**Pennscypaa Walk Through Minutes with Host – 4.30.2021**

In Person – Jaimie, Corey, Kelsey, Pete, Kim, Sean

On Zoom – Jon, Tara, Jesse

Absent – Paul, Andy, Trish, Elise

**Chair –** Very few active consistent committee members. People come but don’t stay. There is currently no co-chair.

**Treasury** – Balance $10,980.30

The are confident they have enough money for pre-conference expenses. Other expenses will be invoiced after the conference.

Paid $200.00 for the meeting space rental today. Advisory will need to reimburse.

**Registration**

Pre-Registration currently at 280.

Current cost is $15.00 with plans to raise it to $20.00 on June 1st. Flyer to come.

Reaching out to Recovery Houses and Treatment Facilities to give a discounted rate of $10.00 per person.

**Events –** Planning to have at least 2 more before the conference. TBD when/where/what

**Hospitality** – Plans to individual package all snacks to avoid cross contamination and be Covid safe.

**Program Chair –** Program is set. Planning to use a QR code and only print a limited number of programs.

Need to sort out which breakout rooms are best for what.

Need to figure out where the best place is for Outreach. Current location could conflict with the dance location. Jon reminded that outreach is not a requirement and if committees have to move for the dance that is okay.

**Volunteers –** Most volunteer spots are filled. Considering holding a “Volunteer Fair” similar to a “Job Fair” per Sean’s recommendation from Delco Host.

**Site Chair –** Looking into lowering the percentage rate of the room block.

The Group Code for the hotel room block should be added to the front page of website for people to access easier and make sure the committee is getting credit toward the room block.

**Outstanding Questions/Items to Address**

AV equipment and stage questions.

Confirm insurance cost

How to hang/display the banner. The committee is responsible, not the hotel.

Who will be recording the speakers? And is the hotel allowing the recording and deviating from what is written in the signed contract?

Is the hotel requiring temperatures to be taken?

Will there be a Covid release form for participates to sign?

Will there be masks available if someone does not have one?