



Minutes of the CDA Presents Board of Managers

San Jose Marriott, Silicon Valley Boardroom

Thursday, Friday and Saturday, September 7-9, 2023 (6:00 am/Thursday, 6:30 am/Friday and Saturday)

Welcome and Call to Order

1. Call to Order: Chair Dr. Reed called the meeting of the CDA Presents Board of Managers to order at 6:00 a.m. on Thursday, September 7.
2. Establishment of Quorum: Chair Dr. Lee determined that a quorum was present. See attendance sheet (attached).

Regular Business – Thursday, September 7

- Dr. Reed welcomed the board
- Debi Irwin reviewed the virtual badging courses and process
- Attendance and ticketing numbers were reported and will be posted in the afternoon each day
- Advised the board to download the mobile app.
- Board check-in to pick up radio in room 112
- Board member onsite C.E. opportunity – up to five units over the course of the meeting
- Hospitality suite is available Thursday and Friday from 4:30-6:30 pm, limited to the board, speakers and scouts
- Board photo scheduled for Thursday at 11:15 am, CDA letters in front of the convention center

Regular Business – Friday, September 8

- Attendance and ticketing numbers were reported
- Debi Irwin informed the board about an ASL registrant attending courses with two sign language/interpreters
- Assessed which rooms are full for standby line activation
- The BOM is pre-assigned to aisles on the exhibit floor to gather exhibitor feedback, the assignment letter with instruction is included in the onsite materials
- Available BOM to attend the Exhibitor Breakfast on Saturday morning
- Advised board if program committee want to meet, coordinate with Lee
- CDA party is a 4-minute walk from the convention center and begins at 7 pm

Regular Business – Saturday, September 9

- Attendance and ticketing numbers were reported.
- Assessed which rooms are full for standby line activation
- Confirmed available BOM attend the Exhibitor Breakfast from 8–9:15 a.m. to mingle and thank exhibitors
- Turn in radios and earpieces at end of day and assistants turn in crests
- Scan and email reimbursement form to Zoey by Tuesday, September 19. Form is posted on Basecamp in the Docs&Files folder

Adjournment: The next CDA Presents Board of Managers lunch call is scheduled for Tuesday, October 10 and the next quarterly meeting is scheduled for Friday, November 3, 2023.



Chair Signature
Dr. John Reed

11/3/2023
Date Signed

11/3/2023
Date Approved

Attendance Sheet

Members	
Dr. Nima Aflatooni	Dr. Evangelos Rossopoulos
Dr. Amardeep Bains	Dr. David Rothman
Dr. Alan Budenz	Dr. Claire Tyler
Peter DuBois	Dr. Charlie Van Sicklen
Dr. Valerie Harada	Dr. Anthoula Vlachos
Dr. William Lee	Dr. Erich Werner
Dr. John Reed	Dr. Jeremy Wilgus
Dr. Christy Rollofson	Dr. Ryan Wilgus
Staff	
Sarah Gargani, director learning and development	Lee Flickner, manager, education and programs
Debi Irwin, vice president, meetings and conventions	