

Minutes for June 12, 2024 NHLTA Education Committee

Present: Rosemary D'Arcy, chair, Jeanne Palleiko, Janet Hromjak, Kathy Parenti, Ashley Methot, Deb Caplan, Tammy Hooker, Conrad Moses, Michelle Elbert, Judith Pellowe, Connie Kirwin, Anne Chant, Dee Santoso, Mark Branoff, Cathy Harvey

Rosemary D'Arcy opened the meeting at 2:00 PM. All members present reported that the NHLTA spring conference was a huge success. Tammy Hooker and Janet Hromjak are the co-chairs for the 2025 conference.

Discussion ensued on problems that arose at the conference.

It was decided that there needs to be a procedure for collecting attendance fees from anyone who had not paid in advance.

Conrad will be looking at the numbers of attendees and Ashleigh and Connie will see if that can be added to Wild Apricot for historical reference.

The committee will begin to look for a new place to hold a conference next year that can accommodate our large numbers of attendees. Hotels were not ruled out. A suggestion was made to begin thinking of possible conference themes as well.

Many of the evaluation form comments centered around the place of the conference and technology difficulties. These evaluation documents will be sent to the education committee and the conference committee.

It was suggested that a flow chart of duties be devised to help in communication. All emails for the conference should go through Tammy and Janet. They will forward them to the applicable people or groups. All documents should be dated and when revised, updated.

The NHLTA refund policy is available on other documents but had been omitted from this year's registration form. The suggestion was to include it next year in bold.

A substitute attending for another conference attendee does not need to register if the sub knows the person they are subbing for.

Discussion ensued about the possibility of taking credit cards for payment. Questions were raised as to how NHLA handles credit cards, who pays the fee and can it be done through Wild Apricot.

Membership fees for 2025 – 2026 were reviewed since they had been raises to 35.00.

The number of people attending the budget workshop on July 16 are looking good. No food or drink will be provided. Attendees are welcome to bring their own.

Respectfully submitted,

Cathy Harvey