

Minutes of the Board Meeting March 12, 2024

1. Welcome and Attendance

Present: PJ, Ben, Petra, Ester, Wouter

Apologies: Richard, Milko

2. February Board Minutes were approved

3. 2024 Conference

I. Hotel:

- Hotel has made outdoor space for delegates and made it easier for people to move between the conference rooms and meal location. Special room rate has been extended to March 29.
- Reminder to all approved delegates to book hotel rooms.

II. Registration/Approvals: A few people are waiting for approval

III. Staffing for conference: Lisa to engage Rebecca for 4 hours a week prior to the conference, with an option to increase it to up to 8 hours.

IV. Printing and Merchandising:

- **Bags:** Conference logo and sponsor logos all on one side. The sponsor logos should be in alphabetical order per category
- **Name Badges** - Lisa to make changes to the badge and add a QR code.
- **Water bottles** - Lisa is currently looking for local suppliers.
- **Social and break sponsors** - Lisa to get quotes on table tent cards.

V. Socials:

- Welcome Social: Spotify music will be played on an iPad. AV will need to be arranged. The welcome social will run from 6pm - 9pm.
- Casa Bacardi: The tours are approved. Lisa to check how long the tours are and to try and negotiate the price.
- Antigua Casino: It was decided to do the cigar rolling (no branding) and to book the Salsa Extravaganza.

4. Meeting Tool

- Wouter to contact Tom for an update of the launch date and also the QR code on the badge.

5. Program Committee

- The deadline to submit a proposal is March 15. The agenda will be worked on during the next PC meeting. Once we have a draft agenda, Lisa will confirm that the speakers are available at that time

6. Sponsorship

- Espresso Bar - 400 cups per day, with set up from 9am - 5pm.
- Setup - sponsors can set up their table on Sunday. All tables will need to be set up by 8:30am on Mon. Storage will be in Ballroom 1.

7. 2025 Conference

- Grand Hyatt Hotel selected for the conference

8. Next Meeting

TBA