**Agenda Oct. 21, 2019**

**Symposium**

This is a little late getting to you but most of all the work should be done to advertise on the web. In order to do this, the following things are needed:

Things to do:

* Meeting time is 6:30 p.m. - **Be prompt** – crunch time.
* If you need to talk to other Committees on concerns, please do so before the meeting on Oct. 21**.**
* Carol R. – need signed contracts ready for my signature (please bring them with a list of information on the classes, pictures of their projects and a bio for each)
* Lee T. - Vendor List with information about the vendor and where they are located
* Candy B. - Will advertise at both meetings in November and I will send out to all members on E-tree and advertise on the web. Please get with Marilyn R. about the cards. MarilynR. **–** would you bring a mock card with all the information on it.
* Jeanne S. - would you report on the Credit Card information
* Directional signs
* Room decisions can made once we get the contracts finalized.
* Lunch decision is made.
* Donna Dooley – report if anything has changed

See you there.

It will take a little time to get all the information on the web. I will need the above information quickly.

See you soon.

Linda Odell