

Minutes of EYH Planning Meeting, January 9, 2013, 6:00pm-7:30pm
Kelly Collins' Office Building, CDM Smith, Inc., 6000 Uptown Boulevard NE, Suite 200

Present were: Diane Albert, Jeanne Banks, Sara Chudnoff, Kelly Collins, Danae Davis, Nanette Founds, Klaus Heinemann, Nichole King-Campbell, Pat Pettit (let me know if incomplete)

The following points were covered:

- Schedule and locations

- 1) We fixed the schedule: Registration 8:30-9:00, Panel 9:00-9:30, first workshop 9:45-10:30, second workshop 10:45-11:45, Maxwell Museum tour 10:45-11:45
- 2) Registration and workshops will take place in Dane Smith Hall (DSH)
Panel will take place in Anthropology auditorium (same building as Maxwell Museum)
Registration will be in 2nd floor of DSH (atrium spared due to testing event in 1st floor)
- 3) Jeanne and Kelly will make walk through in DSH soon to assign rooms to presenters

- Panel

We discussed and partly resolved the issues of Parking, Microphone, Gifts, Bios.
Free parking near Maxwell Museum, across University Blvd. plus paid parking at Yale parking structure. Klaus will call AV to get microphone.

- Adult program

- 1) Maxwell Museum tour 10:45-11:45 (finalized),
- 2) workshops in DSH. Klaus will contact Cheri Burch

- Day-Of Activities

- 1) Name tags (Kelly will print them), 2) We need about 10 tables for registration (either from atrium or from rooms in 2nd, 3rd floors)
- 3) We still need many volunteers

- On-line Registration

Is well underway - it was decided that on-line registration will close Monday, Jan 21st

- Food

- 1) Will we provide snacks and, thanks to Nicole, pizza will served around 11:30.
Pizza is mentioned at on-line registration
- 2) Klaus will ask Summer how UNM-SUB delivered catering for adults in earlier events (one alternative: Jeanne will go to Starbucks etc.)

- Totebags/Registration Materials

- 1) CD's form Summer/Laurie,
- 2) T-shirts: Elizabeth will order soon (60 leftover from last event),
- 3) 1000 pencils and/or pens donated by Pat,
- 4) Diane will donate approx. \$500 for sidewalk chalks etc.
- 5) bags are ordered (Laurie); we need more cardboard boxes for bags
- 6) We have at least 3 trucks for transport (Diane, Jeanne, Nanette)

- Count down schedule

- 1) Bag stuffing will take place at Betsy's house on Wednesday, Jan. 23rd, 6:00PM.

- 2) (perhaps) virtual walk through on Friday evening, Jan. 25th
- 3) on-line registration will close Monday, Jan 21st

- Miscellaneous

- 1) Gifts to presenters, panelists (Nanette, Michele Diel will donate)
- 2) Danae and her dad plan to take pictures
- 3) Sara plans to provide more info material for kids and adults

Klaus Heinemann