

Minutes of the 59th Annual Planning Committee
1:15p.m. to 3:15p.m. 13 July 2006

- 1.0 The meeting was opened with a moment of silence and prayer for the situation between Israel and Lebanon.
- 2.0 Adoption of the agenda
 - 2.1 The agenda was adopted.
- 3.0 Adoption of the Minutes
 - 3.1 The minutes were adopted.
- 4.0 Discussion of plenary and roundtable themes
 - 4.1 The Chair noted that some letters of invitation had been written but were waiting to be sent.
- 5.0 Discussion of Speakers
 - 5.1 There was some discussion on specific speakers and their participation in the conference.
- 6.0 Sub-Committee Reports
 - 6.1 The Chair requested that sub-committee co-chairs write a report of their responsibilities and how the committees are managed. This will serve as documentation and can be helpful next year. They should send the reports to Hunter at Bergschneider@gmail.com, and Hunter will put them all together.
 - 6.2 Midday workshops
 - 6.2.1 The committee reported that they had formed a sub-committee to review all proposals, and that it had been performing its duties. They also reported that the deadline for submission had passed. They expected to have the final midday workshop decisions by the following week.
 - 6.2.2 They had 105 complete submissions, for 28 slots. They also reported that they had developed more objective criteria to review the proposals and make final selections.
 - 6.2.3 They committee reported that they would not be combining the proposals of various organizations into one midday workshop, as was the practice in years past.
 - 6.2.3.1 It was noted that there would be partnerships; however, there would not be arbitrarily join the proposals.
 - 6.2.4 The committee reported that their intern training session went very well.
 - 6.3 Resource Centre Support
 - 6.3.1 The committee had prepared a spreadsheet for volunteer responsibility. They had also sent letters to their potential volunteers.
 - 6.3.2 The committee reported that they had contacted 150 organizations that registered but did not register youth. 57 replied. Some did not understand the definition of youth, some wanted assistance in getting youth representation, some said they would try on their

own to get youth representation and some said they could not deal with it this year. It was noted that significantly more youth would be coming as a result of this contact.

6.4 Media

- 6.4.1 The committee reported that they were continuing with their efforts to get college editors to cover the Conference; gathering press releases from the rest of the world and had been very successful in these initiatives.
- 6.4.2 There had been a meeting between media coordinators and event coordinators, regarding a new film initiative. Susan's project was reported to have fallen through.
- 6.4.3 There was some discussion regarding postcards and how, who and where to send them. There are 5,000 postcards printed and available at the Resource Centre. The NGO/DPI Executive Committee had paid for the printing of the postcards. Two banners and the two posters will still have to be printed for the Conference.

6.5 Internet

- 6.5.1 The committee reported that the multigenerational committee had passed their survey through the internet committee on to DPI.
- 6.5.2 There was concern that the URL on the website said 58th instead of 59th. The committee said that they were working on fixing this.

6.6 Networking

- 6.6.1 The committee reported that they were on schedule, specifically with regard to the networking training sessions. They said they were waiting on the midday workshop committee for an answer to their proposal.
- 6.6.2 The committee had asked members of the committee to help stuff a letter in envelopes regarding the networking committee's initiatives.
- 6.6.3 The Networking committee's statement had been sent and was purportedly ready for upload to the website.
 - 6.6.3.1 There was a comment that the DPI press release would go on the website.

6.7 Multigenerational

- 6.7.1 The committee reported that their survey had been completed and some copies had been sent out. They expected to have reportable material for the conference as a result of this.
 - 6.7.1.1 Some technical and protocol issues were discussed regarding how to put things on the website and distribute conference material like this to the public.
- 6.7.2 It was noted that the committee would not be meeting over the following few weeks, although they would meet to discuss results of the survey.

6.8 Trouble Shooting

6.9 Fund Raising

- 6.9.1 There was some concern regarding the small number of people who have signed up for the reception. An email will be sent, but wanted the Chair's name to go on it in order to facilitate and generate interest.
 - 6.9.1.1 There was a comment that it was a mistake to combine two separate requests in one mailing.
 - 6.9.1.2 There was concern that the Secretary General and his wife, Nane, might come to the reception, and that it would be embarrassing to have a dearth of participation at the reception, in their presence.
 - 6.9.1.3 There was a comment regarding a separate press kit that was put together last year, and that this would not happen this year.
 - 6.9.1.4 It was suggested that we have at least a table where press could gather materials.
 - 6.9.1.5 There was some discussion regarding the \$50 reception ticket, and the involvement of a lot of young people who might not be able to afford this. The Chair suggested having another reception that would be less expensive.
 - 6.9.1.5.1 There was a comment that this would be segregation.
- 6.9.2 It was noted that a new film initiative might be arranged for the Friday night of the Conference. There had been some discussions with a film-maker, who had expressed interest in the conference and had produced some films that some members found interesting and relevant. The committee reported that this concept was being fine-tuned.
- 6.9.3 There was a reminder that links had been added to the executive committee website, specifically regarding donation and travel packages, which would include a ticket to the reception.
 - 6.9.3.1 There was some discussion regarding what to do with funds generated from this initiative.
 - 6.9.3.2 There was some discussion regarding airfare, and helping to defray the travel costs of some speakers.

7.0 Other Business

- 7.1 The Chair reported that she had been working in effective and efficient meetings with the DPI.
 - 7.1.1 There was some discussion regarding specific speaker invitations.
- 7.2 The Chair said that she had been misquoted in a press release; that she had requested it be removed; and had submitted an accurate quote for the press release to replace the other one.
- 7.3 There was some discussion regarding placement of materials in the conference kit, per specific sub-committee events.
- 7.4 It was noted that there was a misprint in the cards, where "SPI" should say "DPI". The Chair recommended that somebody be assigned to proofread materials like this before they get printed.

7.4.1 There was some discussion of this, including who was already assigned to proofread certain products, and what those products were.

7.5 It was noted that the NGO reception would be Wednesday, 8 September 2006 the first day of the conference.

7.6 There was some concern regarding the fact that no press kits were being produced for the conference. It was suggested that at least some be produced for the UNCA.

8.0 Next Meeting:

8.1 Thursday 20 July 1:15p.m. – 2:45.m. (Conference Room B)