

Convention Committee Report:

- I. 2016 Convention Finances
 - a. Per the Treasurer, we raised approximately raised \$13000 combined from sponsorships and meal sales, with an additional \$2000 from on-site fundraising (requires verification with the Treasurer to ensure accuracy)
 - b. Our total Hotel costs are approximately \$7500
 - c. We should expect a combined profit of approximately \$7500, which will be split in accordance with the bylaws
- II. What worked
 - a. Raising & receiving sponsorship funds and obtaining meal payments in advance of the convention to ensure we have the necessary funds to pay for the convention
 - b. Digitizing as much of the Convention paperwork as possible to save money and reduce the size of the delegate packet
 - c. Having a convenient way to register as an Delegate/Attendee and pay for convention events online
 - d. Having a Convention Program that was compact and easy to use for the delegates
 - e. Providing a way for delegates/attendees to pay onsite for view-only tickets & t-shirts with card.
- III. Where we need to improve
 - a. Most of our delays were related to our AV team. I would highly recommend using another service, even if it costs the LPF additional money. Delays due to the AV team should be avoided, and better coordination between the AV team and the Convention Committee must be prioritized.
 - b. The Registration table needs to be streamlined. We need to ensure that we have an "Express Lane" for pre-registered delegate check-ins in order to decongest the Registration Table and to reward those who pre-registered for the Convention. I would also recommend having 4 volunteers manning the registration table at the designated registration periods, and someone qualified who can relieve the Secretary for appropriate breaks
 - c. Due Diligence. We had many people who pre-registered for the Convention but did not show up during the convention. We should consider contacting all pre-registered delegates to ensure they will be attending at least a month prior to the convention, so we can remove those not attending from the list of delegates prior to the convention.
 - d. Time. We need to plan a State Convention at least 1 year in advance. This year's convention was planned in a hurried fashion and was a hectic production due to the truncated 6 month time frame. Future Conventions should be given more time to plan and execute.

