



AVAP Monthly Conference Call
AVAP Executive Committee Meeting Notes
Monday, September 16, 2019
1:00 PM to 2:00 PM CST

1. 2019 Conference budget update – report on call with Mark and Leslie at AAVMC about early registration plan to open around first of October

Call with Mark Stodter and Leslie Wilson, AAVMA, to discuss budget- Leslie setting up early registration until October 31. Early bird fee \$450, after October 31, \$500, will bring account current before FY end.

2. 2019 Conference – any additional outstanding business

-Waiting for a few more surveys to add full outcomes to AVAP Presidents message, 64 in so far. Conference task force could use the data too.

-Looking into data list on web site, verifying we have all good contacts.

3. 2020 Conference

- a. Updates from conference hosts on logistics- Locked into hotel and rates. Great space, AV needs to be discussed too.

Pamela- Confirmed that Tue –Thurs night room prices will be \$189 and Friday \$279; Leslie, AAVMC, will need to sign the contract. We will have all of the hotel meeting rooms, set in rounds. \$35,000 minimum for food and beverage plus tax, but less a 10% discount. Social is included. We need to be aware of service charges and all minimum requirements. Starting really early so we can avoid surprises. We are pretty confident we will have enough in sponsorship fees to put some back in holding account next year

- b. Program ideas and discussion -instead of high cost keynotes we will invite sponsors to speak, saving a lot of money. We will have many breakout rooms. Social will be there too. We can have up to 6 breakouts with food in foyer. All on one floor.
- c. Preliminary sponsor list being created- \$10,000 Signature Sponsor for Thursday night reception; \$5k lunch sponsor (3), \$2,500 Breakfast sponsor (3), \$1,000 bag sponsor, lanyard sponsor, possibly and app sponsor for program app, Draft sponsor letter and list is before board to look at. Sponsor money payable to AAVMC. Will check with Leslie to see what wording on form should be.
- d. Working on program items, like speakers in particular areas. Look at faculty and deans who may be there anyway or could travel one day early.

4. Task Force Update from Cheryl

AVAP Inaugural Conference Task force members:

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Completed an overview of task force set up and charge. Will move on getting going and assigning work. Should report recommendations in February or March. Cheryl trying to get leg work done before holidays. Thanks Cheryl for all you are doing on this.

5. Discuss President's Message(s) for October (or later) – follow-up on AAVMC excellence awards
AAVMC Excellence awards, discussion forum, call for sponsorships, possibly a bi-monthly message. We might see if there is a more effective tool than the current discussion forum. We can look into other online discussion boards.

6. Other business

Check in with Leslie before President's message to see if online registration will be set up.