GSIS Board Meeting Minutes

November 3, 2014

**Members Present**

Twanda Banks, Donna Beam, Theresa Beckum, Flora Contreras, Kathy Davies, Denise Epperson, Debra Flanders, Carolyn Oliver, Jesse Peavy, Anthony Swain, Anna Tarleton, and Priscilla Willis.

**Opening**

The meeting was called to order by the President, Denise Epperson @ 10:00 A.M. at Sticky Fingers in Macon, GA.

**Minutes**

All read minutes from last meeting individually. Carolyn moved that the August 28th minutes be approved and Theresa 2nd the motion. All were in favor.

Motion passed.

**Financial Report**

Donna gave financial report. Balance in checking as of 10/29/2014 is $26,966.92;

Money Market current balance is $50,323.23

Carolyn motioned hat financial report be approved. Theresa 2nd the motion. All were in favor. Motion passed.

**Public Relations**

Report was given by Anna.

Number of people registered? 202 as of 11/1/2014. There is an increase in the number of attendees as of this time last year. Anyone that has registered but not paid will be sent a reminder and they will also receive an additional email reminder.

As of 11/1/2014 we are currently up-to-date on everything. 18 presenters (1 vendor) out of the 18, there are 11 that are non-board members. Not getting money for 11 people. Had one presenter to register last night, Kim Rhodes from Powerschool (she usually presents anyway)

* Getting a lot of good reactions from the presenters; but we are not getting a lot of topic suggestion. When we send out the next newsletter, ask the people about topic suggestions for the conference.
* 6 vendors (2 have already paid: K-12 and Learnsprout)
* Debra stated that Kaiser is waiting to pay but he is waiting because he wants to do something. He wants to be a corporate sponsor and present as well.
* Anna stated, “Vendors are allowed one presentation (Sales), 2 meals and two individuals (the vendor fee covers two persons) If a vendor adds another person they are to notify her., so she can change their fee to $0. Debra wanted to know if Kaiser wanted to have a birds of feather all day will he be able to do it? Vendors can only do 1 sales presentation, however they can do a teaching presentation. Carolyn suggested that Kaiser look on the Corporate Sponsorship page of the GSIS website and see what is allowed for vendors and choose.
* One person has signed up for the lunch and learn session, Learnsprout did this last year
* Sponsors: K-12; ANC (registered but not paid) ½ page ad, Debra contacted them; Pearson has not registered. Nobody has registered from Aspen; Has someone from Follet but don’t know if that’s the software; Tyler has not registered either, does not register as a vendor only an attendee (Anthony may want to reach out to them, Steve usually does). Linda McCormick has agreed to present so we will have some Aspen presenters. We would like for her to encourage the other Aspen Districts.
* Additional updates to the website has been made by Anna. Vendors links are only indicated if they have paid. As DOE and others decide what they will be presenting, Anna will go in and update the conference grid schedule. If you would like to see what someone did last year, you will have to look at the conference documents.
* Now that we have the gsis email, businesses has been sending emails. Received one from Prism Technology (Interactive Kiosk & PhotoBooth, to name a few). Everyone received a sheet regarding their services. Anna brought it to pass the information on to everyone. She will contact them and let them know that we are not interested at this time.

Flora will be working this week on the GSIS Newsletter. Facebook will be updated as needed. The newsletter will be sent to the Vendors. At this point no one from DOE, Accountability, or GSFC has registered. Debra indicated that she will contact Bob. We would like the female that did the bridge build information to come back next year. Priscilla will contact DOE (Bonnie Dye, Jeff Hodges) Denise would like for Debra to work with Anthony and Kathy, to put together a newsletter regarding available options for sponsorships. The information is already indicated on our conference website that Nora Lee put together years ago, so they can just pull the information from there. The notepads will be taken off, they are being sponsored by K-12. We have received the money for the notepads.

**Corporate**

Debra Flanders –Has not made any calls. Email contact has been mailed to except ANC, Infinite Campus and Kausher Software

Kathy Davies – Everyone has been contacted. Will do a follow-up with everyone including Pearson

Anthony Swaim – Has contacted Plasco

Denise asked does she need to look in Linkedin to see if there are other sponsors she could contact. Donna received a linked contact from Lexicom Technology she will pass the information on to Debra, Anthony and Kathy. Denise also stated if anyone is going to GaETC, please pass our conference information on to the vendors. Carolyn and Anna indicated that this has been done in prior years.

**Conference –**

Priscilla indicated the join our listserv link on GSIS and Facebook does not appear to be working. Anna will look into this matter.

There are currently no outstanding bills. Everything is paid up except food and Internet. Items like that. No conference expenses at this time.

Jesse asked how would the Internet be handled with two conferences going on? The other Home Show conference normally does not have sessions. In the past we have received a discount for Internet services. Their vendors will need internet for debit card transactions and things of that sort.

Anna stated that the October bill for regonline is $205.90 it has not been posted yet. ($3.55 per registration)

Carolyn has tagged several gift items, gifts are power sticks ($8.25 each, will be session give aways), media lounger (500 for $1.65 each), letter openers ($.62 each, good idea for conference bags) Beach towel/blanket with the GSIS logo. The towels cost $16.75 each for 25 and the blankets are $9.15 each for 24. She looked for items that are between $8 - $16 for door prizes and $1.00 or less for conference items. She does not know how much we wanted to spend. Priscilla stated that’s what she wanted to know since we do not have that anonymous donation this year. Carolyn indicated that we spent $2300 on door prizes last year. Priscilla made a motion that we spend $2500, Jesse 2nd the motion, all was in favor and agreed. Carolyn will go to Savannah for a weekend in January. She will go back a day early in February to speak with managers and vendors. She will also write letters to Wild Adventures, Coca-Cola, Georgia Aquarium, and Six Flags to name a few and call.

Denise asked how much did we end up spending on the conference and meals last year? It is believed that we spent around 50,000. The conference prizes were raised to offset the extra costs

Carolyn asked how much did we spend last year for Notepads. We received a check in the amount of $2,500 for the notepads. Can’t give a price at this moment. K-12 had their logo on them last year. We will have to order them. We ordered 500 last year. We have notepads from previous conference that Jesse has put into storage. The notepads need to have GSIS and K-12 logo on them.

Currently there are no sponsors for bags. Donna asked do we want to add to the money market account? The answer was No, because if we have to cancel the conference we would have to pay for the hotels.

We spent $680.00 for T-shirts. They were ordered from Amazon. The color indicates the prize. You will have to take them somewhere else to get them embroidered. The price range between $6-8. Carolyn will check on the T-shirts.

* Wednesday – T-shirt
* Thursday – Collar Shirt
* Friday – Button up shirt

Make sure that all attendees wear their badges during the conference. Board members will check for badges

Carolyn will do the GSIS conference schedule. Priscilla and Denise will do the programs.

**New Business**

Denise has received information from the Classic Center, Athens, GA. No commitment just information for us to look at regarding having a conference there.

**By-Laws/Board Members**

The committee meets 5 times a year outside of the conference. Meetings are generally held in February, August, November, December January and February. In addition, the by-laws states that the executive board meets 5 time a year. We need to decide how many meetings a member can miss before it is brought to the board. If you miss a meeting and you are charged with a duty/task, you need to submit the information that you were charged to do to the President.

Members are to go through the by-laws and update and make suggestions for the upcoming meeting.

**Old Business**

None

**Next Meeting**

Sticky Fingers on December 3, 2014 at 10:00 AM

**Adjournment**

It was motion by Carolyn and second by Donna to adjourn the meeting. All were in favor.