

CMA MEETING MINUTES

3/07/06

The meeting opened with prayer for the success of the conference.

TOPICS:

Web Site Links: Dr. Fortinazzi from Physicians for Compassionate Care agreed to establish a link on their web site. Also possibility of links with e-mail but confidentiality is an issue. We must ask permission.

Conference Center: Holds 230 people maximum but may be able to squeeze in 300. Memorial has 225 chairs and place settings for 250 people.

Letters: Sharon is sending out letters to the Bishops. The mailings have all been sent. We have received positive feedback. We also should send brochures to Catholic Health Care West --- www.chwhealth.org/intradoc Also write a letter to Bishop Steinbeck to invite him to concelebrate at Mass.

Dr. Braaton would like to ask Dr. DeLeon to approach the Filipino Community regarding attendance at the conference

Confirmations: Memorial may not send out the confirmations. We can only register 200. Some suggestions; registration tickets to be issued; CMA logo on the confirmation postcards; electronic confirmation. How will we keep track of both? Also no refunds will be given after April 15th. It was suggested that Mike should keep track of registrations since he is our accountant. Also we may generate e-mail postcards.

Hospitality: St. Joseph has 14 tables. We can rent tables at \$8.95 at Grand Events. Grand events has linens at \$13.00 for white and \$14.00 for colored. Flowers by Alis has white with blue overlay for \$10.00 each. Kate and Carol found light blue placemats which can be used for breakfast and lunch to save the tablecloths from being soiled. Also prices were established for fresh flower centerpieces in blue, white and yellow at Flowers by Alsi. She will charge \$35.00 each. The Floral Supply has artificial pale blue flower pieces with candles for \$14.00. It was decided to purchase the fresh flower centerpieces. The cost will be approx. \$16.00

We will also order a nice fern to place in front of the podium.

DR. Bolton contacted O'Brien's regarding food donations. She hasn't heard back. Dr. Braaton will speak to Steve Mitchell regarding food. Apparently, he is going to give us a good deal. We may get the wine donated from Vintners and or physicians like Dr. Concepcion.

Menu: Friday one entrée or two? Salmon and Greek Chicken.

Saturday: Chicken Marsala, Pasta Alfredo with Baby Shrimp, salad and mix of desserts.

Saturday morning: Continental breakfast

Saturday lunch: sandwiches

Liturgy: There is a conflict with the First Communion and Confirmation Students at the Saturday Mass at Our Lady of Fatima. Dr. Forrester will contact Father Koi, Vicki and Dave Springer to decide what to do as the church will be too crowded. Several suggestions made.

Guild Formation: Tom Hogan gave Dr. Braaton a copy of the legal documents to establish the guild. (To correct: Dr. Braaton, president, Dr. Forrester, vice president, Mike Dumas, Treasurer.

Vendors: Kate hasn't heard from Ignatius Press. They will probably say no. Encounter books declined to come. Dr. Braaton sent out several e-mails about taping the conference. Tom will talk to Dave Scott. Kate spoke to Pam Dinubillo at St. Joseph's bookstore. Hospice is coming. Respect Life called Dr. Bolton during the meeting. They would like to have a booth.

Plan tickets. Dr. Forrester circulated the web site outline.

Meeting adjourned. Next meeting is on March 21st at 7:00 PM

Respectfully submitted,
Carol Scarpinati RN