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**AGENDA | SERVICE ASSOCIATE ADVISORY COMMITTEE MEETING**

November 15, 2017

Haworth, Inc., 222 Merchandise Mart, Ste. 312 (3rd Floor)

Chicago, IL 60654

(312) 494-7400

Host: Jennifer Sulentic



**Schedule**

11:00am – 1:30pm (lunch included)

- I. Call to Order (Noble)**
- II. Action Items (Noble)**
  - A. Approval of Minutes – 08/09/2017 ..... 2-3\*
- III. Reports, Information & Discussion Items**
  - A. 2017 Presidents’ Cup Golf Tournament & Gala SWOT Analysis ..... 4
  - B. 2018 Annual Conference Update (Bertrand)
    - 1. Conference Golf Outing Information & Shuttle Plan
    - 2. Exhibit Hall Rules of Engagement..... 5-8
    - 3. Wednesday Evening Sam and Harry’s Opening Reception Plan
    - 4. Other
  - C. SAAC Nominating Committee Appointments (Noble) ..... 9
  - D. GAINS Program Update (Bertrand) ..... Handout
  - E. New Service Associate Members (Jacoby) ..... 10
  - F. Upcoming Meetings & Events (Jacoby/Bertrand) ..... 11-12
    - 1. Change in June SAAC Meeting & Orientation to May
  - G. Other Items
- IV. Member Communication Items (Noble)**
  - A. Limit to 2 or 3 items for communication to members
- V. Plus/Delta (+/Δ) Meeting Evaluation (Noble)**
  - A. What went well today?
  - B. What could we do to improve the next meeting?
- VI. Adjournment (Noble) ..... \***

\* Action Required