



2019 OSRC BOD Minutes

Thursday, March 7th, 2019
 14:00pm – 15:30pm
 Keizer Community Center
 Keizer Oregon

DOB Attendees: Renee Angstrom, Sascha Christian, Cathy Melero, Manya Kanavalov, Jackie Williams, Rachael Sackett

Director Attendees: Chris Galer, Jeff Pardy, Jeff Cowgill, Nancy Lapka, Norm Kerr

Chair Attendees: Leeann Forsythe, Dennis Williams

Student Attendees: Rachael Courtain

Guests: Travis Chagnon

Time	Topic	Presenter
1400-1405	Post Conference	Called to order by Renee, roll call taken by Rachael
1405-1410	Meeting dates and location	April 26 th at Legacy Health in Woodburn June 14 th at Salem Hospital Oct 11 th Corvallis Good Samaritan Feb 7 th location to be determined
1410-1415	Discussion of moving the 2020 conference to April	Norm to check the by laws regarding what is involved in changing the month of the conference. Concern that March is a busy time for hospitals.
1415-1440	Discussion 2020 Conference <ul style="list-style-type: none"> • Need 12,000 sq feet • Hotels • Vendor Space • Close to Portland 	Keizer Community Center Woodburn (\$10,000 more) Astoria, question of enough space Lloyd center or Double Tree in Portland, Leanne to check out Wilsonville brings the crowd and has hotels Chinnock Winds, issue of smoke Newport, Manya to check out

	Discussion 2020 Conference continued	<p>Salem Conference Center, vendor placement a problem</p> <p>Keizer Quality Inn Conference center, Norm to inquire</p> <p>Seaside is booked for 2020, board approved to book 2021 Conference at Seaside. Many to inquire</p>
1440-1445	Vote on 2020 site	Board to vote on site at the April 26 th meeting
1445-1500	<p>Discussion of 2019 Conference</p> <ol style="list-style-type: none"> 1. What went well 2. What could have been better 3. Vendors 4. Registration 	<ol style="list-style-type: none"> 1. The size of the conference room, the flow from conference to vendor to food was successful. The food was good both days, and we didn't run out. The Sassy Onion was well priced. 2. The meal portion sizes were small, however, we planned for 180 people and an estimated 150 ate. The servers were young not as experienced and not critical thinkers. 3. Good flow through the vendor booths. Vendors were pleased with the business. 4. The new Cvent registration computer system was successful and effective.
1500-1510	Discussion to increase future registration	<p>Problem: Large number of people register late making it difficult to order food. Flyers and brochures went out late.</p> <p>Solution: Line up guest speakers sooner, & send out flyers and brochures quicker. Rachael C. suggested setting a cap on the number of seats, create a sense of urgency.</p>
1510-1515	Renee provided previous attendance, location affected attendance	<p>2009- 219 registered</p> <p>2010- 238 registered</p> <p>2011- 281 registered</p> <p>2012- 228 registered</p> <p>2013- 195 registered</p> <p>2014- 193 registered</p> <p>2015- 212 registered</p> <p>2016- 210 registered</p> <p>2017- 223 registered</p> <p>2018- 172 registered</p> <p>2019- 150ish registered</p>
1515-1530	Round Table	<ol style="list-style-type: none"> 1. Renee is revamping the Conference Committee responsibilities to help delegate jobs. Jackie pointed out that there was too much work for 3 people.

	Round Table	<ol style="list-style-type: none"> 2. Norm requested that the election process be “firmed up.” By laws need to be addressed and practiced by out board. 3. Rachael S to contact presenters for PDFs of power point presentations. 4. Breakdown of CEUs on 2020 brochures to help boost registration 5. Discussed having PFT and bedside spirometry lectures at the next conference 6. Leann’s Student Breakout session was a success. Great information on licensing, poster presentations, and high student attendance.
1530	Adjourned	Adjourned by Renee

Next Meeting April 26th
Legacy Woodburn Health Center
10:00 to 14:00