Meeting start: 6:48 p.m. (Meeting started late due to late release of executive board)

Attendance: Linda Odell (Chair), Debi Cross, Yvette Cienski, Rhonda Gianturco, Denise Vassar, Marilyn Rivera, Pat McNabb, Lee Taylor, Carol Richardson and Rita Crawford,

Linda expressed her frustrations for where we are with planning of the symposium. She also reported the following:

* Contract was returned to Lee Taylor for correction (wrong contract).
* Registration committee is ready for the green light.
* Darlene and committee have done their work, has submitted their list of supplies to the church for ordering for the lunches.

Door Prizes: Rita Crawford reported a lot of been donated in addition to the committee has sent out letter to businesses for donations.

Welcome: Marilyn Rivera reported no changes.

Classes/Teachers: Carol Richardson reported the status of teacher contracts. Carol said she will contact all the teachers still in need of providing information so she can wrap up and finalize everything by tomorrow, November 19. Brief committee discussion on how many are hand vs machine and how many are half vs full day classes. Also discussed was the concern of placement of classes due to the electrical power needed.

Vendors: Lee Taylor reported there are five vendors signed up and paid to attend.

Credit Card: Linda explained she is researching the options such as the expense of one being $45 a year fee to another option being $166. a year (includes e-commerce). Concern was expressed for understanding who submitted payment first for classes as classes are filled based on time of payment. It is believed that printouts daily will be available.

There was discussion on those working during the symposium and still paying to attend. Many agreed it was not right to pay while working the symposium. Yvette Cienski and Debi Cross offered to work but not take classes. Everyone was asked to think this over and the subject was tabled for the next meeting. (Linda will share what she has found out.)

Treasurer: Pat McNabb reported she received $240.00 income from Lee for the teacher fees. She still needs a list of the classes and cost of each class. No one has submitted any expense reports. Carol thought she had provided the list. Carol said she would send a list of the teachers, classes and attendance count to Denise Vassar for classroom planning, and to Debi Cross for record keeping. Linda said between her and Carol everyone will get the list by December 1.

Registration Committee: Yvettte Cienski asked how many registration forms the committee should have available. Linda Odell reported she will print the forms out as she has lots of paper on hand.

Non committee issues were brought up and meeting ended at 7:32.

Respectfully submitted,

Debi Cross

Symposium Secretary