

2017 ACTION PLAN Arrangements Subcommittee

Subcommittee Chair: Lynn Null, Oklahoma, lynn.null@okstate.edu
Subcommittee Chair-elect: Jessica Trussell, Missouri, trusselljl@missouri.edu
Subcommittee Apprentice: Kylie Ludwig, Kansas, ludwigk@ksu.edu
Subcommittee Past Chair: Marnie Spencer, Idaho, marniers@uidaho.edu

Subcommittee Members:

Rosie Allen, Kentucky, rallen@uky.edu
Tara Andrews, Montana, tandrews@montana.edu
Sherri Cirignano, New Jersey, Cirignano@njaes.rutgers.edu
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Mandi Seaton, Texas, mkseaton@ag.tamu.edu
Diane Whitten, New York, dwhitten@cornell.edu
Barb Wollan, Iowa, bwollan@iastate.edu

Regional Directors:

Eastern: Diane Whitten, New York, dwhitten@cornell.edu. Term ends 9-18
Central: Rebecca Travnichek, Missouri, travnichek@missouri.edu. Term ends 9-17
Southern: Karen Munden, Virginia, kmunden@vt.edu. Term ends 9-17
Western: Julie Cascio, Alaska, jmcascio@alaska.edu Term ends 9-18

President:

Theresa Mayhew, New York, tcm5@cornell.edu

Goals:

- Provide scholarly and innovative professional development opportunities for members (Strategic Plan—Professional Development, Goal #1)
- Support and promote diversity and cultural competency in programming (Strategic Plan—Professional Development, Goal #2)
- Promote relevance and impact of our profession and programs to both internal and external audiences (Strategic Plan—Public Affairs, Goal #3)

Objectives:

- Work with the NEAFCS Board, state presidents and committee members to increase membership on the Arrangements Subcommittee (Strategic Plan—Organizational Management, Goal #1)
- Become familiar with the Annual Session program and facilities. Establish records to identify and maintain the appropriate number of Annual Session volunteers. (Strategic Plan—Professional Development, Goal #1)
- Recruit and train volunteers for the following Annual Session tasks: concurrent session facilitators, door greeters, and ticket takers. (Strategic Plan—Professional Development, Goal #1)
- Evaluate the operations of the Arrangements Subcommittee after the Annual Session to determine enhancements to the arrangements committee procedures to plan for the next year's session.

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Contact past committee members to encourage their participation. Encourage them to fill out the Subcommittee application form online.	Lynn Null	November 2016-March 2017
2.	Recruit people to serve on the Arrangements Subcommittee. Encourage them to fill out the Subcommittee application form online.	Lynn Null Jessica Trussell Regional Directors	November 2016-May 2017
3.	Ask VP of Professional Development, Karen DeZarn, to request a meeting date and time for: <ul style="list-style-type: none"> • A facilitator training on the opening day of Annual Session and • An Arrangements Subcommittee and Plan of Work meeting with members on the last day of Annual Session. 	Lynn Null Regional Directors	May 2017
4.	Obtain a list of the Annual Session's concurrent sessions and assigned times from the National Office and VP of Professional Development, Karen DeZarn	Lynn Null Jessica Trussell Regional Directors	June 2017
5.	Coordinate entering of all Arrangements assignments into Sign Up Genius	Lynn Null	June-July 2017
6.	Enter items from other committees (VP Public Affairs for marketing booth in exhibit hall; silent auction; other?) into Sign Up Genius	Lynn Null	July 2017
7.	Recruit and assign concurrent session facilitators to subcommittee members.	Jessica Trussell	July 2017
8.	Recruit and assign set-up and take-down of annual business meeting to subcommittee members.	Kylie Ludwig, Kansas	July 2017
9.	Recruit and assign ticket takers for all ticketed events.	Barb Wallen, Iowa	July 2017
10.	Include request for members to sign up to help with arrangements in NEAFCS newsletter	Regional directors Lynn Null	July 2017
11.	Contact affiliate presidents asking them to recruit members to help with arrangements	Regional directors	July 2017
12.	Contact national committees asking them to recruit members to help with arrangements	NEAFCS Secretary VP Public Affairs Other VPs	July 2017
13.	Communicate with Arrangements Subcommittee members with update as it becomes available.	Lynn Null Jessica Trussell Regional Directors	Ongoing
14.	Communicate with the National Office and VP of Professional Development, Karen DeZarn, as needed to ensure the success of the Annual Session.	Lynn Null Jessica Trussell Regional Directors	Ongoing
15.	Host a facilitator training on the opening day of Annual Session.	Lynn Null Jessica Trussell Regional Directors	October 16, 2016
16.	Host an Arrangements Subcommittee and Plan of Work meeting with members on the last day of Annual Session to enhance future arrangement planning.	Jessica Trussell Regional directors Lynn Null	October 19, 2016