President Sabira Vohra called the meeting to order at 8:00pm

Conference Status Report - Lisa O
- Current registrations are up to 73 individuals, looking for 110-120.
- PDI sessions will have 7-10 attendees each
- More promotion is needed for both PDI and general session on Friday. Please continue to promote to your peers and encourage presenters to share the event with their contacts
- Program book needs to be proofread. Action Item: Ebony and Rose will do this on Saturday or Sunday.
  - Can continue to accept camera ready ads up until April 2
• Laptops and projectors will be provided by an outside company. Lisa O will talk with the hotel to see the cost, research a local provider, and will also contact the company we used last year. Lisa will confirm that the Network Key can be preloaded onto the laptops ahead of time (this was a problem last year).

• Exhibitors
  ○ We have room to accept more exhibitors. If committed before April 2 they will be mentioned in the program, if not there can be a flyer stuffed into the program or a powerpoint slide with their ad shown before the keynote and/or at lunch. **Action Item: Ebony will reach out to her contacts**

• Conference volunteers needed to:
  ○ Run the raffle. We have several items that have been donated and need someone to organize the drawing and delivery of items to on site winners **Action item: Volunteer Needed**
  ○ Check in with presenters just prior to their sessions to see if they have everything they need, get presentations loaded onto laptops, etc. We will not do introductions this year. **Sue and Ronda will assist with this**
  ○ Set up on Thursday, arrive by 11:30am  **Action item: Joan, Ronda, Krasi**

• Awards
  ○ No nominations have been received. Deadline is March 26
  ○ Sabira and Ronda will express a need for an award chair volunteer as this is a standing committee defined in the bylaws

• Business meeting at the conference
  ○ Sabira will run meeting after lunch
  ○ Ronda will talk about the private practice membership, and explain the upcoming election process. **Action Item: We need everyone to recruit many volunteers for board positions and committee chair pipeline, especially someone to learn treasurer role for future need**

• Clock Hours and evaluations - Rose
  ○ Private Practice PDI is not eligible for NBCC clock hours because the content is focused on business, not counseling techniques. **Action Item: Lisa O will notify people who have already registered for this session**
  ○ Evaluations are being reviewed by Rose and Lois. **Action Item: Rose will finish this by next week so that the URL for the survey can be included in the program**

• Logo
  ○ Use the revised ‘updated’ logo that is on the web site header (file is on the google drive) for all conference related materials and program cover.
  ○ Check in with Karen after the conference for update on new logo development.
• Newsletter - Krasi
  ○ Will be published on April 3 with a focus on the upcoming conference

Meeting adjourned 9:23pm
Respectfully Submitted, Joan Freedman