

## Minutes of the Board Meeting - November 28, 2023

### 1. **Welcome and Attendance**

Present: PJ, Ester, Tom, Ben, Wouter, Milko, Petra  
Apologies: Richard

### 2. **October 10th Board Minutes approved**

### 3. **2024 Conference**

- I. **Hotel** - 7 rooms booked for 26 nights.
- II. **Website** - updates are being made on a regular basis.
- III. **Meeting Tool** – EventForce has removed the part of the meeting tool that allows for the scheduling of bilateral meetings. It was decided that it would be better to use a community tool such as NIX. Ben to contact EventForce for a refund.
- IV. **Registration/Approvals** – 42 registrations, 30 approved, 8 paid. Richard has been added to the google sheet to approve delegates. Board members are requested to email their customers and members to register for the conference.
- V. **Program Committee** – PC is composed (8 community volunteers: 3x USA - 1x SIN - 1x CH - 1x UK - 1x RSA - 1x IND / 5x Tech roles - 3x Comm. roles). We have 1 abstract submission with 14 other leads being evaluated.  
Sun afternoon: provide a welcome package with tour ideas and email delegates prior to the conference (there are no good options for tours for large groups)  
Board members are to come up with some ideas for icebreaker activities to introduce new members into the community. To be done either on Sunday afternoon or at the welcome social.
- VI. **Printing and Merchandising** - Ben to send Lisa a list of the 2023 suppliers for comparison pricing. If possible, we should use the same suppliers to cut down the design process. A printing schedule to be set up for design, printing and delivery. Lisa to contact the hotel to find out what directional signage we will need and also to find out what signage we can set up in the hotel.
- VII. **Socials** – Casa Bacadi do not serve beer and wine at their location, but the caterer has advised that they can do this. Antigua Casino requires insurance and Lisa is working on this. Buses to both socials will need to be booked.
- VII **Communications** - Lisa to post regularly on social media with news, reminders and announcements. For emailing the community, at least one board member needs to sign off on the communication to go out.

### 4. **Treasury Update**

- I. **Update** – No update

### 5. **Sponsorship**

Update on Sponsorship

Each sponsor will receive one sponsor code with a usage limit according to what they are entitled to from their sponsorship contract

### 6. **2025 Conference**

Site visit. PJ to advise Lisa when to set this up.

### 7. **Next Meeting**

December 12, 2023 at 7:00am Pacific Time