



2011 WSSA Conference Planning Annual Report

It has been a challenging year for the Conference Planning committee. We anticipated having six members on the conference planning committee based on 2010 conference interest sheets and follow-up contact thereafter. However, due to many factors for individuals we had only two individuals who were able to commit.

Committee Members:

Co-Chairs – Chrisy Duhr, Richland County and Sherri Arnold, Goodwill Industries/Kenosha County

Meetings were held:

- ❖ September 8, 2010 – in Madison where we visited several sites. The Sheraton was determined to be our best choice for the Conference Site for 2011. Factors such as feedback from conference attendees and the Executive Committee were taken into consideration when choosing both the Madison area and this site.
- ❖ November 17, 2010 – Met at the Sheraton. This was our organizational meeting. We met with the staff from the Sheraton to review basics. We developed our agenda for the conference schedule. In addition spent time discussing workshop ideas.
- ❖ December 3, 2010 – Met at the Sheraton. Reviewed speaker and workshop ideas. Chose our tagline “There is No Place like Home” theme. Julie has agreed to do vendors and Jayne has offered to assist her. Also, looked at our budget and where we would be spending our dollars.
- ❖ January 14, 2011 – Met at the Sheraton. Confirmed the assignments for each of the committee members. Reviewed the workshops that we were attempting to fill. Discussed the meal options.
- ❖ February 11, 2011 – Met at the Sheraton. Spent time with staff from the Sheraton about the AV needs and Meal selections. Each month we have reviewed budget, workshops, speakers, entertainment and other areas.
- ❖ March 25, 2011 – Met in Baraboo following Executive Board Meeting. At the Executive meeting we also requested assistance from Executive Committee members for conference (i.e. decorations, check-in, hospitality, etc.). At the Conference Planning meeting we reviewed areas to follow up on and chose what we would order for Giveaways.
- ❖ April 29, 2011 – Met at the Sheraton. At this meeting we also met with several employees of the Sheraton to discuss concerns we had.
- ❖ June 3, 2011 – Scheduled meeting at the Sheraton. We finalized plans for room set-ups, reservations and other loose ends.

Submitted by: Co-Chairs – Christy Duhr and Sherri Arnold

