

CMSA – MADISON CHAPTER

Meeting Minutes of CMSA – MADISON CHAPTER BOARD

Date	9/23/2010	Time	4 pm – 5 pm Executive Board Room Comfort Suites Hotel and Conference Center
Facilitator	Marlene Roewer		
Attendees	Marlene Roewer, Sue Meudt, , Brenda Bartz, Terri Donati, Jodi Atwell, Jan Wierschke, Jennie Watson. Volunteer Kathy Shurts,		
Absent	Linda Viney, Naomi Witter, Volunteer Nancy Nie		

#	Agenda Topic	Previous highlights/ Discussion	Name of responsible/ committee resolutions
1	Call to Order	Call to order 4:05 pm	Marlene
2	Review of Minutes from 6/24/2010	Reviewed. Motion to approve Terri, second by Sue. Approved	All
3	2011 Contract with Comfort Suites	Marlene has talked to Carol Larson at Comfort Suites, caterer remains Cranberry Creek. Comfort Suites/min \$12.95/person for dinner. Attendance 35. \$200 / night. Screen, skirting and water. 20% gratuity. Kathy to check the Sheridan on John Nolen. Will check on room for up to 75 people. CS/min 12.95 person for dinner Decide as soon as possible.	Marlene

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4	2011 Conference Planning	<p>Date: 4/4/11 Proposed Vendor and Participant registration fees for 2011 budget. Undergraduate student rate \$50 Early Bird registration CMSA members \$90 – postmarked by 2/1/11. Early Bird non members \$110 – postmarked by 2/1/11. Registration CMSA member 2/2/11 or later \$115. Registration non member 2/2/11 or later \$135. Vendor fees Early Bird by 2/1/11 - \$400 includes meal. Vendor fee 2/2/11 or later \$500 includes meal. Vendors sponsoring a meal will be giving a booth \$1000. Electrical requirements an additional \$50 fee. Gold sponsorships allow for prime space. Donation of a breakout session – allow a booth. Jen – to make some projections over \$75 - 100 attendants Plan for 25-30 booths – possibly 2/persons booth – free meal with booth Have WiFi Jan to project a break even budget based on fees and expenses.</p> <p>Proposed Speakers for 2011 Conference</p> <ul style="list-style-type: none"> • *Phong Osborn Allergan waiting for details on sponsored speaker on Health Care Reform • Robin Rushing Lakeview Rehab (vendor) working on speaker. • Kate Gustafson Medtronics (vendor) sponsored speaker on chronic pain. • Dr. Smair (traveling in S.Africa) potential ethics speaker, ? fee. • *Jodi/UW Humor and Healing – Kevin Karato, very interested, no cost. • *Rochelle Mason Roche (vendor) sponsored speaker, Dr. Polonski - Behavioral change focus on Diabetes. • Carol Smith Multi state licensure and how it affects case management. May have a conflict. No speaking fee. Waiting to hear. Requests transportation from Phoenix ~\$350 and hotel. • Jodi/UW Dr. Josh Meadows – Aneurysms, no cost. <p>Evening Program Sue – Health Psychologist Meriter – Gretchen Diem, PhD – Staying Motivated, Making Lifestyle Changes stick – focus on Diabetes.</p> <p>Theme: Logo Ready for Change</p>	All
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5	Membership stats	Stable through the summer without variance. National awarded us membership growth recognition. Will post Certificate on website. Ask about cost	All Sue to follow up with Stephanie
6	Budget update	\$12,109.65 after reimbursement payment to Linda Viney for September and October CEUs. Membership up to August. Up to date with expenditures. Plan for food expenses and CEUs for November meeting.	Jennie
7	2011 Board elections	Need: President – elect; Secretary Board positions – Brenda, Jodi, check with Jan. Volunteer – Kathy – Conference Chair Joan Fisher – nominating committee Anyone interested should contact Marlene	All

#	Action Item	Responsible	Target Date
1			
2			
3			

Date Submitted

Marlene Roewer, Chapter President

Date