

NPARI Education Committee Meeting Minutes

Date: February 4, 2026

Time: 7:00 PM – 8:00 PM

Location: Zoom

Attendance

Present: Mary Cabral, Janel Snowden, Abigail Marter, Linda Young, Sharon Garber, Laurie Anderson, James Tringale

Call to Order

Meeting was called to order by Mary Cabral at approximately 7:05 PM. The committee proceeded with the scheduled agenda.

Conference Registration Update

- Janel Snowden reported 11 attendees registered
 - 4 committee members
 - Approximately 7 general attendees.
 - Three registrations were pending
 - Registration emails are scheduled weekly through February 21.
- Abigail Marter reported posting conference information to LinkedIn and discussed expanding outreach.
- Committee discussed importance of increasing visibility and outreach to improve attendance.
- Early-bird registration discount of \$20 is active and displayed on the website banner.
- Registration emails are being sent regularly, but the committee acknowledged email fatigue may impact response rates.
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Facility and Meals Update

- Sharon Garber confirmed dessert will be served with lunch and remain available in the afternoon.
- Name tag arrangements were confirmed as acceptable with the venue.

Audio-Visual Contract Update

- Updated AV contract reduced costs by removing unnecessary equipment including tripod, cradle screen, and recording services.

- The revised cost is approximately \$2,300. Contract will be reviewed and finalized.

Vendor Sponsorship Update

- Committee noted only two vendor sponsors confirmed at this time.
- Additional vendor outreach will continue.
- Janel Snowden provided a new potential vendor lead interested in sponsorship possible lunch sponsor Shield Colorectal blood test

Vendor Fee Decision

- Committee reviewed vendor fee decrease proposal by Mary Cabral
- Current vendor fee of \$1500, 2025 was \$800
- After discussion, committee voted to set vendor table fee at \$1,100
- Janel to send Virginia an email to update vendors on change of fee

AANP Materials and Badge Ribbons

- Mary Cabral reported coordination with AANP for educational materials.
- Asked if AANP had badge ribbons available
- Committee discussed ordering badge ribbons including Board of Directors, Education Committee, Member, and Student designations.

Merchandise and Conference Sales

- Merchandise availability may include:
 - Jackets
 - Tumblers
 - Stickers
- If inventory is limited, **order forms will be available for attendees to purchase items later.**

Facility Liability Insurance

- Mary Cabral confirmed liability insurance is required by venue.
- Estimated cost approximately \$140. Coverage will be secured prior to event.

NPARI Banner Update

- Committee discussed replacing outdated banner with new lighthouse logo version.
- Jeanette new merchandise contact can create banner 2X8 for \$80, previous banner much larger so will need to decide if the proposed banner will work
- Mockups will be requested and reviewed prior to ordering.

Lanyards and Attendee Materials

- Committee approved plain blue lanyards to reduce cost. Janel will order on Amazon
- Combined badge and vendor passport design will improve usability and reduce lost materials.

Registration Deadline

- Registration deadline for attendees and vendors confirmed as March 13, 2026.
- Information sent to Sharon and Sydney

Basket Giveaways

- Sharon Garber provided information for Maria's House of Baskets, which offers pre-made baskets ranging from approximately \$35 to \$65
- Linda Young confirmed her office will donate a basket.
- Committee members were asked to identify additional donors.
- Baskets will be collected prior to the conference and stored with Mary Cabral if needed.
- At the event, baskets will be displayed near registration.
- Committee will obtain donated baskets and prizes. 5 total 2 for door prize, 3 for completed passports.

Donation logistics and delivery

- Sharon Garber noted she will be unavailable the morning of the conference due to travel, so baskets may need to be delivered to Mary Cabral's home in advance for storage and transport.
- Baskets coordinated through Maria's House of Baskets or other donors will be centralized prior to the event to ensure proper setup.

Purpose tied to vendor engagement

- The basket raffle is directly tied to the vendor passport participation process, which encourages attendees to visit vendor tables.
- Attendees must submit completed passports to be eligible for raffle drawings.

Additional prize items discussed

- In addition to baskets, smaller prize items may include:
 - Gift cards (e.g., Starbucks, Target)
 - NPAI merchandise
 - Complimentary or discounted NPAI membership
- Some prizes in prior years were obtained through donated items or reward points rather than NPAI funds.

Administrative Update

- Janel Snowden provided updates on registration communications with weekly emails being sent, banner on website and announcement,
- Need to order lanyards, badge ribbons, posters, WIFI, QR code, vendor & attendee evaluations, passports

Next Meeting

Next committee meeting planned for approximately two weeks to continue event planning
Wednesday February 18th 2026

Adjournment

Meeting adjourned at approximately 8:00 PM.