



**NHAEOP 68<sup>th</sup> Annual Edith E. Hammond  
Conference Planning Committee Meeting**

**Thursday, August 9, 2019**

**8:30 am**

**NH Dept of Education**

**AGENDA**

1. Minutes – June 21, 2019
2. 2020 / 2021 Hotel Contracts
3. 2020 Proposed Budget
  - a. Booklet printing quote
4. Audio Visual
5. Conference Theme
  - a. Pin design
  - b. Pin quote
  - c. Member swag
  - d. Decorations / Props
6. Conference-at-a-Glance
7. Workshops
  - a. Speaker(s)
  - b. Workshop topics
  - c. Discuss additional 3-hour workshop on Wednesday
  - d. Number of Workshops per time slot
8. First Timers Coordinator
9. Other