



# Minutes of the Colorado SASIxp Users Group Steering Committee Meeting

December 13, 2004

8:30 a.m.

Adams County School District #12 Administration Building

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## Meeting called by:

Jim Anderson

## -----Agenda Topics-----

Business Meeting

Conference update

Registrations

Presenters

Finalize sessions

District Sharing

## -----Minutes-----

### Business Meeting:

- The representative from Pearson regarding state reporting was not in attendance this month. However he will be at the January meeting.
- The CSUG board will be stuffing packets after the meeting next month.
- Conference - Registrations 155 total, 136 paid both days, 18 paid single days.
- Balance – in account \$13,212.00
- Money will be moved from savings into checking. The group decided to go with E-Statements, and purchase Quickbooks 2005.
- Quick Books 2005 motioned by Liz seconded by Phyllis and unanimous vote by board.
- Vendors - only 2 – Kathy will contact Patty and see if she can help. Tranquility and Edulink
- For the conference we will do an afternoon snack – Coffee no food in morning, no soda –

- Room assignments for projectors. – need projector extension cord and power strip
- Microphones will be provided for over 50 people size rooms, 2 rooms. Screens will be provided for all rooms
- The Pearson logo will be added to the Evaluation Forms.
- Liz will email total registrations to board on the Thursday after Christmas so we will have numbers for packets.
- Changes were made to schedule, Please see new schedule. Patrick will post to web.
- Liz will include the web address for the schedule in the E-confirmation, this week.
- Creating three different color name tags, Monday, Tuesday and both days.
- Vendor information will be included in the bags.