

# COTA-Advisory Council Minutes

<http://dhe.mo.gov>

## COTA AC 01/09/2009

**Members in attendance:** Artie Fowler, Rita Gulstad, Melissa Hattman, Yvette Sweeney, B.J. White(DHE ex-officio), LaShanda Boone, Sara Larson, Kandis Smith (COTA ex-officio)

**Members absent:** James Kralicek, LaShandra Shepard, Debbie Schatz

**Visitors in attendance:** Hillary Fuhrman

### MINUTES

We need to approve minutes from 12-04-08

### COTA

COTA has asked COTA-AC to join them January 29, 2009 at 3:00 in the Polo Room for their meeting. We have the room until 5:00 if needed. We need to possibly set a date for the fall 2009 conference.

### REVIEW FOR CONFERENCE

Registration will begin at 8:00 AM January 30, 2009. Legislative interns will fill in so COTA-AC members can attend the welcome and facilitate presentations. As of January 8, 2009 there were 104 registered participants which will cover costs for the conference.

All materials will be put together January 29, 2009 by those who are present.

Hillary sent out evaluation forms and will adjust them with changes discussed.

Melissa will remind presenters to bring at least 50 copies of their presentation (these will be posted on the web after the conference), a jump drive with presentation, and to register for the conference. Projectors, screens, and laptops will be provided. Kandis, Melissa, and BJ will furnish projectors. Yvette, Melissa, Artie, and BJ will all have laptops.

BJ will: (1) send us an updated agenda-it is on the website (2) check with the hotel to see if they have table poles for our use. Let Melissa know if they do not as she might be able to bring some.(3) send a reminder for registration as deadline is January 16, 2009. (4) bring extra magic markers, blank name tags with holders, and a receipt book for those registering/paying that day, (5) check for the state's definition defining quarter hour/semester hour correlation.

Facilitators should pay close attention at each session in order to have questions ready for open mike should they be needed.

We have asked for 3 standing podium w/microphone, 2 wireless handheld microphones, 2 mixers, 2 - 10' x 10' screens and 1- 8' x 8' screen, 3 rolling AV carts.

Lunch will be A Taste of Italy. A different lunch will be provided for those needing it. All should remember to bring give-a-way.

### LAMP UPDATE

Lamp will not meet January 29, 2009.  
Respectively submitted by Artie Fowler