**NASSGAP Conference Planning Call**

**May 30, 2017**

Members on call: Clantha McCurdy, Ritchie Morrow, Jennifer Rogers, Elizabeth McDuffie, Frank Ballmann, Nikeasha Nunn, Katie Harrison, Jennifer Lanphear, Marilyn Cargill, Rachelle Sharpe, and Diane Lindeman

Members not on call: Stephanie Butler, Terry Albert, Todd Brown, Julie Leeper, March French, Donna Thomas, Mike Solomon, Irala Magee and Susan Degen

1. Registration: Nikeasha Nunn provided a draft registration form to Jennifer L. and Diane on April 25th. We are planning to have the registration information available by mid-June. It was decided at the May Executive Board meeting in D.C. that we would maintain the $450/person conference rate for early bird registration and the late registration would be $500/person. The main point of discussion is pricing for guest meals as this is needed for the registration form. The President’s reception, meals, and group dinner look to be much higher than the costs we incurred in Fort Lauderdale. We discussed whether we would want to increase the costs for guests for those meals or try to stay close to what we charged last year. We decided that we could probably pair back some more of the costs on the President’s reception and increase slightly some of the costs but try not to get them too out-of-line.

It was decided that we would no longer offer the two-day pricing for attendees. Conference speakers who attend just for the day that they speak will not be charged to attend the conference. If they wish to attend the conference, they will pay the member conference price.

Dates established were:

 Early bird deadline – 30 days before the start of the conference: **September 22nd**

 Cancellation policy: 7 days prior to 1st day of conference for a full refund: **October 17th**

 Payment much reach Mark before he leaves for the conference, so must be postmarked

 By **October 5th**.

1. Site: On May 18th, Diane, Jennifer L. and Ritchie met with Tamara Clarke, Catering Manager of the Embassy Suites. She is pricing out 3 options for the President’s Welcome Reception and 2 options for conference breaks/meals including separate estimated pricing for 36 people and 45 people. On May 23rd, Jennifer L. had a follow-up call with Tamara to clarify fees and taxes as well as request estimates for 45 attendees vs. 36 attendees. Rough estimates have costs ranging from $528 to $565/person if 45 people attend or ranging from $605 to $629/person if 36 people attend. The ala carte minimum is 3 dozen. Our fixed costs are: $6,858.72 for the meeting room and AV needs for the week. Every single expense includes a 24% service charge and 10% tax for food/beverage or 5.75% tax for room and A/V.

We have decided on the RANGE restaurant for the group dinner. Jennifer L. has set-up a planning call with the catering manager, Francesca.

We discussed whether there may be an opportunity to receive a tax exemption for the hotel costs through the Washington DC agency (Office of the State Superintendent of Education). Diane and/or Jennifer L. will get in touch with Terry Albert or William Henderson. This could save us approximately 10% off our costs.

We were running out of time after our discussion about the registration and site so did not have very much time to discuss the agenda. Diane will set-up another conference call for Monday, June 12th to discuss the agenda.