**GA Consortium of Clinical Educators**

**Meeting Minutes**

**February 8, 2016**

**Participants**

Jeannette Anderson

Trish Bridges

Tamey Howard-Feltner

Carla Huggins

Christine Miller

Tami Phillips

Kathy Schaefer

Donna Smith

Don Walsh

Kathy opened the meeting at 9:05 a.m. The agenda was devoted to the First Annual Symposium of the GCCE, scheduled for Feb. 27th.

**Registration:**

To date, we have received registration forms from four (4) individuals. Several other people have made inquiries so we feel these numbers will improve.

Consortium members need to submit their own registration forms (without checks) in order to receive certificates of attendance. The consortium registrations should be directed to Jeannette at [**anderson\_jr@mercer.edu**](mailto:anderson_jr@mercer.edu)**.**

Jeannette will take responsibility for collecting registration information from the speakers. (Carla to provide Jeannette with information pertaining to the GSU students.)

More than a few people have requested payment by credit card. We should pursue establishing a PayPal account before our next symposium.

There was some discussion regarding on-site registration. Don suggested an e-blast on the 24th or 25th, stating that we have a limited number (8?) of spots available. We agreed to make a final decision regarding this after February 19th, the current deadline.

If the numbers remain low, Jeannette suggested taking flyers to PTAG Capitol Day on the 24th.

Kathy to follow up with PTAG and/or Joe Donnelly about the PTAG e-blast. (Note: an e-blast about the symposium was circulated in the afternoon.) Kathy will also post information to the website.

**Gifts:**

Janet to cut $50 checks as stipends for the course presenters. It was agreed that student presenters would be given $10 gift cards from Starbucks (as well as flash drives). Kathy to purchase the gift cards and to bring w/her to Atlanta.

**Linens:**

The registration table will have a Mercer CHP tablecloth. The lunchroom tables will all have standard white cloths.

Christine offered to get pricing on a GCCE table cover that would display our logo (an outline of the state of GA) and the letters GCCE. The cover will be black and the lettering white.

**Nametags:**

Jeannette to provide Jenny w/names so that Jenny can make the nametags.

**Certificates:**

Kathy to follow up with Tracy regarding aPTitude (as we had hoped to be able to utilize this service in addition to issuing paper certificates.

**List Serve:**

Some PTs have asked whether they might be added to a list serve in order to participate and keep up with the activities of the consortium. We need to discuss how best to maintain the list serve at our next formal meeting. (We are scheduled to meet in June, however a date has not yet been set.)

**Food:**

Carla has been speaking to Carlyles about catering this event. We are currently planning to offer a continental breakfast (muffins and bagels, fresh fruit, coffee), lunch (sandwiches, chips, cookies/brownies) and an afternoon snack basket. The estimated cost w/delivery is $1280.09. The estimate is based on 50 persons. Carla will provide the caterer with a final count on the 24th or 25th.

**Flash Drives:**

Kathy will order 50 each 16 GB flash drives no later than Wednesday, Feb. 10th. One side of the flash drive will say: GCCE. The other side will have our website address. Estimated cost will be ~ $375.