

Convention Meeting – September 7, 2017

Opening Prayer – Kurtis Schultz

Reports – Daisy

REGISTRATION

As of Aug. 31, 61 people have registered for the convention. There is a link on our website to register and to submit excuses for absence.

There is a database set up for registration that can be broken out for categories (ex: exhibitors).

Deadline for registration is October 8, 2017

Out of the placement options for the registration tables, the committee chooses stage left placement (design version 1) – not stage center.

Need to make sure all foyer doors are unlocked, in case of evacuation for fire

FLOOR COMMITTEES

Once registration is closed Kurtis will select the floor committees. These committees will meet sometime in October or November.

Memorials are due Oct. 8

AGENDA

There is a copy of the tentative agenda on the website. This agenda may change the closer we get to the convention.

CEF business will be moved up to earlier in the day on Friday.

FLOOR PLAN

The floor plan is in the handout of the audio/visual report. We submit the official floor plan to the Harbor Center and then they get it approved by the fire marshal.

More space is needed behind the projection screens (have 6' but need 12'). The tables in the gallery seating area will either be removed entirely (leaving only chairs) or will be replaced with banquet tables. The committee has requested banquet tables, in lieu of chairs alone, if possible. We will check with the NHC.

The seating sits 400 people.

DEADLINES

Major deadlines are:

Registration closes October 8

Excused absences close October 8

Memorials close October 8

Nominations close November 1

Hotel block closes January 27

TIMELINE

Several major timelines are in October, November, and December. Refer to handout.

Next convention meeting is scheduled for November 30, at 2:00 p.m.

Handbook - Sections 1-7 to be published December 8

NOMINATIONS

Keith Ringers stated that there are 21 nominations for president, with 6 on the ballot.

AUDIO/VISUAL

Written report was sent in by Rob Olmstead. Rob notified the Harbor Center of the space for screens and put together a draft for stage design. Rob also submitted a cost proposal to Corporate Light and Sound.

AV setup is scheduled for March 7 with tech crew. An additional day for tech crew will be added, so they can run the AV equipment for caucuses on March 8.

Rob is also working on a video with missional stories. As a follow-up to location changes discussed at our first convention meeting – we will stay with Branchpoint, but we will replace Good Shepherd (Brandon, MS) with Lutheran High School (Metairie).

WORSHIP

The worship service will be at Lamb of God Lutheran Church in Slidell. The sanctuary will hold 250, and overflow of about 150. Pastor Koyn handed out a draft of the opening worship bulletin with a list of servers and worship participants already agreed upon.

Bethel Lutheran Church choir has agreed to sing.

DELEGATE GIFTS

Southern District CEF is supplying very nice messenger bags for convention delegates. The Southern District will provide folders to go inside of the bags, to hold all convention materials together.

FOOD

We are still waiting on a price quote from Brown Sugar Catering.

SHIRTS/SIGNAGE/LANYARDS/PENS/PRALINES

Ronnie stated that shirts with embroidered logos for staff will cost around \$20.00 each.

The ten foot banner is \$15.00 per foot, and let decision on logo or picture undecided.

The signs for roads will be \$18.00 to \$25.00 each with stand.

Pens for 400 - each in the price range from \$324.00 to \$516.00

Lanyards for 400 - each in the price range from \$430.00 to \$456.00

Pralines from Aunt Sally's for 400 will cost around \$380.00