

ORAHEAD Board Agenda
3/9/18

Attending: Stephanie, Tay, Jann, Gabe, Louann, Rian, Karen, Jewls, Jenn

Board Member Updates

- Louann - had an email snafu, but was able to recover some accidentally deleted emails. Does not appear like anything very important was lost. Brings up the question of how to handle the ORAHEAD email box -- Gabe and Jenny will be logging into email and forward all relevant info.
 - Action item: send out an email to the membership indicating that they may need to resend emails if they have not received a response yet.

- Filling Shawn's vacancy of Membership/Vendors Coordinator -- Andy will fill the role until election, and we can determine who to fill it past fall ORAHEAD.
 - Membership / Vendors / Andy (Hilary is asking Jeff if he still is interested -- update: he is not)
 - Action item: Jenny update website to Andy's contact info instead of Shawn's

- Membership coordinator needs to send an email inviting new members to the listserv (Andy & Jennifer will solve this)

- Gabe - no vendors for spring conference, but we will reinvite vendors to the fall conference

Spring Keynote Speaker Proposals

- Jen Armbruster
 - can attend and just needs transportation
 - Jewls will coordinate transportation
 - Rian will make sure that there is a parking spot available
 - See email exchange from Jewls
 - One day event, \$500, find transportation to/from WOU

- Kacey McAlister - consideration for another year

Spring Conference Planning & Updates

- Gabe: Presenters have been confirmed

- Rian: Do we want to order from catering?
 - Baked potato bar and salad bar, and other food decisions made (see notes from Spring Conference planning retreat)
 - Rian: has interpreters for event

- Microphones may not be necessary since microphones hang from the ceiling. Rian will explore option of how that will work.
- NW Classroom charges \$50/hour for CART services

Paul Grossman Presentation Updates

- Jann sent out the PowerPoints to members
- Feedback Page? Maybe not necessary. Anecdotally: it was very helpful
- Recording/Captioning -- we will not be distributing a video, but we could play it back at the ORAHEAD fall conference
- Fees: Speaking fee \$1250 can go to directly to Paul; hotel \$98.61; CCC and ORAHEAD will split transportation fee; food bill will come later at the month. Karen and Louann will coordinate receipts and payment.

Zoom - Demo

- Tay - <https://zoom.us/j/142657630>
- Andy has an institutional license that we could try out to see if this would be workable for board meetings

Other items for discussion?

Possible fall conference speaker: <https://dawnshawspeaks.com/>

Future Board Meetings in preparation for Spring Conference

Fridays 9 – 10:30

March 23 - Rian can't attend this one

April 6

April 13