

## ASPMN Northern Virginia Local Chapter Minutes

January 07, 2011

Location: Conference Call

Time: 2000 Meeting called to order by Michelle Jacques

Attendance: Gerry Higgins, Florence Mooney-Cotter, Michelle Jacques, Mary Beth Smith, and Regina Stiles

The purpose of this meeting was to continue planning our spring conference "Complexities in Pain Management."

Agreement was unanimous on title of conference as stated above.

Agreement reached on CEU application for 5 CEUs.

Agenda, speaker order, time allotted, and format of each speaker confirmed. See brochure for details. Adequate time will be given to conference attendees to visit with each of our vendors.

Discussed confirmed vendors: Endo, Elsevier and Medtronics. Regina is to confirm Nucynta providing lunch and speaker. Regina thinks Bionics will want to participate as well.

Discussed conference fees. The breakdown includes room, AV, food/beverages. For 70 people= \$92.33 per person.

The question arose, Will the vendors give us sponsor money ahead of time? Follow up required.

Gerry is to obtain objectives/content outline/title from Dr. Heit and Micke Brown. Regina is to obtain from Dr. Van Osten. Disclosures need to be identified as well if applicable.

Gerry stated she is working with INOVA Learning Network on borrowing an audience response device for the conference.

Michelle needs BIODs for Gerry Higgins and Dr. Van Osten for brochures.

We brain stormed on how the brochures will be distributed and how we will get people to register for the conference. Bottom line: this will be a labor -intensive group effort. We will have to hand deliver, mail, and verbally notify any potential patrons about the conference to ensure maximum participation.

Michelle will contact Antonio with Crown Plaza about details of contract. i.e. we need to know details on rain dates, financial obligations, using a credit card for deposit, etc.

Summary: Number one priority is Michelle needs all paperwork necessary to get to ASPMN early next week.

Meeting adjourned at 2150.