

CCC Quality of Life Committee Meeting Minutes
 Thursday, February 11, 8:45-9:45 am
 Location: all remote
 Conference Call-in number 1-866-751-5726, Room 1186832

Attendees: Rosemarie Dominquez, Jamie Holt, Kendra Sabol, Sherri Romanoski, Patrice Al-Shatti

Agenda Items	Discussion	Follow-up Items
Approval of minutes	Minutes were asked to be approved.	Minutes from 10/29/09 and 1/28/10 were approved.
<p>Final Discussion and Update of upcoming conference <i>Serving Your Clients with Cancer: Crash Course for the Non-Oncology Professional</i> On Feb. 19 at the Arizona Cancer Center</p>	<p>Schedule has been updated. Some slight changes were made but day will begin and end at the same time. Arizona Cancer Center (ACC) will decide how to acknowledge the food, transportation, etc. on the revised schedule. New copies will be printed by ACC and given to Kendra. It is a tight schedule and a timekeeper would be essential.</p> <p>Changes in venue: The conference has been moved to the Duval Auditorium at UMC due to the overwhelming response (189 registered). Seating is theatre-style and can accommodate up to 350. Registration and food will now be at Duval. Resource tables will now be at Kiewit Auditorium. Kiewit is a short walk away on the same level.</p> <p>Registration: Kendra has prepared packets with Power Points, evals (pre and post), CME info, CVs, Coalition membership forms, badges, etc.</p>	<p>ACC will reprint schedules.</p> <p>Patrice will be timekeeper for speakers and MC, giving very short introductions.</p> <p>Ginger Guendelsberger and Joan Schnell will be greeters to help people get to the right place.</p> <p>Signage will also be provided by ACC.</p> <p>Kendra and Patrice will be there by 7 am to set up registration. Other registration volunteers (Jamie, Rosemarie, Wendy) should be there by 7:30 although Jamie and Rosemarie said they will get there at 6:30 to help get the day going. Thanks!</p> <p>Kendra will explain the evals and CME info as part of her opening talk.</p>

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	<p>Email blasts: Email blasts for speakers, vendors, and participants going out Friday. This will update everyone on the venue change and direct each of these groups to their parking areas and give further directions. ACC is providing \$1500 for 2 coach buses (each holds 50 people) to get folks to the conference site. ACC is handling this.</p> <p>Resource Area: We currently have 26 resource tables. They will be placed in a circle with a concentric circle if necessary to accommodate up to 30. There was discussion if vendors could set up the night before. Kendra asked that we just leave as is. We will make signs to assign resource tables to help things along. The portico doors for resource people will be opened from 6:30-8:00 and again at 2:30-5:00. They will be locked otherwise.</p> <p>Food: Break out food (beverages, light snacks) will be provided as well as a sack lunch.</p> <p>Volunteers Still Needed: Sherri still needs a few more folks for registration and a parking monitor at 3838 location, but otherwise we are set to go.</p> <p>Powerpoints and IT help will be provided by ACC. They may also be filming the conference to have available to show at different venues.</p>	<p>ACC is getting out the email blasts Friday.</p> <p>Sherri will make signs and place on tables. She will help with set-up for this area prior to conference.</p> <p>Volunteers are Penny Fedick and Kayla Loomis (afternoon)</p> <p>ACC setting up.</p> <p>Volunteers to help at lunch will be Karen Good and her 2 friends from Green Valley.</p> <p>Jamie will ask Ardie to find someone and let Sherri know on a parking monitor. Jamie will also try to get additional volunteers for registration or other areas. Can't have too much help!</p> <p>ACC providing IT help.</p>
Next meeting		No announcement.

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