



Conference Call Meeting
January Minutes
1.14.10

Exec Present: A. Taylor (Georgetown), M. Bradstreet (KY Wes.), D. Harper (NKU), D. Horrar (U of L), A. Smith (UK), C. Thuringer (UK), E. Liebschutz-Roettger (U of L), J. Randall (Bellarmine), F. Cracraft (Georgetown), M. Cuyjet (U of L), M. Mardis (U of L), S. Bush (JCCC)

Meeting officially commenced at 10:02am

- CPAK Registrations
 - *25 registrants so far*
 - *EKU, NKU, Murray, UK not represented yet*
 - *CPAK Exec need to register—please and thank you!*
 - *Institutions can send checks as a group to Destiny Harper (10 Campbell Dr.*
- CPAK Hotel Reservations
 - *6 hotels reservations so far (including Exec below)*
 - *Destiny & Elizabeth*
 - *Faith & Jessica*
 - *Chris*
 - *Encourage your institutions to get reservations in*
 - *Target this information to WKU, Murray, Moorehead, and other schools who are further away*
 - *16 rooms is the minimum; deadline is Feb. 1*
- Program Proposals
 - *20 program proposals received*
 - *Deadline has been extended to Friday (Jan. 15)*
 - *Please encourage your colleagues to submit proposals*
 - *Megan will send info to schools in Indiana and private institutions*
- Program Booklet
 - *No Report*

- Case Study
 - *Unsure of how many students have registered for case study*
 - *Potential judges have been identified and will be contacted shortly*
- Graduate Student Involvement
 - *E-mail has gone out to this population informing them about the conference, the Graduate Student meeting on Friday, and program presenting opportunities*
 - *Dr. Cuyjet will pitch this again in his CSP classes, as well as E-mail past students to present*
 - *Chris has sent information to UK graduate students*
 - *Please join them in sending formation to your programs*
- Elections
 - *No nominations*
 - *Deadline Feb. 1*
- Awards
 - *No nominations*
 - *Deadline Feb. 1*
- Vendors
 - *Vendor list has been successfully created; be sure to follow up with your contacts and get back to Elizabeth ASAP*
 - *Elizabeth will send out vendor package to everyone*
 - **Mardis:** *Possibly have representative from KY State Parks?*
 - *Elizabeth will contact*
 - **Thuringer:** *Both his contacts are interested*
 - *E-mail confirmations to Elizabeth; Elizabeth and Destiny will work to creation a billing invoice*
 - *Vendors will also be able to reserve rooms to help us reach our minimum*
- NASPA-KY
 - *NASPA-KY still on to sponsor lunch*
 - **Mardis:** *Money has to still come from NASPA regional treasurer*
 - *Destiny will work Mardis to determine payment options (lunch coverage, reimbursements, etc)*
 - *Mardis will have the opportunity to speak on behalf of NASPA-KY*

- *NASPA-KY information will also be included at vendor tables*
- *A better NASPA-KY logo still needs to be provided*
- Day-of Logistics
 - SSAO Meeting
 - *Mardis will send out information to SSAOs in the state*
 - *Institution Reps need to send their contact lists to Mardis*
 - Student Pianist
 - *Student has been contacted (Hannah) to perform, but no update*
 - *Ballarmine Jazz Ensemble*
 - *Duo- \$250*
 - *Trio- \$350*
 - *Quartet- \$450*
 - *Other students will be solicited if Hannah is unavailable*
 - Lunch Trivia
 - *Questions are being compiled*
 - *10 Starbucks cards will be purchased for the prize by Chris*
 - *Presented by Dr. Mardis!*
 - Volunteer Table
 - *Sherman will manage volunteers (particularly moderators)*
 - *Jessica will have bio sketches available*
 - *Faith will have mentor information and sign ups at the volunteer table*
 - Name tags
 - *Chris will do them (you rock ☺)*
 - *No stickers for nametags; but ribbons for presenters and SSAOs*
 - Registration packets (*Will need folders from everyone*)
 - Script/Schedule of the Day (*Everyone*)
 - *Please let Angela know if things are missing from the schedule and she will add it*
 - *CPAK is providing projectors for presentations; Hyatt is providing the screens*
 - *Angela will send out the list of people bringing items as a reminder*

- Membership Outreach
 - *Remember to push out info to your respective colleges*
 - *A final conference push will be sent out next week to get people to register/submit proposals before the deadline*
 - *Extending the program proposal deadline again could interfere with the compilation of the program booklet*
 - *Both Faith and Destiny are comfortable with extending the deadline*
 - **Cuyjet:** *Possibly consider inviting people to reprise presentations from last year*
 - **Mardis:** *Also ask those who presented at SACSA, NASPA or ACPA to consider reprising their presentations*
 - **Liebschutz-Roettger:** *Will contact Dr. Jackson to confirm if he's interested in presenting*
 - **Thuringer:** *Believes it better to not extend, but just invite individuals to present*
 - *Are deadlines too early? Will we lose people?*
 - *Angela will explore exact deadlines with the hotel*
- CPAK Executive Council
 - *Next Conference Call is Thursday, February 11 at 10am*
 - *Last contact before the conference!*
 - *Send out emails if there are questions*

Meeting adjourned at 10:40am

Respectfully Submitted by:
Destiny C. Harper
Secretary-Treasurer