**NARPM® 2019 Convention Committee Conference Call**

**January 29, 2019**

Present: Pete Howlett Sarah Turocy Trent Ratliff

Richard Burton Chris Lopez Brent Brockbank

Jackie Rogers Joi Walker Mallory Wolfe

 Carla Earnest Brooke Doty

Committee Chair Pete Howlett introduced himself, welcomed everyone to the committee and expressed his pleasure at being the chair of the 2019 Convention. Sarah Turocy will serve as vice-chair and will be the chair of the 2020 convention.

Carla Earnest gave an overview of the role staff serves in planning the convention as well as the role of the members of the convention committee. Carla reviewed the Convention Committee Task List which outlines specific tasks and gives a time line for achieving certain mile stones. She also explained that the Program Sub-Committee would be the first sub-committee to form and begin work and additional sub-committees will be formed closer to the convention.

Carla reported that the Call for Presentations is on the NARPM® website and will be emailed out to the full membership this week. Carla then briefly explained the Convention Shell and said the shell and budget will be distributed to the committee before the next call.

Pete led a discussion about the results of the 2018 convention survey and asked everyone to be sure to review the survey results prior to the next call. Pete reminded everyone that there is mounting competition from other events and that it is very important to continue to fine tune the program and make this the premiere event for the industry.

Pete explained how the program sub-committee will work asked for volunteers to serve on the committee. The program sub-committee will be Pete Howlett, Sarah Turocy; Jackie Rogers; Brent Brockbank; Joi Walker and Trent Ratliff. Carla will send the links to the speaker bureaus and potential topics to the sub-committee. **The** program sub-committee will hold their first conference call on Tuesday, February 12, 2019 at Noon Eastern Time.

Carla reported that the marketing plan for the convention combined frequent blast emails, social media efforts and promotion from NARPM leadership at events throughout the year. She also encouraged the committee members to promote the event at their chapter/state events and encouraged them to email the committee with additional suggestions. Richard Burton suggested that a messaging app could help attendees communicate with each other at and before the convention; staff will look at this.

The next conference call for the full committee is scheduled for Tuesday, March 5, 2019 at Noon Eastern and 9:00 a.m. Pacific Time. Carla will send an Outlook schedule for all the committee calls.