

10-12\_22

NEBSA Board meeting 2PM

Present: Ted Myatt, Jessica Healey, Pari Arokiaraj, Judy LaDuc, Laura Mark, Julien Farland, Rhonda O'Keefe

Absent: Andre Lowe, Kathy Gilbert, Anne Sallee, Mary Sabolefski, Bill Greene,

- a. Symposium Oct 27 at Broad with some live and some virtual presentations; all other attendees will be live

Rhonda reported on status of planning and the committee discussed the following:

- 68 registrations received, Rhonda to send out another reminder
- 6 Exhibitors (5 with tables) and 2 Sponsors
- AV: Rhonda met with MIT AV and that's all set
- Speakers: Rhonda will send another reminder to speakers who haven't responded to her first email.
- Speaker bios: will have QR code on agenda that links to website
- Speaker gifts: Pari is coordinating; committee decided on \$100 gift cards
- Catering – Rhonda to coordinate
- Nametags: Pari to help with these
- Raffle: Will have a passport for people to visit Exhibitors – Rhonda to make this. Prize = gift card; must be present to win
- Announcing speakers: Bill would be good
- Registration: Jessica, Judy
- Timer: Laura
- Anything: Rhonda, Julian, Ted
- Ted opening announcements topics:
  - We're now officially a 501c3
  - Will be offering a scholarship
  - Thank Exhibitors/Sponsors, Raffle instructions & Prize
  - Survey to collect ideas for NEBSA activities, including site visits/tours, social hours
- Last minute planning meeting scheduled for 10/24 @8:30AM

- b. Ideas for future events:

- Tour + social hour. Ideas for tours: NEIDL, Tufts Grafton, manufacturing facilities, URI GMP training facility, State Labs, arthropod labs
- BBUG partnership

2. Meeting adjourned 2:33pm