

2018 - 2019 REGISTRATION ACTION PLAN
Committee: Secretary
Subcommittee: Registration

Subcommittee Chair: TBD
Subcommittee Chair-Elect: TBD
Subcommittee Apprentice: TBD
Subcommittee Past Chair: Michelle Allen michelle.allen@ag.tamu.edu (Texas)

NEAFCS President: Karen Munden, KMunden@vbgov.com, Virginia
NEAFCS Secretary: Jessica Trussell, trusselljl@missouri.edu, Missouri
NEAFCS Executive Director: Danielle Jessup, DJessup@executiveoffice.org,
 PIAM

Goal: To provide organization, structure and services allowing the registration for the Annual Session to run smoothly and professionally.

Objective(s):

- Address needs identified from Annual Session Evaluation
- Provide registration services to NEAFCS members and guests at Annual Session

	What? (action steps)	Who? (specific name)	When? (specific date)
1.	Committee conference calls/emails to plan work, report progress and prepare for Annual Session.	*Jessica Trussell *Subcommittee chair	January – August 2019
2.	Work with National Office to build an online registration volunteer sign-up system.	*Jessica Trussell	March– August 2019
3.	Meet with AS Planning Committee and National Office to determine how the registration committee can be of assistance.	*Jessica Trussell	April 2019
4.	Using the 2019 Annual Session Agenda as a guideline, create a sign-up timeline for on-site registration volunteers.	*Jessica Trussell *Will Ferguson	April-May 2019
5.	Touch base with Awards Silent Auction committee on auction item drop-off process.	*Jessica Trussell *Awards Silent Auction Committee	August 2019

6.	Attend Registration Subcommittee meeting at 2019 Annual Session to help finish up any last-minute registration materials, bag stuffing, etc. This will also be an opportunity to train in registration process.	*Registration Subcommittee	September 2019 Hershey, PA
7.	Recruit a Registration Subcommittee Chair-Elect for 2019 to serve as Chair for the Annual Session in 2019. Recruit the host state or region to assist.	*Registration Subcommittee	September 2019
8.	Continue to recruit Registration Subcommittee members to prepare for NEAFCS Annual Session in 2019 and beyond. Some recruiting to be done during annual session.	*Registration Subcommittee	September 2019
9.	Provide local and conference information.	*Host State for Hospitality	During Annual Session and pre- conferences 2019
10.	Talk with committee members about their experience with 2019 and suggestions for how to improve during the 2020 Annual Session.	*Registration Subcommittee	During 2019 Annual Session committee meeting
11.	Review Annual Session evaluation comments to make suggestions and improvements for 2020.	*National Office *NEAFCS Board	After Annual Session