

AZ AER Meeting Thursday, April 4, 2019
4:15 PM

Join Zoom Meeting via computer: <https://arizona.zoom.us/j/5206210945>

Join Zoom Meeting via phone: (669) 900-6833 US (San Jose)

Meeting ID: 520 621 0945

Attending: XMelanie Audet, Tamara Bishop-Amavilah, XSpencer Churchill, XCody Franklin, Chris Hawk, XSunggye Hong, XJared Leslie, XCecilia Onaiyekan, Julie Rock, XGarrison Tsinajinie, XJenny Wheeler

Roll call: Sunggye

Purpose: Discuss the spring workshop

Melanie

Positive: Introduction of speakers worked out nicely. It was also helpful for someone to provide visual description of the room and the audience especially if the speaker was a person with VI. .

Suggestion: There was some problem with the food. Maybe, giving a card for each people to remind their lunch option might have been helpful. Buffet might be also an alternative option (this can be a challenging option for attendees with VI).

Tamara

Spencer

Positive: Number of tables and vendors participating in the conference were great. It was also great to have the presentations to be live casted. Having two conferences per year seemed to be well appreciated by people especially from those from other states.

Suggestion: It will be helpful to have 20 to 25 percent of extra food items being ordered.

Having a map sent out to people prior to the workshop might have been great.

Cody

It was great to have many speakers presenting for the workshop.
Technology support was well implemented.
The teamwork among the board members was excellent.

Suggestion: There were group of people showed up very early in the morning and it would be helpful to have someone ready to interact with them.

Chris

Sunggye

Suggestions: presentation materials should be submitted in advance.
The map can be an helpful option.

Jared :

Suggestions: More braille materials can be helpful. Converting PPTs into BRFs for those who use E-braille might be something to think about.
Jenny---one idea might be to pull up the presentation selection early so that conversion to braille etc can be done and there can be more time to get prepared.
We need to communicate clearly about the due date etc, which can help lunch and other accommodation can be done more timely.

Cecilia

Positive: the number of attendees and presentations were great. Well organized.

Suggestion: consider lodging and meal resources for workshop sites. E.g. list of hotels, restaurants, and etc might be a great resource.
Let's create hotels and other resources and send it automatically as a packet depending upon the location.
Hope that people can volunteer to introduce sessions and to distribute gift cards for the presentations and punching cards.

Julie

Cody did a nice job organizing the registration desk. Paypal worked nicely. Payment became much more smoother with paypal in place.

Garrison

Positive: Atmosphere was good, and friendly. Many comments about the effort of the board.

Suggestion: QR code was tried but thus far, paper seems to work best for the survey feedback. Individual session feedback worked best with paper. Maybe creating an incentive for filling out the session feedback form might be an option to think about.

Fund raising committee: AZAER board and other committee members did a nice job.

\$271 cash and 91 paypal

362\$. Huge difference comparing to the previous year.

Jenny

Positive: glad to see so many people from different agencies including SAAVI.

It was effective to send email for registration.

Suggestion:

Jenny suggests that we as a board create a timeline of activity for workshops and conferences. Since we have done these several times, it is the time for each of us to draft what things to be done by when and Jenny can put them together.

Google doc may be established so that people can work together.

Jenny will create one and will share the link.

Sunggye volunteered to check alternative workshop placement in Tucson.