

Minutes of the Colorado SASIxp Users Group Steering Committee Meeting

June 9, 2008

9:00 a.m.

Adams County School District #12 Administration Building

Meeting called by:

Jim Anderson

Attendees:

Von Kiyomi	D49
Sue Warrick	Littleton
Patrick Mount	CBOCES
Mark Richardson	CIC
Jim Anderson	DPS
Patty Roundy	Aurora
Josh Smith	Woodland Pk
Ann Godfrey	Brighton

-----Minutes-----

Business Meeting:

- **Conference Discussion**

- Patty has a signed contract from the hotel. We will have the conference in the same location, Four Points by Denver Sheraton Southeast.
- Patty discussed and gave an overview of the conference.
- Discussion of the network access was overviewed and options were discussed.
- We will all work on publicity for the conference and to be continued at the next meeting. We will get the new districts on IC from Mark, he will send to Von.
- Polo shirts will be purchased for presenters however all presenters confirmed by Oct 1st. There was discussion on purchasing T shirts for the steering committee members.
- Bull pen will be moved to the Evergreen room and the outer room for email stations.
- Max # for conference is 600.
- Mark R to find out if CIC would be willing to create a 'demo sandbox' for bullpen.
- Patty will find out how many computers will fit in the Evergreen room.
- Discussion of possible sessions with 'hands-on' laptops (provided by WPSD). Would require pre-registration and what sessions would benefit (more advanced sessions).
- We will explore the possibilities of providing laptops to presenters and/or flash drives for their presentations and outlines of duties as a presenter.
- Session descriptions to be done by November.
- Patrick will check online payment.

- Presenter's packets will be done in the July meeting. Discussion on meeting with presenters on Sunday p.m. (offer to pay for dinner) to discuss their roles.
- July meeting we will send out requests for presenters and ask for their suggestions on sessions.
- Discussion with Brian F on the online registration forms.
- Discussion in the July meeting for Sept User Day topics.
- We will determine if all the conference stuff can be done by Oct meeting and will have an extended meeting day in Oct.
- Discussion on having 'Theme' Patrick looking into logos.
- Installing 1st page and last page template for presenters on the flash drives. Verbiage we would like presenters to cover.
- Redo session evals and conference evals. Discussion on verbiage.
- Steering committee members will take more of an active role in the conference. Discussion on their duties. Will provide shirts.
- Add a line on the registration form 'do you need a certificate of attendance'.
- Attendees packet will include a list of do's and don'ts (check out is at ??) ect...
- Discussion on requesting presenters to send Bio's to attached to sessions/schedule.
- Jim will look at the cost of mugs for vendors and water bottles for attendees.
- Patty will look at the set-up and location for the mixer.
- Theme for the conference' Come together' 'Stay connected' and 'Create change'. Going green will be the theme.
- RTD website link to be added to our flyer and the hotel info/web site. Bus schedules/shuttles.
- Create more definite tracks (CIO).

Next meeting will be July 28th. Extended meeting day for the board.