

# Publicity, Website, Evaluation Report

April 29 & 30, 2016

Respectfully submitted by Bertha Yagos

Once again, it has been a pleasure to work with such an excellent executive and such willing and helpful board members.

On the whole, Convention 2016 went quite smoothly and I have very few suggestions for change.

Pre-registration went smoothly on the whole with very little intervention required after it was set up in the database and on the website. I do suggest, that we need a specific board member signed up for each pre-registered session who is responsible to pick up the pre-reg list and check people into the session. If teachers have any ID to show at the door that matches a name on the list, they would be admitted. If the session has a participant fee, a second board member needs to be assigned to collect that at the same time. Also, Pre-reg sessions need to be marked as such on the big posters to remind teachers that these sessions have limited seating and require signing up.

I will be making some changes in Sched as there is more functionality in Sched than what we are currently using. I have been reluctant to use Sched for more than just to post the schedule, as we had a number of teachers who were very angry that their name showed up in a Google search because they had registered as an attendee on Sched. We have been asking people to use a pseudo name, however, there is now an option to hide your profile from public view and still have full functionality in Sched. I am particularly wanting to change from Survey Monkey to using Google Forms to do the evaluations. I am able to link the Evaluations button in each session in Sched so that when you click on it, it will go to the title of that session in Google Forms, and you can fill in for that particular session rather than having to scroll through a list in Survey Monkey. I am hoping this will improve the number of evaluations we get turned in as it is very easy to respond on your phone compared to using Survey Monkey.

Evaluation files were emailed out to all board members. If any new board members did not get them and wish to read them, please email [by@leelake.com](mailto:by@leelake.com) and I will send them to you.

In the evaluations, some teachers still requested printable programs. These were all available on the home page of the convention website. Both the complete program and glance for each day were available there to be printed. I saw many teachers carrying a printed convention at a glance with them at convention, so I am not sure why some teachers did not know this material was available for them on the website.

The attendance board members recorded for each session was well done this year compared to last year. I will however do a practise session in January at the board meeting. I had indicated that you only need to fill in ONE search field to find the session you are recording the attendance for. Some board members did not read that and it complicated the search as they tried to fill in all the fields which was time consuming and not necessary.

