

CERA Board Meeting Agenda

October 15, 2007

9 a.m. to 6:00 pm (?)

Ontario Doubletree Hotel (909) 937-0900 222 North Vineyard Ave, Ontario, CA 91764

	Action	Person	Est. Time
Welcoming	Overview of agenda	Jim	1 minute
I. Old Business	Minutes of last meeting	Paula	2 minutes
II. New Business	Treasurer's Report	Paula	2 minutes
	2007 Program, Abstract Review, Session Creation	Mary	6 Hours
	2007 Conference planning		
	--- Revisiting 2007 conference tasks/ responsibilities	Jim	30 minutes
	--- Summary of 2007 Exhibitors	Mary	1 minute
	--- Hotel status Backup hotels, posting on website	Jim	1 minute
	--- New coordinators' training (who will conduct, members' notification of training, registration)	Paula	1 minutes
	---Website needs When to post new sponsors; Lifetime Achievement bio, research assistance postings?	Jim	1 minute
	--- Newsletter Contents; who's writing what, how to get it out to members, when to send?	Irina, Kate	1 minute
	--- NCLB Survey status	Jim	1 minute
	--- Panels' status.	Jim	1 minute
	--- Outstanding Paper status	Kate	1 minute
	--- Bylaws	Tom	3 minutes
	--- New Board Members	Jim	2 minutes
		Jim	30 minutes
III. Next Meeting	Dana Point, Laguna Cliffs Marriott, Nov 29-30th		