



**OASFAA Annual Conference Committee Report  
July 18, 2017**

**2017-18 Committee Co-Chairs:**

Ashley Coleman, University of Oregon  
Shauna Harper, University of Oregon  
Carlos Villarroel, Pioneer Pacific College

**2017-18 Committee Members:** (\* Denotes a new member)

Katie Stone, American College of Healthcare Sciences\*  
Jess Kelly, Reed\*  
Desiree Woodruff, Lane Community College\*  
Diana Hoff, Renaissance Foundation\*  
Abril Hunt, ECMC  
Greg Kerr, ECMC  
Brian Hultgren, Oregon State University\*  
Debbie O'Dea, Southern Oregon University  
Karinda Decker, Southern Oregon University  
Aaron King, Chemeketa Community College  
Sara Viemeister, Columbia Gorge Community College\*  
Brandy Kinsey, Southern Oregon University  
Cassie Copeland, University of Oregon\*  
Lacie Tolle, OSAC\*  
Russell Seidelman, University of Portland  
Peter Goss, Portland Community College

**2017-2018 Goals:**

- We want to have 140 attendees this year (2017 had 119)
- We want to have 14 vendors this year (2017 had 11)
- Increase the session variety to attract a wider audience
- Amazing pre-conference communication with the membership

**Recent Activities:**

- 2018 Salishan contract details
  - January 31-February 2
  - Traditional guestrooms: \$123
  - Deluxe guestrooms: \$143
  - Premier guestrooms: \$163
  - Room check-in 4pm, checkout noon
  - We are contracted for 255 total room nights Tue/Wed/Thu. Room cutoff is January 9, 2018
  - Setup fee has been \$400 in past years, raised to \$500 for 2018

- Food & beverage minimum is \$27,000; 22% service charge (subject to change, 20% last year)
  - \$35 exhibit fee per vendor table, per day.
  - Room setup fee \$15-\$35 per room, per day.
- Our committee met on 6/15 and we have some updates:
- Schedule
  - We have come up with a schedule draft that we will be using. It is included here for your perusal.
  - We're planning on having different tracks that sessions will fit into: College Access; Equity, Diversity, & Inclusion; Gold Standards & Best Practices for FA; Health & Wellness/Professional Development; Federal & State Updates
  - Call for proposals will go out very soon, deadline of 9/1
- Registration
  - We hope to open conference registration on November 1<sup>st</sup> on our new website with a complete schedule released at that time
- Logo
  - Abril's husband Matt created our logo
- Alumni
  - We are in the process of tracking down email addresses for Past-Presidents, Lifetime Members, and Friends of OASFAA. We need your help!
  - Once we have email addresses, we will send an e-vite to attend Thursday dinner, awards & entertainment. We will pay for Thursday lodging.
- Menu
  - We have received a menu from Salishan. While they updated the look of it, they did not add any new menu items. Most meals are the same price as last year, but A/V costs, setup costs, and beverage prices have increased. The service charge also went up from 20% to 22%.
- Charity
  - We have selected the Maslow Project from Medford as our charity. They provide youth in Jackson & Josephine counties with basic needs (clothing, food, hygiene) to remove barriers to education & employment. They also offer counseling at local schools and other outreach.
  - Someone from the charity will attend to speak & collect the donations
  - We are still in discussion about our approach to raise donations (coin drive, box decorating, poster creation)
- Keynotes
  - Justin Draeger will open the conference on Wednesday and provide two breakout sessions that afternoon.
  - Anne Gillies from OSU will be our keynote at Thursday lunch and speak about understanding cognitive bias. She may do a breakout, as well. Her fee is \$500, \$300 of which she requested that OASFAA keep to use for a conference scholarship.
- Entertainment
  - We have booked UBetcha Entertainment to provide casino night on Thursday after dinner & awards in the Gallery. We will have fake money for gambling purposes. There will be 4 blackjack tables, 1 roulette & 1 craps.
  - We are in the process of booking a DJ to run karaoke for us concurrently with casino night. That would be in the Attic Lounge. It was actually cheaper than renting our own machine.

- Photographer
  - We have hired a photographer to attend Thursday lunch through Thursday night entertainment and take photos.
  - He will be bringing an assistant to run a photo booth during social hour and we will have 4X6" prints available.
- Vendors
  - One of our vendors brought up charging vendors who attend the conference but do not have a table a special charge in addition to the registration fee, since they are using the conference to network, too. Should this be considered for the 2019 conference?

**2017-18 Budget:** \$55,000

Budget Expenditures so Far: \$1,742.23

- April meeting transportation & catering \$743.34
- June meeting transportation & catering \$298.89
- Photographer deposit \$400
- Casino night deposit \$300