

Discussion Agenda

***Conference Call for AVAP Executive & Conference Planning Committee***

**Monday, December 12, 2016**

**11:30 – 12:30 p.m. Pacific Standard Time**

**Dial: 866-740-1260**

**Passcode: 7540398#**

**Members Present:** Cheryl Cobbs, Joe Montgomery, Gretchen Morgan, Lynne Haley, Jo Ann Winn, Cassandra, and Susan Xiofaridou (Purdue)

**Meeting commenced at 2:32 PM EST**

**Old Business:**

1. **Minutes- Jo Ann –** needs goals from each exec board member
2. **Treasurer’s report- Lynne Haley:**
* Discussed attached treasurer’s report and expenses from 2016 conference.
* In process of filing non-profit status by end of Dec.
* In process of transferring bank balance to Wells Fargo account.
* Need discussion with Kevin Doerr and Meri Doerr re status of non-profit filing. Lynn will follow-up
1. **2017 Conference- Susan Xiofaridou and Cassandra:**
* Discussed cost per person ($325 for 2016) and who signs contracts.
* Has selected the Hilton Downtown Indianapolis for the conference hotel. Room rates around $184/ parking $15 per night/Food and Beverage guarantee at $10K/A/V rates good, including WiFi.
* Conference dates July 19, 20 & 21 – at half day Wed, full day Thursday with social that evening, and half day Friday. Alumni receptions moved to Friday evening.
* Social may be held at racetrack nearby with transportation provided.
* Theme based on “racing industry”
* Reviewed bylaws and agreed that Chad can sign on behalf of AVAP as Exec Com member.
* Lynne suggested deposits be made by credit card but bills will be paid by check since the AVAP credit card limit is $5,000 at this time.
* Exec com does not want to micromanage so they will find point people in each conference area as a resource to the committee.
* Next steps:
	+ Susan will get contracts and information- send to Cheryl for review
	+ C. Cobbs will send notes to Gretchen and then exec com about the various conference areas and topics discussed at AAEP. Group will recruit point people for each area and will send materials to Susan first of the year.

**New Business**

1. **AAVMC Fundraising Award- Cheryl Cobbs –**
* Discussion with Jeff Douglas with AAVMC about an award for a fundraiser.
* Asked if AVAP would draft idea and criteria – task force planned.
1. **NAVC- who is going and does anyone want to meet for breakfast?**
* Gretchen will coordinate an AVAP breakfast during the NAVC conference in Feb.
1. **Other items - None**

**Future meetings:**

* 1. **~~January 16, 2017 (Martin Luther King Day)~~ – Due to holiday the Jan 2017 meeting was changed to January 23**
	2. **February 20, 2017**
	3. **March 20, 2017**
	4. **April 17, 2017**
	5. **May 15, 2017**
	6. **June 19, 2017**
	7. **July- AVAP conference**

With no further business to address, the meeting was adjourned at 3: 33 PM EST