

2026-02-12 Meeting Agenda

1. Fashion: Go / No Go decision
2. Volunteering: Review and approve(?) plan
3. Instructor Communication Plan Review:
 - a. Email all presenters with logistics information and request their technology requirements by Thursday 2/19
 - i. Review one-pager from Marilyn & Google Map for parking (see attached)
 - ii. If they need help with presentation material, this team will be asked to help.
 - iii. This will enable Marilyn to pull together room assignments and packets for 2/27
 - b. Email all presenters 2 days in advance with day-of instructions (a reminder from the previous email) and any last minute items.
4. Presenter Packet – Confirm content
5. Requests for publicizing the event (Rotary & CMS Marketing Solutions)
6. Set next meeting (if needed)