NHLTA Education Committee Minutes – Tuesday, April 16, 2024

Present: Marcia McLaughlin, Deb Caplan, Pat Pustell, Dee Santoso, Janet Hromjak, Mark Branoff, Michelle Elbert, Connie Kirwin, Katrinka Pellechia, and Kathy Parenti

Absent: Anne Chant, Rosemary D'Arcy, Tammy Hooker, Cathy Harvey, Renee Mallett, Conrad Moses and Ashley Methot

1. Minutes of the March 19th, 2024 meeting: Marcia made a motion to approve the minutes. Kathy seconded. The motion passed.

2. 2024 Annual Conference
    a. Deb reported that everything is going well. She had a conference call with Ashley regarding the menu and there will be turkey sandwiches or Eggplant sandwiches with fruit for dessert. There was discussion about including other options for dessert as well. The sandwiches will be accompanied by pasta salad and other sides as well. Deb will check with Ashley about the dessert options and the price for lunch.
    b. There are 61 people registered to date. There is currently a limit of 250 registrations to prevent overcrowding at the breakout sessions. Deb will revisit this issue with Ashley as the Conference could support 300 registrants otherwise. The Ballroom can accommodate more than 250 people.
    c. Katrinka inquired about the instructions for the Crossword puzzle. Deb will resend them. Renee needs to send Katrinka the Crossword Puzzle without the graphics so that the instructions can be added.
    d. The prizes are 1st prize - $100, 2nd prize $50, 3rd and 4th prize is $25
    e. Connie inquired about the scripts. Pat is organizing her materials at the moment to prepare and will give Connie a call if she has questions. Connie already wrote the script for the Keynote this year. The deadline for scrips is May 21st.
    f. Katrinka asked about pads and Marcia confirmed we'll get another box of 500 as they are a great advertising tool as well. Bookmarks were discussed and it was decided they are not necessary.
    g. Deb asked about nametags, ribbons and blue folders. She'll check if Ashley is working on this piece. Speedy Printing is better for copying as they are cheaper than having Ashley take care of it. If anyone has any other questions for Ashley, send Deb a list as she will be contacting her.
    h. Mark noted that there is one sponsor who hasn't paid yet. Janet has contacted them twice and will be contacting them again as she has not received a response so far. Mark also mentioned that our insurance agent usually provides a $100 donation for the conference.
3. Wild Apricot Update
    a. Connie mentioned that Wild Apricot has been causing some registration problems. Sometimes there is an issue with using the wrong email or problems because folks have no email address. Deb will ask Ashley about putting a message on the website for folks have a problem with registration. Please contact Ashley or Judith if you're having a problem registering.
4. 2024 Workshops and Regional Meetings – schedule and planning
    a. Regional Gathering at Weeks Public Library – Lots of folks registered and there were lots of walk ins as well. A total of 32 participants were there. The was much good

discourse. Topics discussed included: Freedom to read, book banning, including content rating on books and hiring directors.

b. Volunteers are needed for scheduled events – Presenters shouldn't be tasked with doing all the background responsibilities as well as presenting.
c. A Secretary will soon be needed because Anne will be leaving her post.
d. Connie sent out a promo schedule for the Budget/Finance Workshop.
e. We'll need orientation dates for the fall and a regional gathering schedule as well.
f. Janet and Patricia are considering October dates but haven't finalized as of yet.

There being no further business the meeting adjourned at 10:48 a.m.

Next Meeting – Tuesday, May 21st at 10:00 a.m. via Zoom