**2018-2019 ACTION PLAN**

**Committee:** Member Resources

**Subcommittee:** Exhibits

**Subcommittee Co-Chairs: Holly Jay** -holly.jay@montana.edu (Montana)

**Subcommittee Chair-elect:** vacant

**Subcommittee Apprentice:** vacant

**Subcommittee Past Chair: Kim Edmonds** – khedmonds@vt.edu (Virginia)

**Kate Shumaker** – shumaker.68@osu.edu (Ohio)

**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) | Done |
| 1. | Recruit a subcommittee member from the 2019 host affiliate | Holly Jay  | November 2018 | November 6, 2018 |
| 2. | Review committee meeting scheduleRecruit additional committee leadership | National Office Holly JayCindy Schlenker Davies | December 2018 |  |
| 3. | Initiate conference calls, e-mails and other correspondence to subcommittee members | National Office Holly Jay | January – September 2019 |  |
| 4. | *Send 2019 exhibit information to past exhibitors*Update exhibitor listDevelop matrix of exhibitor/sponsor opportunities with price categories | National Office Holly Jay | January 2019 |  |
| 5. | *Publicize $50 finder’s fee*Include periodic updates in NEAFCS e-NewsEmail to all State Presidents | Holly Jay Cindy Schlenker DaviesKaren MundenRegional Directors | January –June 2019 |  |
| 6. | *State Sales Table*Email application form to all State Presidents | National Office Holly JayRegional Directors | January 2019 |  |
| 7.  | Update script, talking points and email messages for committee members | National OfficeHolly Jay | January 2019 |  |
| 8. | Training for subcommittee members- provide script of talking points | National OfficeHolly Jay | January- February 2019 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9. | *Contact potential exhibitors* | National Office Exhibits Subcommittee | January - July 2019 |  |
| 10 | Confirm exhibitors and forums | National Office Exhibits Subcommittee | July 2019 |  |
| 11. | Recruit committee members and other volunteers to staff Exhibit Hall and Exhibitor Forums * Arrange for Subcommittee member meeting at Annual Session ( if necessary)
* Purchase and Pack Welcome Bags
 | National OfficeHolly jayHolly Jay | July 2019 |  |
| 12. | Arrange Exhibitor Welcome Orientation  | National Office Holly JayCindy Schlenker Davies  | August 2019 |  |
| 13. | Identify 2020 committee leadership | Exhibits Subcommittee | Prior to 2019 Annual Session |  |
| 14. | Develop and distribute paper evaluations to exhibitors (electronic follow-up if necessary) | National OfficeHolly Jay | At 2019 Annual Session |  |
| 15. | Review Exhibit Hall successes and challenges | Exhibits Subcommittee | 2019 Annual Session |  |
| 16. | Initiate vouchers for checks to be written to members who have referred exhibitors that exhibited at the 2019 Annual Session | Holly Jay Cindy Schlenker DaviesKaren Munden | Immediately following 2019 Annual Session |  |
| 17. | Exhibit members sign thank you cards while working in Exhibit Hall. | Exhibits Subcommittee | During 2019 Exhibit Hall hours. |  |
| 18. | Finalize and Send thank you letters to Exhibitors and seminar presenters during the Exhibit Committee Meeting. | Exhibits Subcommittee | During 2019 Annual Session Committee meeting |  |
| 19. | Send notebook/electronic files and orient subcommittee Chair(s) | Holly Jay | Immediately following 2019 Annual Session |  |