



Virginia College Access Network Board of Directors Meeting  
Special Topic – 2020 Conference  
Monday, January 28th, 2019 10:00AM  
Zoom Meeting

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2019 Executive Committee: Joy Pugh (President); Paula Crow (Treasurer); Scott Kemp (Secretary)

Members: Lee Andes; Betsy Heggie; Tom Morehouse; Mary Morris; Paula Robinson; Tierney Jackson; Barry Simmons; Lisa Smith; Reshaud Rich; Lyons Sanchezconcha

Absent: Cheryl Jones (VP);

- Call to Order
  - Joy
- Establishment of a Quorum
  - x of 14 current members in attendance
- Notes from the Paula and Brenda about Omni Richmond
  - \$133 room rate – this has been addressed with the hotel – they know the state per diem rate and have already lowered the rate by \$2. December 2020 conference is nearly 2 years and 2 adjustment dates away – the rate potentially has time to increase by \$1. If we are that concerned, I would submit that VirginiaCAN pick up the difference - that amounts to \$250.
  - Room capacities – 2018 attendance was 220. Final meal counts ranged from 176-220. The hotel indicates capacity for rounds or classroom style set-up in all breakout rooms. Ballroom for general sessions (Salons B & C) is currently designed for 250 (crescent rounds + food + head table.) There are 3 breakout rooms that can accommodate 50-75 in crescent rounds or rounds. One breakout room would need to be set up in classroom style – it can still accommodate 50-75.
  - Food/Beverage minimum = \$38,000. Meal prices at the Omni Charlottesville range from \$18 - \$68. For our meals at Hilton Main we paid from \$25 - \$56.
  - A/V \$6,200 estimate – Presentation package (includes screens, carts and power for each of the breakouts), LCD packages for the ballroom for all three days plus mics. We are allowed to bring our own projectors. At the Hilton Main, we paid \$4,683.53.
  - Other items:
    - Exhibitor tables = 15 tables included, no charge
    - Attrition rate = 80%
    - Free self-parking

- Extra workspace plus hospitality room space (if needed)
  - Complimentary wine-cheese included
- Other location options
  - JMU Conference Center
  - Omni Homestead
  - Hotel Roanoke
  - Virginia Tech Conference Center
- Adjourn
- Attachments
  - VCAN 2020-Omni\_Charlottesville\_1.22.2019.pdf