

**Minutes of EYH Planning Meeting, December 19, 2012 , 5:30pm-6:30pm**  
**Virtual Meeting via call in at CDM Smith, Inc., 6000 Uptown Boulevard NE (courtesy of Kelly Collins)**

Present were: Diane Albert, Kelly Collins, Klaus Heinemann, Elizabeth Kallman, Nichole King-Campbell, Laurie Marnell (correct me if I missed somebody)

The following points were covered:

- Introductions
- Discussing the 14-item list of volunteering for CEYH 2013

Item 1 (Buildings): Klaus reported on confirmation process which is underway

Item 3 (Online Registration): Elizabeth reported on number of registrants to be relatively small (however in the meantime numbers begin to surge)

Item 5: Laurie made progress on totebags

Item 6 (Finance): Nicole gave update on sponsorships avenues

Item 8 (Volunteer coordinator): it was agreed that Pat will help Nicole

Item 13 (Panel): Diane Albert reported on progress

- Next planning meeting:  
Wednesday Jan. 9th, 6:00 PM, Kelly Collins' office

Klaus Heinemann

PS: Attached is the current list of tasks:

- (1) Buildings/Transportation
  - a. Klaus (yes)
  - b. Summer Little (yes)
- (2) Recruiting Workshop Presenters/Workshop Schedule
  - a. Kelly (yes--recruiting)
  - b. Jeanne Banks (Workshop scheduling)
- (3) Online Registration; Individual Parent/Teacher questions (if needed)
  - a. Elizabeth (yes)
  - b. Pat ?
- (4) Catering (Jane ?(point of contact),Klaus (put in order),Michelle ?(muffins and coffee distributor)
  - a. Unknown candidate(s), kids and volunteers
- (5) Totebags/Registration Materials
  - a. Laurie (yes)
  - b. Summer (yes)
- (6) Finance/Scholarships
  - a. Laurie (yes)
  - b. Nichole King-Campbell
- (7) Day of Registration/Check-in
  - a. Pat Pettit (yes--coordinator)
    - i. Claudia Barretto, Diane Ovyen
    - i. Need other volunteers to assist
- (8) Volunteer Coordinator
  - a. Nichole King-Campbell (USAF)
  - b. Pat Pettit
- (9) PR Liasion
  - a. Dana Roberson Tinka as backup PR Liasion
- (10)Adult Program
  - a. Klaus, Madeline (yes)
- (11)Gifts for presenters/panelists/volunteers
  - a. Nanette Founds (yes to all)
- (12)Surveys
  - a. Denise Grey (yes) will prepare and print
- (13)Panel Coordinator
  - a. Diane Albert
- (14) CEYH Archives (Tinka volunteers to be an assistant); Raffatt?

We also need a designated photographer

(15) Other: Danae Davis (student intern at Sandia and a UNM engineering student) wants to help; Nikki Nojima Louis wants to help at day of conference

PREETY GADHOKE, PHD (JOHNS HOPKINS UNIVERSITY)

Panel?