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**NARPM® 2019 Convention Committee Conference Call RECAP**

**March 5, 2019**

Present: Pete Howlett Sarah Turocy Trent Ratliff

Chris Lopez Brent Brockbank Sandy Baber

Joi Walker Mallory Wolfe Shawn Beard

Carla Earnest Brooke Doty Dawn Ostovich

Gail Phillips

* Brooke will send convention shell and budget to committee for review.
* Swearing in will be same as 2018, on Friday during lunch.
* Breakouts are limited to the number of meeting rooms we have contracted at the hotel which is 4 plus the general session room.
* Must hold annual meeting, but will try to keep it as brief as possible. Schedule it early to get it out of the way.
* Speaker budget is $45,000 plus travel expenses.
  + 2-3 major paid speakers.
  + Volunteers should NOT call or contact speakers. All contact will go through National (Brooke).
  + National suggests using speaker’s bureaus to find paid speakers to cut down on volunteer time and to more easily vet speakers.
* Should there be concurrent breakout sessions for the 5 major partners?
  + If so, suggested to hold this at the end of the day so those not interested can have networking time.
* Program sub-committee has started to collect/review speaker bios/videos.
  + They will narrow down the list and then submit to the full convention committee.
  + Sub-committee will hold next conference all on Wednesday, March 13 at 12pm EST.
* Pete meeting with Eric on Tuesday, March 12 to discuss convention.

The next conference call for the full committee is scheduled for Tuesday, April 10, 2019 at Noon Eastern and 9:00 a.m. Pacific Time. Brooke will send an Outlook schedule for all the committee calls.