

NEADTA Board Meeting

March 7th 2:00-3:00pm

In attendance: Courtney, Melanie, Maegan

Not Present: Pauline

Next Scheduled Discussion: Via email leading up to the conference

Next Board Meeting: March 28th (during conference)

Agenda

- 1) NEADTA Conference: Registration Updates
 - a) Registration has been great! Pauline - thanks for all of the updates along the way!
 - b) At registration tables - have membership information, place to update email addresses, and social media information (so they can follow us)
- 2) NEADTA Conference: Volunteers
 - a) Email Volunteers about Panera lunch orders this week to have this ahead of time
 - b) Volunteers to arrive around 7:45am
 - c) Carnations/Lanyards to distinguish Volunteers (and us!)
 - d) Volunteers to help with directing/providing information throughout the day
 - e) Volunteers to help with directing people to the performances throughout the day
 - f) Melanie will be their go-to person!
- 3) NEADTA Conference: Presenter Bag
 - a) Melanie will put these together
 - b) Purell, Snacks, Water bottles, tissues, etc.
 - c) Separate table for presenter check-in so that Melanie can pass these along to them easily
 - d) 15 Total Presenters
- 4) NEADTA Conference: Sharing Information day of
 - a) Map of UHall?
 - b) Print out signs to direct attendees to the 3rd floor
 - c) Print out the information sheets for us and the volunteers to have so that we can easily provide information for members if they cannot access the information online
 - d) Social Media- upload the links to the website/information to the Facebook Event and send out prior to the event (Maegan)
- 5) NEADTA Conference: CEU's
 - a) Isabelle (Lesley) will be handling the LMHC credits!
 - b) Courtney to follow up with the ADTA regarding CEUs
- 6) NEADTA Conference: Movement Opening/Closing
 - a) Nancy to do the Movement Closing
 - b) Movement Opening - Us
 - i) Encourage people to move based on who they are (student, practitioner, etc.)
 - ii) Community Movement all together
- 7) NEADTA Conference: Interpreters
 - a) Confirmed with Nancy- they are all set!
- 8) NEADTA Conference: Open Board Meeting

- a) Agenda for the board meeting to be sent out beforehand
 - i) Will include: Ideas for next years conference, feedback for this year, Jacob's Pillow Date, MAD information
 - b) Donna will be selling Octabands during the board meeting, as well as during registration
 - c) Meet for the board meeting in the same space as registration (we can move to the bigger room if we feel there is not enough space)
- 9) NEADTA Conference: Performances
- a) At least 12 performers!
 - b) Val in charge of this
 - c) Travelling to the performance space: Volunteers help guide to Doble Campus
 - d) Offer to walk as a group - meet outside of UHall at 3:40, walk by 3:45
- 10) NEADTA Conference: Misc. Tasks/Items
- a) **Courtney** will check in with Lesley around how they have been dealing with Coronavirus (cleaning, safety, etc.) Continue to monitor this as the conference date gets closer
 - b) **Melanie** - Check in around space needs with the presenters
 - c) **Pauline** and **Melanie** - Recognition for Leah (flowers, a card that Courtney will bring, say a little something at the end of the day)
 - d) For future conferences - check in about cost for nametags/tags to go on the nametags to distinguish between students, presenters, first conference, etc. (as is done at the ADTA conference)
- 11) NEADTA Conference: Clean Up
- a) Reset rooms after the workshop is over
 - b) Try to get everything in the registration room at the end of the afternoon workshop so clean up is easier at the very end
 - c) Room monitors help with clean up/break down before they leave the rooms after the workshops
 - d) Presenters - encourage them to be mindful of time!
- 12) NEADTA Conference: Day of Duties
- a) Arrival time: 7:30am
 - b) **Courtney** - Bring Signs, Opening Welcome Address, Presenter Table (with a Volunteer to help)
 - c) **Melanie** - Volunteer Point Person, Bring Presenter Goodie Bags, Flowers (Carnations for us/volunteers and bouquet for Leah)
 - d) **Pauline** - Merchandise Table
 - e) **Maegan** - Registration Table (with a volunteer to help)
- 13) NEADTA Conference: Evaluations
- a) Do evaluations in an online survey monkey format this year - part of Going Green!
 - b) Have the attendees do this survey during the last 5 minutes of the afternoon workshop
 - c) Include a spot to choose preference in dates for Jacob's Pillow and/or MAD to get member input
- 14) Jacob's Pillow Day
- a) Look into weekends of Aug. 8th, 15th, 22nd
 - i) Set a date prior to the Conference so we can announce it!

- b) Check in with **Pauline** around cost of dance class/tent rental/etc.
 - i) If we do a dance class - maybe ask for the members to give a small fee to help with the cost
 - ii) Option 2 (thank you Melanie for this idea!) - we lead an Authentic Movement session instead of a dance class. 1 hr 30 min total, 45 min time slots, half moving/half witnessing and then switch half way through so we all have time to move and witness.
 - (1) More cost effective as we just rent a space to do this as opposed to getting a teacher?
 - (2) Also thoughts of doing this in the tent as opposed to renting a studio space
 - iii) See if they can provide tours again!
 - iv) Chris to do Headshots during the day??

15) MAD

- a) Portland
- b) Sept/Oct weekend?
- c) Survey Monkey to do at the conference to get input on dates/ideas

16) Tasks Moving Forward

- a) Courtney** - Check in with Nancy regarding any updates with Lesley, Check in with ADTA re: CEUs, Signage, check in with board re: any tasks that arise, determine date for Jacob's Pillow
- b) Melanie** - Check in with volunteers re: lunch for day of, make presenter goodie bags, flowers for day of, recognition for Leah, determine date for Jacob's Pillow
- c) Pauline** - Continue to update re: registration, follow up with prices for Jacob's pillow and date, any other tasks to help with registration
- d) Maegan** - Continue to post on social media, update website with information for the conference, update Facebook event with links to the information site, follow up with date for Jacob's pillow