA to see if there is someone there who could also participate. Veronica has some material to add to the presentation on Planning/Project Development, and will send it to Madi, and Madi will follow up with Gallatin CD to incorporate it. A question came up about setup for the partners coffee hour/office hours session on Thursday, with the tentative plan to have space for

partners in the rooms surrounding the foyer on the 3rd floor (if they don't have a table already set up), with office hours taking place on the 2nd floor. Madi will review setup with the DoubleTree and send a message to partners.

- Panel/presentation updates: see previous bullet point
- Evening events
  - Wendy gave an update on the EO event, which will include a dinner, slideshow of district highlights, and live entertainment!
  - The auction proceeds will be shared by MACD and the EO, so Madi will check in with Terry to make sure we are all on the same page regarding tracking and paperwork for donors. In the meantime, if anyone on the planning committee receives donated items, please send a photograph of them with contact information for the donor to Madi.
  - Speaker for Banquet: Spokane CD representatives will not be available, so we are looking into alternatives. We have reached out to congressional delegates (and NACD leadership) but not heard back yet, so another option would be to highlight local producers/conservationists as keynote speakers (Myllymakis/Cole Mannix?).
- Coordination during event: committee discussed ways to organize Convention support so that all members of the planning committee/recipients of the EO travel scholarship are able to enjoy Convention and don't miss valuable content. Madi will set up a calendar of shifts/roles that people can sign up for, based on an example from a past year shared by Chris.
- Printing/materials timeline: Madi and Eric will be meeting 9/13/23 to review the materials and printing timeline, which will then be shared with planning committee.

## Confirm Key Details

- Committee action items: see highlighted
- Next meeting date / time: October 10, 2023 at 10:00am
- This meeting's primary lesson: before attempting to lead a meeting from a busy airport, consider quieter alternatives such as a heavy metal concert or an active construction zone. Sorry, everyone!