From: Blair, Darlene
To: Clewell, Richard
Subject: RE: Convention Duties Sign-up Sheet
Date: Tuesday, November 16, 2010 10:23:24 AM

Hi, Rich
I do have your assignments and will have a packet of materials for you on Wednesday morning. Please come to Hall C where I will be setting up Delegate Assembly and I can review your materials with you. We do not have a board meeting on the 17th - that is the State Board/IASB Board dinner at the Marriott.

Let me know if you need anything additional.
Darlene

From: Clewell, Richard
Sent: Tuesday, November 16, 2010 9:02 AM
To: Blair, Darlene
Subject: RE: Convention Duties Sign-up Sheet

Hi Darlene, just checking to see if you have any assignments for me.

Also, can you tell me what time the board meeting begins on the 17th and where it's at?

Thanks, Rich

From: Richard Clewell [mailto:rclewell@mchsi.com]
Sent: Wednesday, November 10, 2010 11:05 PM
To: 'Blair, Darlene'
Subject: RE: Convention Duties Sign-up Sheet

Darlene, sorry I missed the deadline on this.

Let me know if you need me to fill in anywhere.

Rich

From: Blair, Darlene [mailto:dblair@ia-sb.org]
Sent: Wednesday, November 03, 2010 11:33 AM
To: jurrens@siebring.com; dgd@goldfieldaccess.net; georgeandlinda@mchsi.com; grimleys@netins.net; jcgreen5@mchsi.com; joan_david@mac.com; templereeve@msn.com; mdezonia@aol.com; mike@twinlakesenviro.com; rclewell@mchsi.com; rlvandekieft@cfu-cybernet.net; roger@shaffercpa.com; rwiesley@mchsi.com; Scott Hansen (E-mail); sshaw@forestcity.k12.ia.us; Twiesele@coe.edu
Subject: Convention Duties Sign-up Sheet

To: IASB Board Members

From: Diane Green, Convention Associate

Date: October 27, 2010

Re: Convention duties sign-up sheet

This is our annual request for assistance during our convention. As an IASB board member your presence at the general sessions, the education sessions and at our booths is important.

With this memo you will find a sign-up sheet for the IASB and ISBF booth duty and to assist with education sessions. We've included a list of education sessions with times and assigned numbers. Look over the time schedule and circle or write in your top choices of sessions. Because more than one person usually requests the top picks, we can't promise you'll receive that session.

For an education session, be at the location about 10 minutes early, and check in with the presenters. This year you will introduce the speakers and be the assigned timekeeper to help the presenters start and end on time. A staff member will be there with a checklist and can assist in case of any problems.

Also, we need volunteers in the IASB and ISBF booths. The emphasis will be to greet members and "brand" our IASB and ISBF programs/services.

Please note that this year the Better Boardsmanship Photos will be spread out over both Wednesday and Thursday. We're asking the Executive Committee and Ronnie to be a part of that presentation process.

We also need volunteers to go through the exhibit hall on Thursday, Nov. 18. The objective is to give a personal thank you from an association official on the day of the show to help to increase retention of exhibitors and build relationships. There is no set time; this can be done throughout the day.

Please return the sign-up sheet to me no later than Monday, November 8. E-mail me at dgreen@ia-sb.org or fax: (515) 243-4992 or call 1-800-795-4272, ext. 240.

Your Name Badge and Other Materials
Darlene will have a folder and name badge in Hall C just before or after Delegate Assembly, starting Wednesday, November 17. Your folder will include assigned times for all staff and board for the booths and education sessions, as well as speaker introductions and instructions for your role as timekeeper for the education sessions for which you are assigned.

If you have any questions about the booth or education sessions or the Convention in general, please don’t hesitate to call or email me or Darlene. Thanks!

Attachment