GMGA 2012 Conference
Committee Meetings
February 2, 2011

Preliminary meeting of interested Master Gardeners

A preliminary meeting of Master Gardeners interested in participating in the 2012 GMGA Conference to be held in Cherokee County was held at the Extension office. The meeting began at 10:30 a.m. Members present: President Clara Mae Van Brink, President Elect Ed Stumler, Immediate Past President Gerald Phillips, Treasurer Diane Walston, Secretary Joan McFather, Betty Adams, Lois Andresen, Pat Ball, Russell Brannon, Monte Bores, Mark Dady, Carol Jackson, Shirley Lowe, Dot Martin, Carol Mumaw, Pam Raines, Linda Robbins, Mary Ellen Roos, Mary Ann Szostak, Suzie Thomas and Glenda Thompson. Extension Agent Paul Pugliese was also present.

Items of Discussion:

Theme for Conference: We are asked by GMGA to create a theme in keeping with our Cherokee Indian heritage. The word "pow wow" is not acceptable since it identifies too strongly the Cherokee gathering on Mothers' Day weekend at Funk Heritage. Mary Ellen Roos agreed to send out to the membership an email flier advertising a contest to name the conference in accordance with GMGA wishes. *(See attached.)*

Facility: The conference will be held on April 20 & 21, 2012, at the Bluffs Convention Center. Gerald spoke about the venue, indicating where the main stage, vendors' booths and breakout sessions would be.

Miscellaneous Discussion: Conversation ensued covering such diverse items as selecting sponsors, choosing caterers, opening the conference to non-members, having a post-conference event, potential speakers, need for up-to-date materials from recent conferences, and others. No decisions were reached.

Steering Committee: Speaking from prior experience in conference planning, Diane urged that this group focus on selecting a steering committee composed of the co-chairs, current president and present elect, treasurer, secretary, and heads of major committees. As Extension Agent, Paul will serve in an advisory capacity. Major committees and chairmen were then identified:

Budget: Diane Walton
Programming: Suzie Thomas
Hospitality: Linda Robbins
Facility/Logistics: Pam Raines
Publicity: Dot Martin

These chairmen will recruit co-chairs and sub-chairs as need. The preliminary meeting dispersed at 11:30 a.m.

Steering Committee Meeting

The meeting was called to order at 11:30 a.m. Members present: Co-chairs Gerald Phillips & Russell Brannon, Treasurer Diane Walton, Secretary Joan McFather, Dot Martin, Carol Mumaw, Pam Raines, Linda Robbins, Ed Stumler, Suzie Thomas and Clara Mae Van Brink. Extension Agent Paul Puglese was also present.

Items of Discussion:

Committee Responsibilities : Using a conference planning checklist, items thereon were assigned to each of the five identified chairmen. *(See attached.)* Following is the assignment all committee chairs were given at the Steering Committee meeting:

1. Committee chairs will take the existing list of tasks and expand it to include "all" the tasks their committee(s) would be responsible for completing.
2. Committee chairs will detail the tasks for successful completion. (Answer the Who, What, Where, When, Why for each task.)
3. The next step is to determine the number of sub-committees needed to be formed to handle the tasks.
4. Committee chairs will send their plans by email (including all tasks and sub-committees needed) to each member of the Steering Committee for review at least three days prior to the meeting on March 8, 2011, allowing the Steering Committee time to review the task sheets and see if there is anything missing or overlapping with other committees.

The March 8th meeting will concentrate on finalizing each committee task in detail for publication to the members prior to asking for volunteers for the sub-committees. Flow charts may need to be created for sub-committees with numerous small tasks that are being completed simultaneously for completion of a larger task.

Site Visit: Gerald will arrange a visit to the Bluffs Conference Center so that chairmen can get familiar with the layout. He will also procure statistical materials and regulations from the Bluffs management for all chairmen.

The meeting was adjourned at 12:30 p.m.