

ORAHEAD Board Conference Call: 3/8

Present: Betsy Pacheco, Harry Zweben, Heather Stout, Jennifer Gossett, Sharon Allen, Malissa Larson, Anne Walker, Tim Spofford, Kari Hanken

Notes: Kari Hanken

Purpose of Meeting: To finalize ORAHEAD Spring Conference in Bend

Review of Agenda for Spring Conference:

9:30-10:00 Registration

10:00-11:00 Keynote

11:15-12:30 Break out Sessions

12:30-1:00 Lunch

1:00-1:45 OSU Notetaking System-Jennifer

1:45-2:00 Break

2:00-3:00 Break outs by Institutional Type

3:00-3:30 President's report

3:30-5:00 Regulations and How to Apply them to Accommodation Issues-Tim

CEU's

Heather asked that we set the agenda for CEU purposes. She can come up with goals and Kari will assist her if needed. She needs a title for the presentations and a general summary and objectives. In addition, Heather is asking for a brief synopsis and brief bio for all presenters. The timeline is 30 days lead time for approval for CEU's.

A question came up about whether discussions would be approved as CEU. They have been approved in past conferences. Heather would like to get the information out as early as this weekend or the latest, by next week. **Action:** Heather will send out information in the next week. She needs keynote information from Anne.

Discussion of Keynote:

Anne has a lead on an accessibility specialist. The specialist has worked for the City of Bend and many other venues. The Board discussed the audience and whether we want to focus on accessibility. The membership had also expressed interest in mental health issues or autism. Anne did not have a contact in Bend for that topic.

The Board continued the Access discussion among the group about the strengths and weaknesses in many institutions in current models of creating accessible physical space on campuses and the role of DS in that process. Many institutions are doing collaborative work with involved stakeholders. **Action: Tim will talk to the speaker with input from Heather regarding a 504 framework so it is not a basic accessibility presentation, but one that is more in depth considering the audience.**

Conference Tab on the Website:

The conference tab will have the agenda and hotel information and form on a separate link.

Actions: Tim created a tab on the web on the website for the Spring Conference. Jennifer will get the on-line registration ready by tomorrow afternoon (3/9). Sharon will keep registration information and will give the Board updates as we go.

Decorations & Thank You's

Malissa asked for clarification on her decoration budget-\$25-\$50.

Sharon asked how much money and how many cards and thank you's she needs to get. It was agreed that she should get 4 gifts for approximately \$7.00 each.

Catering:

Action: Anne and Betsy will talk about catering for the conference after the Board call.

Harry transferred information on Treasury to Malissa. She confirmed she received the information.

Hotel Rooms:

Anne was able to get the rate of \$90. At the Phoenix Inn in Downtown Bend. They can reserve 1 and 2 room suites for the 12th & 13th. That price would be good for 1 or 2 nights. The Phoenix Inn manager sent Anne a contract earlier this week. **Action: Tim will send out a survey asking which days, and if people are planning to attend the conference. Jennifer has a few corrections to the on-line registration.**

Spring conference on-line Registration Form and information will be sent out Friday afternoon 3/9.

Next Board Meeting: 3/22/2012 9-11:00

Kari has a schedule conflict for the 22nd. Sharon agreed to take notes in her place.