

Missouri Department of Higher Education  
**COTA AC Minutes 01/14/2010**

Attendees: Rita Gulstad, Artie Fowler, Victor Price, Debbie Schatz, Yvette Sweeney, B.J. White, Melissa Hattman, Lashanda Boone,

Members Absent: Vernon Harlan, James Kralicek, Christa Weisbrook, Terry Smith

**Hotel Update**

- BJ and Rita met with hotel staff on January 11, 2010. A light breakfast (bagels, rolls, pastries, coffee, and tea) and a hot lunch will be served.
- We are in Windsor I, II, and III. All will be equipped with podiums, screens, microphones, and an AV cart
- We have met our obligation to the hotel with 25 rooms booked.

**Conference Update (30 is last day to register)**

- Projector—Melissa, Rita, BJ
- Laptop---Yvette, BJ, Melissa
- Ext. Cords—all please look. We need four.
- Power strips—all check
- Basket---Melissa
- Name tags--BJ
- Folders, abstracts, list of attendees, fact sheet---BJ
- Evaluation form---Melissa emailed to Deb and BJ using the one Hilary created last year.
- Registration—Terry, Rita, Artie, Yvette, Victor (and anyone else) Jenna Broce (intern) will greet those who are late.
- Signs for rooms—Deb
- Agenda----Deb email to BJ
- COTA will meet at 3:00 in Windsor I. COTA AC is invited. We will stuff folders at approximately 4:30.
- Melissa will find out if presenters need the internet and let them know to bring 25 copies of their presentation if they so choose. All presentations should be emailed to BJ by February 19 in order to place them online.

**Future Business**

- Best Practices of Transfer Appeals