

Tre Lag Stevne Steering Committee Agenda

Madison Marriott West

1313 John Q Hammonds Dr, Middleton, WI 53562

608-831-2000

Date November 2, 2020, Middleton Room, 10:30-4:00

A tour of the meeting rooms will be fit in when convenient for the hotel contact.

- A. Introductions and Review Current Membership List
 - Identify 3 voting members for each lag
- B. Review and Adoption of Agenda
- C. Election of Officers and Specific Committee Assignments
- D. Secretary's Minutes of the Last Meeting
- E. Treasurer's Report
 - a. Review of Stevne Expenses
 - b. Financial status and distribution of excess funds
 - c. Audit?
- F. Date/location for 2nd TLSSC meeting
- G. Review of Previous Stevne
 - a. Review Attendee Evaluations
 - b. Reports (**Brief** - what worked/what didn't)
 - i. Publicity
 - ii. Genealogy
 - iii. Hospitality
 - iv. Registration
 - v. Vendors
 - vi. Tour
 - vii. Program: Opening ceremony and memorial; speakers/topics; tour
- H. Stevne Site Selection Committee
 - i. Next Year:
 - ii. Following Year(s)
- I. Stevne Planning
 - a. Assignments and Responsibilities (See Steering Committee list)
 - b. Program Schedule (Ex: Budget related to schedule. Number of speakers at same time? Tour day? Special events in evening? Lab hours?)
 - c. Theme
 - d. Speaker suggestions
 - e. Tour(s)
 - f. Special Event(s)
 - g. Entertainment
 - h. Other – Projector Purchase
- J. Adjournment