# YCSA Professional Development Day Planning

## Meeting Notes

11.29.21 12-1 PM

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| Present: | Gwen, Lee Ann, Karen, Katherine |  |
| Next meeting: | 12.14.2021, 9:00am-10:00am, via Zoom <https://yavapai.zoom.us/j/99403425724?from=addon> |  |

1. Date Selected – June, 23, 2022

The event date has been selected. Gwen let everyone know she will not be here the day of the conference; however, she will be able to help with all the planning up until that time.

1. Save the Date and Survey

Katherine will send out the survey along with the Save the Date the week of November 29, 2021. As she would like to incorporate the theme into the YCSA Broadcast, Katherine will wait until the theme is chosen this week.

1. Conference Logo and Themes

The committee discussed several theme ideas, narrowing the list down to three choices:

* Do Great Things Together
* Together We Are Brilliant
* Building Excellence

Katherine will send out an email to the whole committee asking them to vote for their top choices. Once a theme is selected, she will notify the committee, send out the Save the Date email, and contact marketing to design a conference logo for 2022.

1. Giveaway Ideas

Karen had gathered a list of possible giveaways from 4imprint.com, After discussion, the committee narrowed down the list to the following options:

* Tape measure
* Webcam privacy cover
* Stainless steel straw set
* Ice scraper
* Mini flashlight

Katherine will research the webcam privacy cover in comparison to the cost of the previous giveaway (mini cactus plant).