**2018-2019 ACTION PLAN**

**Committee:** Member Resources

**Subcommittee:** Exhibits

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

**Subcommittee Chair-elect:** vacant

**Subcommittee Apprentice:** vacant

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

**Kate Shumaker** – [shumaker.68@osu.edu](mailto: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.

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|  | 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 schedule  Recruit additional committee leadership | National Office  Holly Jay  Cindy 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 list  Develop 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-News  Email to all State Presidents | Holly Jay  Cindy Schlenker Davies  Karen Munden  Regional Directors | January –  June 2019 |  |
| 6. | *State Sales Table*  Email application form to all State Presidents | National Office  Holly Jay  Regional Directors | January 2019 |  |
| 7. | Update script, talking points and email  messages for committee members | National Office  Holly Jay | January 2019 |  |
| 8. | Training for subcommittee members  - provide script of talking points | National Office  Holly Jay | January- February 2019 |  |

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| 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 Office  Holly jay  Holly Jay | July 2019 |  |
| 12. | Arrange Exhibitor Welcome Orientation | National Office  Holly Jay  Cindy 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 Office  Holly 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 Davies  Karen 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 |  |