WSSSC Meeting 1/30/2020

Conference Update

Registration Update:

* Number of participants registered: 26 as of this morning
* Block of rooms nearly full at the Murano
  + Alternate Hotel: Holiday Inn Express
* Early Bird price $295 until the end of February
* Regular price $325

Web Page: <https://wssscconference.com/>

* Full conference schedule available with sessions
* Conference Workshop sessions described
* Link to register

Hotel needs:

* PO for Master Billing. Need to identify who does this.

Budget:

* People who pay with check will save us the service fee but we budgeted for everyone paying online
* Final Guarantee due by April 22nd, anything charged per person
* Food largest cost with universal design. Would save there if needed

Decision Points/questions:

* Do we want to have a drawing to give away restaurant gift certificates?
* SBCTC can not pay for the Karaoke. How do we pay for it?
* We have 2 King Superior Suites at state per diem rate. Jess and who else?
* Do the councils need AV on Friday?
* All-gender restrooms?

Misc. Items:

* Paper free conference except for 5x7 schedule in portfolio and session evaluations.
  + App we are using is called GuideBook
  + We will email a PDF of the conference schedule to each participant one week prior to the conference so they can print as needed.
* We may need colleges to bring easels ($15 per day through conference)
* Giving each participant a name tag, lanyard, and 5x7 portfolio at registration

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| **Expenses** | |  | **Revenue** | | | | |
|  |  |  |  | # Participants | Amount | Service Fees | Total Revenue |
| Food | 94,715 |  | Conference Registration | 570 |  |  |  |
| Facility/rooms | 7,802 |  | Early Bird | 450 | 295 | 19.3 | 124,065 |
| AV/wifi | 23,712 |  | Regular | 120 | 325 | 21.1 | 36,468 |
| Web/App | 2,850 |  |  |  |  | **TOTAL** | **160,533** |
| Portfolio/lanyard | 4,000 |  |  |  |  |  |  |
| Unused rooms |  |  |  |  |  |  |  |
| Speakers | 10,000 |  |  |  |  |  |  |
| Karaoke | 700 |  | **TOTAL BUDGET** | |  |  |  |
| Interpreters | 3,200 |  | Revenue | 160,533 |  |  |  |
| Misc | 3,000 |  | Expense | 149,979 |  |  |  |
| **TOTAL** | **149,979** |  | **Total** | **10,554** |  |  |  |