NERDug Doubletree Site Visit Minutes

April 10, 2017

**Attendance:** Ben Fellows, Heather Morrison, Jeff Butera, Kelly Laviolette, Mary Pittari, Robin Levesque, Sue Benevides, Suzanne Dennis, Eileen Cusick, Marion

Agenda

* Planning/Logistics Update
* Session Update
* Sponsor Update
* Registration Update

**Planning/Logistic:** Jeff - This location is really conducive for our conference; great space. Mary – We need to double check the Double Tree website for possible technical issues. Jeff will take care of updating the instructions on the NERDUG page. We have access to the Amphitheater at this year’s conference. This is a nice room for larger session (i.e. Ellucian sessions). This room can hold up to 100 people.

**Reception:** The reception will be held at Wachusett Mountain. They have buses available to transport people back and forth; it is only 10 minutes away. Mary – will be ordering heavier hor d’oeuvres because there are not a lot of food options in the area. Bob’s band One Mo’ Time will be providing the entertainment from 6:30-9:30. There will be drink tickets, cash bar, and a dance floor. Vendors will be able to attend because the event in on Wednesday night.

**Notification:** A blast email has been sent to people that have attended in the last five years. Suzanne suggested a follow-up email. Mary said she would send an email to RWU.

**Sessions:** We are still struggling to get HR sessions. Kelly has not heard from Becky. The proposed Ellucian sessions are substantially less than prior years. We used to get a list of twenty sessions that we could choose ten to twelve sessions. This year’s list only has nine sessions, one of which is the key note, one advancement (we have NO advancement sessions), and presentation by partner. There are six sessions of which three will be done remotely. It is what it is. Others have had the same experience. Overall, the session numbers are good with the exception of HR & IT. There are still some sessions out there that need to have a presenter added to be accepted.

**Sponsor Update:** We are doing well with sponsors, only 1 or 2 have not paid but we know they will. There are a couple of possible new ones (i.e. Chrome River, and Portal Guard).

**Registration:** As of Friday’s meeting 22 people have registered. We still have all of June for people to register. Jeff looked back at previous numbers and we are on par. Registration should boost once the Ellucian sessions are posted.

**Meetings:** The next meeting will be on May 19th (biweekly until conference).