

**2016-2017 ACTION PLAN**  
**Committee: Member Resources**  
**Subcommittee: Exhibits**

**Subcommittee Co-Chairs:**      **Kim Edmonds** – [khedmonds@vt.edu](mailto:khedmonds@vt.edu) (Virginia)  
**Lisa Terry** – [lterry@montana.edu](mailto:lterry@montana.edu) (Montana)  
**Subcommittee Chair-elect:**      vacant  
**Subcommittee Apprentice:**      vacant  
**Subcommittee Past Chair:**      **Kim Edmonds** – [khedmonds@vt.edu](mailto:khedmonds@vt.edu) (Virginia)

**Goal:** Provide innovative professional development opportunities and resources for Extension family and consumer sciences professionals through relevant exhibits, the bookstore and resource information.

**Objective:** Provide educational opportunities and resources to association membership through exhibitor displays, seminars and resource information.

	What? (action steps)	Who? (specific name)	When? (specific date)
1.	Request that the NEAFCS Board offer forum presenters a discount for the 2017 Annual Session (due to low attendance and scheduling conflicts).	Edda Cotto-Rivera Theresa Mayhew	October 2016
2.	Recruit a subcommittee member from the 2017 host affiliate	Lisa Terry Kim Edmonds Edda Cotto-Rivera	October 2016- January 2017
3.	Initiate conference calls, e-mails and other correspondence to subcommittee members	National Office Kim Edmonds Lisa Terry	January – September 2017
4.	<i>Send 2017 exhibit information to past exhibitors</i> Update exhibitor list Develop matrix of exhibitor/sponsor opportunities with price categories	National Office Kim Edmonds Lisa Terry Exhibits Subcommittee	January 2017
5.	<i>Publicize \$50 finder's fee</i> Include periodic updates in NEAFCS e-News Email to all State Presidents	Kim Edmonds Edda Cotto-Rivera Theresa Mayhew	January 2017 – June 2017
6.	<i>State Sales Table</i> Email application form to all State Presidents	National Office Kim Edmonds	January 2017
7.	Training for subcommittee members - provide script of talking points	Edda Cotto-Rivera Kim Edmonds Exhibits Subcommittee	January 2017

8.	<i>Contact potential exhibitors</i>	National Office Kim Edmonds Exhibits Subcommittee	January – August 2017
9.	Facilitate work schedule for Exhibits Subcommittee members: <ul style="list-style-type: none"> <li>• Arrange for Subcommittee member meeting at Annual Session</li> <li>• Assign members to host exhibitors and staff doors/ booths.</li> <li>• Secure Exhibit Committee space</li> <li>• Work with Silent Auction set-up and operation (if in same space)</li> </ul>	Kim Edmonds Lisa Terry	Deadline dates to be set by Board and communicated with Kim Edmonds  July – October 2017
10.	Arrange Exhibitor Welcome Orientation	National Office Edda Cotto-Rivera Theresa Mayhew	September 2017
11.	Develop and distribute electronic evaluations to exhibitors	Kim Edmonds	Immediately following 2017 Annual Session
12.	Initiate vouchers for checks to be written to members who have referred exhibitors that did exhibit at the 2017 Annual Session	Kim Edmonds Edda Cotto-Rivera Theresa Mayhew	Immediately following 2017 Annual Session
13.	Send thank you letters to Exhibitors and seminar presenters.	Exhibits Subcommittee	Immediately following 2017 Annual Session
14.	Send notebook/electronic files and orient subcommittee Co-Chair(s)	Kim Edmonds	Immediately following 2017 Annual Session