Friday, May 16th, 2025

1400-1600

Salem Health and Teams Meeting Agenda

**Executive Board:** Chris Galer, Tony Garberg, Renee Angstrom, Rachael Sims

**Delegates/Directors:** Jackie Williams, Nancy Nathenson,

**Chair Attendees:** Mickie Hartley, Manya Kanavalov, Phillip Contreras, Carrie Coffman

**Attendees:** April Venes

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| **Time** | **Topic** | **Presenter** |
| 14:00-14:05 |  Welcome, Introductions and Roll Call | Chris and Rachael |
| 14:05-14:05 | Approval of Old Minutes Feb 2025 | Plan to approve minutes on June 6th meeting |

**Old Business**

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| **14:05****1419****1420****1430****1440****1444****1448****1450****1455****1500****1510****1520****1325** | **2025 Conference Review*** **Chris**
* **Mickie-Public Awareness**
* **Renee & Mickie-input**
* **Carrie-registration table**
* **Manya-Catering**
* **Tony- CEUs, Venders**
* **Mickie-Scholarships**
* **Chris-June agenda**
* **Renee-feedback**
* **April-input**
* **Phillip-Mickie-Renee**

**Input*** **Additional input from the gallery**
* **Chris-Next Meeting Plan**
* **Chris-discussed WA conference**

**and OSRC conference*** **Chris-Trends Conference**
 | * Good feedback from the surveys. Thank you to Melissa for developing the survey program, which broke down each speaker presentation.
* Mickie stated she has gained better insight over the last 2 years and has ideas on how we can improve the conference organizational process.
* Create an email or texting group to increase collaboration.
* Create and post the fliers on social media with basic conference information months in advance. Information can be added once speakers are confirmed.
* Renee suggested using Google DOCs and adding board members
* Mickie will be able to add PDF files for the group to view. Each year files can be updated.
* Mickie requested setting up a CANVA account to create and share template links. OSRC would be linked in case of yearly renewal fees are required.
* Mickie will bring a list of conference titles suggestions for the June 6th meeting to help speed up the conference planning process.

 * Good feedback from attendees at the registration table. The experience will help with planning the conference.
* Great reviews of the food. The food was expensive, and it turns out the catering service was counting plates to determine cost.
* Some attendees did not like the breakout sessions because they wanted to see both lectures. There were attendees that were disappointed that the Sleep presentations did not have CEUs.
* Tony stated that the AAST required a membership fee to get CEU credits. Chris & Tony will tackle the issue. The board needs an AAST/sleep tech to help resolve the issue.
* It has been a very daunting process pulling all attendees names from the surveys, then inputting all the CEUs into the AARC. One attendee at a time.
* Mickie & Phillip suggested separate QR codes for each lecture. Mickie suggested handing out QR codes for each speaker.
* Tony stated taking on organizing the Venders, speaks and CEUs was difficult. Tony & Chris will split up the responsibilities and create groups at the next meeting.
* The Venders gave great feedback on the venue and attendee interaction.
* Scholarship information needs to be organized and accessible on the OSRC website on a more suitable timeline. Another complaint was that the format was hard to read on a phone. We need to plan for collecting applications and determining a winner as a group.
* Plan to discuss the conference committee and subgroups. Mickie will have ideas for the conference title. Plan to decide on a topic at the June or Sept meeting. Chris and Mickie would like to post “Save the Date” fliers on social media by October. Everyone agreed that OSRC needs custom table covers and a banner. Rachael will bring examples and cost to the June meeting.
* There was an issue of family members attending the conference with attendees. Family members did not pay the conference fee and ate the food at each break. Mikie will create a sign regarding the issue.
* Another complaint involved attendees bringing their babies to the conference.
* Jacking did a great job moderating.
* Phillip did a wonderful job getting the Color Guard to attend!
* The QR codes on the tables were a great idea just need more to cover all the tables.
* The food was great.
* It would be nice to have the scholarship info and winners out sooner.
* The breakout sessions were great, but there was a suggestion to split up the subjects better.
* The breakout sessions for students were a bit unorganized. Tony, Renee, Mickie and Jackie led the sessions. Mickie felt there was no structure. Renee said the same thing for the Leadership breakout session.
* Renee gave kudos to Phillip for arranging the Color Guard ceremony! It has been a long time sense the Color Guard was at a conference. Renee suggested changing the registration tables next year. They appeared disorganized and messy. The raffle wheel was a great idea, and Mark was amazing at selling tickets!
* Rachael had a couple complaints regarding the price for each day and the amount of CEUs that were possible. It was $160 for Day One for 7 CEUs, and Day Two was $160 for 5 CEUs. Chris suggested a pricing guide be posted with the number of CEUs possible for each day.
* Renee stated there were a lot of emails requesting the speaker set up. Mickie would like to have the speakers set up earlier. Tony plans to send out a speaker line up in January so it can be posted on social media. Mickie stated there will be a clause stating, “Subject to Change.”
* Chris at the next meeting will be assigning tasks to conference committee subgroups.
* Chis would like to have tablecloth covers and banners with the OSRC logo. Rachael to bring examples at the June meeting.
* Chris attended the WA conference as a Vendor. WA had vendor passport cards that were stamped on when attendees spent 10 minutes listening and asking questions. Once the passport cards were full, the cards were entered into a raffle for 3 free CEUs under general education. Chris will investigate it to see if we can pull it off as well.
* Chris is considering increasing Vendor costs for better table choices.
* Tony said the Triva after party was a succuss and suggested we consider doing a Welcome Party the night before the conference at SeaSide instead of the 1st night.
* Mickie and Chris suggested moving the meeting to an earlier time because we have the venue for 3 days. We will need sponsors for the Welcome Party to help with the cost of food and drinks.
* At the June meeting we will set dates for the September, November, and February meetings.
* September 5th
* **November 7th or 21st**
* February 13th
* March 24th, 25th, 26th
* Trends have offered OSRC a booth at their conference on September 25th and 26th. It would be a great opportunity to recruit members. Volunteers include:
* Renee on Friday
* Mickie one or both days
* Manya one or both days
* Rachael will attempt to have the tablecloths and banners beforehand.
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| **1531** | **Meeting Adjurned** |  |