CPAK Conference Call – November 2, 2012 – 11:00AM EDT

In Attendance: Holly, Ticha, Jill, Kevin, Elizabeth LR, Elizabeth C, Faith, Jeremy

Conference Registration

- Currently around 100 people.
- Making last minute pushes via listserv. Looks like it was a good idea to extend early bird.
- However, currently in a $600.00 deficit. Therefore, if you need office supplies for the conference, please let Elizabeth LR know ahead of time so she can configure it into the budget.

Vendors

- So far, 0 vendors.
- Faith is working on confirming one vendor.
- Kevin and Emily Jo have contacted some but have not heard back.
- Elizabeth LR said if we could get at least 2 vendors that will help us get out of the current conference deficit.

Conference Booklet

- Faith, Jeremy, and Holly are working on it. Jill will plug in details where needed.
- Elizabeth LR is going to contact the hotel to get a map for the booklet.
- Elizabeth LR asked to make sure the bio for Fashaad gets in there.
- Faith hopes to send the booklet for a proof print by the 7th and send for final print by the 12th.
- Elizabeth LR asked to add details for the 90 minute sessions and the roundtables.

Programming/Case Study

- Elizabeth LR said we are in good shape programming-wise.
- Jill will email the presenters to Jeremy.
- There will not be a case study this year.
- Instead, Dr. Rose is working on setting up a panel of Senior Student Affairs professionals for the breakfast on the 16th to discuss job searching. Dr. Rose will moderate.

Supplies

- Lindsey is working on nametags.
- Elizabeth LR said she would like to have approximately 6 projectors at the conference. Kevin said he could get at least 3 for sure from EKU and could get more if Jill and EJ each check one out from EKU's Tech Commons.
- Kevin is going to check if EKU's Tech Commons can check out printers. If not, he will bring his own from home.
- Jill said some presenters requested speakers. Kevin said EKU had plenty and would bring some.

Dress Code

- Thursday and Friday at the conference will be business attire.
- Saturday for those helping at Careers in Student Affairs, wear a black or CPAK polo and khakis.

Games

- Holly stated someone is working with her on the fight song trivia game for the lunch at the conference.

Careers in Student Affairs

- Holly said there are currently only 4 registered.
- Faith stated last year it was around 50 total that attended.
- Holly said she would write a blurb and email it out so everyone can try to make a push to get more registered.
- Holly and Faith brought up the idea of postponing the conference to next semester stating that the push has been on the CPAK conference itself and that it could be overshadowing the CISA conference.
- Elizabeth LR asked everyone to make another push and if registration was not up by late next week we may consider postponing CISA until next semester.

New Website

- Kevin has constructed a new website for CPAK.
- Kevin said it will be a lot easier for everyone to update.
- Kevin will email the link out for the EC to review and recommend changes and additions.
- Kevin said he is looking for resources for the Students and Professionals section of the website.
- Elizabeth C recommended Kevin look at myacpa.org for some resources.
- Kevin said he would like to launch the new site at the conference.

ACPA Award Nominations

- Ticha has written a nomination for Outstanding State Division. He will email it out to the EC for review.
- Holly is still going to write one for the CISA program.

Elizabeth LR has requested all EC members to be at the Capital Plaza Hotel by 11am on Thursday, November 15th. Please grab lunch on the way in as it will not be provided.