**Colorado NAHRO Management Conference Planning**

**May 13-15, 2020, Vail Marriott**

*Meeting #2- 11/13/19- 12 pm – 2 pm*

Metro West Housing Solutions, 575 West Union St., Lakewood, 80228

Call in #- 605-475-6006, Passcode 4786948#

**Agenda**

1. Introductions and Overview
2. Conference Planning Strategy
3. Host Agency- Jefferson County Housing Authority: Arrah and Mitchell
4. Brea Gilchrist
5. Planning Timeline
6. Marketing
7. Save-the-Date/ Request for Session Proposals- sent 11/1/19 and posted
8. CVENT Webpage Broadcast Email System- February - May
9. Registration Brochure or Postcard- February
10. Mobile App- May
11. Sponsor Recruitment
12. Conference Theme
13. Program Discussion
14. Program Table Sample
15. General Sessions- Zach Guerin
16. Opening/ Keynote- Wednesday
17. Wednesday Luncheon Speaker
18. National Outlook- Thursday
19. Thursday Lunch/ Awards
20. Closing Session
21. NAHRO and HUD Invitations
22. Other Invitations?
23. Trainings
24. Leadership
25. Other?
26. Breakout Sessions
    1. CD- Emily, Missy, Stephanie
    2. Commissioners- Joan
    3. Finance- Daniel, Amy
    4. Homelessness- Kristin, Cathy
    5. HCV- Katherine, Lynn
    6. Housing Development/ Rehab- Wendy, Katherine G., Naomi, Kim M., Kim S.
    7. PD- Corey, Lindsey, Penny
    8. Housing Management- Wendy
    9. PBS8- CHFA: Diane, Mercedes, Fazil, Maritza, Priscilla
    10. Resident Services- Daniella
27. Entertainment/ Events/ Social- Arrah
28. Pre-Conference- Golf and Evening Social
29. Sponsor Reception- Wednesday
30. Banquet-Thursday Evening
31. Awards Program- Daniel
32. Assignments for Next Meeting
33. Identify sessions for Registration Brochure
34. Confirm Events
35. Confirm General Sessions
36. Meeting Schedule- December 18; January 8; February 19(if necessary);

March 11; April 1. Time TBD; Location- MWHS