

## USMS CONVENTION – Orlando, FL 2004

Committee Name: **Convention Committee**

Cmte. report #: 1

Minutes recorded by: Mary Hull typed by Debbie Cavanaugh Date/time of this meeting: 9/15/04 4:00 pm

ACTION ITEMS PROPOSED EXPENDITURES NONE
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Committee Chair: Michael Heather Vice Chair(s): Debbie Cavanaugh

Number of committee members present: 8 Absent: 5 Number of other delegates at this meeting: 0  
Committee members present: Michael Heather, Debbie Cavanaugh, Mary Hull, Tracy Grilli, Jim Miller, Joanne Tingley, Meg Smath, Bill Tingley

### MINUTES

The meeting was called to order at: 4:00 PM

1. Hospitality Suite is scheduled to be manned by Victor Buehler full time.
2. Everything at certification went well. Checked in 108 with about 100 more to go.
3. Printing & distribution will be sent out to Kinko for copies of anything that does not need to be distributed within 5 hours. The number of copies to be made will be 225.
4. Electronic media will be saved on two discs & will be coordinated by Bill Tingley.
5. If room setups are inadequate notify Michael Heather.
6. Chris Meier-Windes will be in charge of the LCD projector & will transport the projector to the necessary meeting rooms.

The meeting was adjourned at: 4:35 pm

### TASKS FOR THE UPCOMING YEAR

1. A discussion was held on the insert dividers provided & whether the cost was worth the benefit to our membership.
2. The possibility of purchasing lanyards for USMS delegate use.
3. The printing of the agendas for convention packets was discussed in regards to front & back paper printing & the natural breaks between the committee's agenda's. Next year we will use thicker lines between reports.