

Pennsylvania Wildlife Rehabilitation & Education Council
March 5, 2019--ConferenceCall

In Attendance: S. DeArment, R. Graboski, L. Stallings, S. Gallagher, P. Hentz

The meeting was called to order at 10:10 a.m. and focused solely on conference preparations.

Hotel

The hotel is rearranging some meeting rooms to accommodate us. The breakout room will be a short walk away from the main room. We may need to make an announcement or put out a sign.

They can provide as many tables and easels as we need. Screen and projector rental is \$165 per day for main room. We should plan to bring our own equipment.

SueG will send Robyn a final database of registrants one week before the conference, for a hotel head count.

Robyn will inquire of the hotel:

- When is latest we can let them know if we need to use their screen and projector?
- What time is check-in?
- Is there a complimentary breakfast on weekends?

Registration

Registration will begin Friday night at 6:00 in the hospitality suite, in addition to Saturday and Sunday mornings. SueG, Leah, and Leah's volunteers will be there.

Leah will bring nametags, including blanks. Peggy will bring 100 booklets.

SueG will bring unsold shirts and totes. SueG will use her phone for Square payments. Council members please bring extra Square card readers if possible.

Peggy will hand speakers their reimbursement form as they arrive.

Peggy will close online registration on Wednesday, March 20, at noon.

Hospitality & Food

Peggy will ask Yvonne and Joe Stierhiem for their thoughts on hospitality suite hours. We should plan (cash) for a tip for hospitality suite clean-up staff

For the hospitality suite, please bring items as follows:

- SueD Paper products and soft drinks
- Robyn Trash bags
- Peggy Beer
- SueG Wine
- Jill Water, chips & pretzels

It was agreed to pay for the ½ day break option both days: bagels, yogurt, fruit and beverages. It was also agreed to pay for two lunches: Taco bar Saturday and Taste of Italy Sunday.

Schedule & Booklet

SueD will give morning announcements—one half hour on Saturday, fifteen minutes on Sunday. She may ask for a headcount of how many people will want pizza in the hospitality suite Saturday night.

Peggy needs bios from Dr. LaToya, Emily Garrigan, and Ellen King by this week. Anyone who knows these people is asked to remind them.

Robyn will give Peggy a write up on CWC for the booklet. The booklet will also include a page on the poster sessions, info on how to get attendance certificate, WIN and Wildlife EDU info. SueG will contact WRSPA to see if they want something in the booklet. Booklet submissions are due this week to Peggy.

Peggy will update the schedule on PAWR website.

Room moderators will be assigned later.

Email Announcement

Robyn will check to see that all emails from registration database are on the PA rehab email list. She will send an email to that list to include the following:

- Small, contained animals are allowed at the hotel—no RVS
- Microscopes are needed for fecal lab
- Notice of hotel check-in time

Miscellaneous

Jill will bring boxes for judging poster session. Winners will be announced end of lunch Sunday.

SueD will send an updated timetable after conference call.

SueG will contact WRSPA to ask about booklet submission and/or poster entry, payment for scholarships, vendor table, and raffle donations.

There will be no silent auction, only raffle, to allow anyone to win nicest prizes. Sue will explain this to WRSPA.

Vendors: Bat Conservation/Mgmt on Sunday, Betsy Shank, Robyn's incubators, Teresa Deckard

We have roughly \$9200, not including the CD.

Scholarships

All agreed to the following:

- SS WRSPA pays two days' registration, no hotel
- TD WRSPA pays two days' registration, one night hotel
- S Council comps registration and hotel (hospitality suite)
- FL Council comps registration
- HW Council comps registration, no hotel payment
- LD Council comps two days' registration for two people
Will reimburse hotel up to \$75 with receipt

The meeting was adjourned at 12 pm.

Respectfully Submitted
Susan Gallagher