

Vice President's Report - Christine Crane

Executive and Board Meeting

January 19-20, 2024

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Work Completed

- Set up the new Google doc for duty sign up with the changes in times for Key Note speakers (ie. introductions, speaker host) and length of each session, French sessions, pre reg
- Ordered the one vest and name tag and it was dropped off to Dan at his school in Airdrie – Sherry just needs to pay for it now?!?
- There are no Long Term Service Award recipients this year.
- Shared information and a picture about our honorary president for the website with Bertha.

Work in Progress

- 1) Have people at the [Jan 20 Board meeting sign up for duties](#).
- 2) Hand out I speak French buttons
- 3) Remind people of obligations of Board duties
- 4) Double check with Greg about one night accommodation – haven't heard back...
- 5) Ordered Apple award for Greg and travel voucher as gift.
- 6) Michael Shain will be bringing a card for people to sign for Greg on Saturday, Jan 20
- 7) Box lunch deliveries 1 on Thursday and 2 on Friday can be covered by information desk people ie. Exec/Lindsay
- 8) Exec need to sign up for Keynote speaker intro and thankyou?

Action Items

- 1) If people need a name tag but missed or left it at home could just have a sticky label – bring sticky labels...
- 2) Executive should have name tags.

- 3) Option to use lanyards with a printout of map of facilities, QR code to program, phone number for information desk? In addition to name information?
- 4) Bring vest bin for any last minute changes....