

2020 Talent Innovation Summit Meeting Agenda

Monday, July 27, 2020 3:00p.m. – 4:00p.m.

Join Zoom Meeting

<https://zoom.us/j/906250678?pwd=Rk03cW1ZRnNPM2hBNWU4MktBbjJlUT09>

Meeting ID: 906 250 678

Password: 173161

Phone Number:

+1-929-205-6099

Access Code: 906250678#

Event Date and Location:

Wednesday, October 7, 2020, Florida State Conference Center and Virtual

Committee Members Present: Carrine Anaeto, Bethany Baratelli, Charlotte Brown, Audrey Clarke, Hadassah Israel, Sheila Jones, Patricia McCray, Jim McShane, Vincent Palmer, Kara Palmer Smith, Lorraine Wells, Reenee Williams-Walter, Trish Yahn, Denny Clark (Big Bend SHRM), Board Members: Shelly Bell, Renisha Gibbs, L. Shuntel Fuller (Event Coordinator)

Committee Members Absent: Dan McGrew, Dee Robinson, Board Members: Jeanna Olson, Scott Watson

- **Welcome, Roll Call**
- **Review Notes and Action Items from Previous Meeting**
 - There were 6 action items from the previous meeting, and it was recommended that those action items be reported under the respective subcommittee report
- **Subcommittee Reports**
 - Event Logistics Subcommittee (LSF)
 - An ad meeting was held on Friday, July 24th to address the state of the summit
 - Decision: Talent Innovation Summit will be 100% virtual for attendees
 - Keynote Speakers will present live and the panel discussion will be pre-recorded
 - CareerSource Sun Coast hosted a conference that was 100% prerecorded and has offered great advice as to how TIS can be executed. The run time for their event was 6 hours, total content was 4 hours and breaks were given in between speakers
 - 14 people have registered for the summit thus far and about half signed up to attend the in-person event

notes

- Kara will reach out to each participant and make them aware of the change
 - The price of the summit will remain at the early bird cost of \$45, the regular price registration will not be offered this year
 - Everyone will still receive meal vouchers, including non-local attendees
 - The budget was updated, however since the decision to go fully virtual the budget will have to be redone to account for the changes with the summit
 - A production company will need to be secured to assist with editing and webcasting the event
 - Kara's last day with CSCR is Friday, July 31st, Hadassah will take over as the day-to-day lead serving as the point of contact for the event
 - Kara will remain on the Planning Committee and assist where needed
 - The next committee meeting will be held on Monday, August 10th at 3:00 PM via Zoom
- Marketing & Communications Subcommittee (Carrine)
 - Currently revising graphics on the toolkit with the new changes to show the summit is completely virtual
 - Going completely virtual does not change the marketing plan, it just needs to be revised to show the recent change
 - Updated advertisements were requested to highlight both speakers
 - Jim asked for an image to be resized for emails
 - There will be another big push for the summit in August once all revisions have been made
 - No meeting is set, will call a meeting if necessary
 - Speaker & Keynote Subcommittee (Trish)
 - Thanks to Lorraine one panelist is confirmed – John Roper, CEO of The Arc of the Emerald Coast
 - He will represent the developmental and Intellectual disability population
 - Reennee connected with someone from the Florida Chamber who has recommendations on guests who could serve as panelists
 - Contact has not been made with Publix at this point, but panelists should be easier to secure now that the decision has been made to host a virtual summit
 - Kara & Hadassah will be speaking with keynote speakers and the emcee this week to give them an update on the changes with the summit
 - A Doodle Poll will be sent to establish the next committee meeting
 - Sponsors & Partnerships Subcommittee (Jim)
 - Book sponsorship was secured at \$1250, giving us a total of 3 secured sponsorships. The other two are silver level sponsors.
 - There will still one standing commitment

notes

- The goal is to secure 4 or 5 more sponsors

- **Other Items**
 - Book Sponsor – The first 125 registered attendees will receive a signed book from Colene, they will also receive a food voucher
 - Kara will get an update on how Coleen would like to setup the signature page to include the sponsor
 - Florida State HR is going to be Silver Sponsor (\$1000) – Thank you Renisha
 - Kara will send info to Patricia to send to Renisha
 - Patricia will send an invoice to Renisha
 - Will try to get ELC to be a sponsor
 - Jim thanked everyone for their participation and briefly discussed an event that recently occurred. He will send information out to the Florida Georgia Workforce Alliance (FGWA) to sign up as well

- **Action Items**
 - Event Logistics – finalize the production company, contact attendees who previously signed up to inform them of the change to the summit (Kara), reach out to the speakers and emcee to inform them of the change to the summit (Kara and Hadassah)
 - Speaker Subcommittee – continue to secure panelists
 - Sponsor Subcommittee – continue to secure additional sponsors
 - Kara will send info to Patricia to send to Renisha for the sponsorship
 - Patricia will send Renisha an invoice for the sponsorship
 - Marketing Subcommittee - Revise the marketing plan a toolkit

- **Adjourn 3:32 PM**
 - The next Planning Committee Meeting will be held Monday, August 24, 2020 at 3:00 PM