

# DRAFT MINUTES

## CONVENTION COMMITTEE 2017 – APRIL 13<sup>TH</sup> TELECONFERENCE

**Attendees:** Lauren Guay, Philippe Bachand, Laurie Karson and Allison Boucher

### Strategic Convention Committee Update

- Laurie provided an update on the Strategic Convention Committee's progress and the new proposed program agenda.
- Laurie reviewed the proposed new supplier presentation process that may take place at the semi-annual meeting starting in 2018, following the approval of the proposed program by the Board and membership.

### Convention 2017 Agenda

- The contractual commitments with the Westin hotel leaves limitations to any changes to the 2018 program
- The Trade Floor was discussed and it was agreed that the trade floor would be reduced to 2 days and a regional scheduled would be promoted in an effort to increase traffic on the trade floor and avoid suppliers sitting for 3 days with little activity
- No change to booth prices given they still have the opportunity to meet with the same number of buyers

### New Suppliers

- Laurie recommended Lauren work with her on creating criteria for vetting new suppliers to identify products/services that are wanted in the duty free stores
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#### **ACTION:**

- Allison will send Lauren the new FDFA supplier membership application and the convention non-member application
- Laurie will draft an overview of the new supplier member presentation process for the next meeting

### Financial

- Now that changes are identified, Allison will draft a budget for the 2017 convention.
- Allison noted concern with the lounge costs given the Westin's high corkage fees – further details will be provided for the next meeting.

#### **ACTION:**

- Allison will provide a budget prior to the next committee meeting and the estimated lounge costs

**The next Convention Committee teleconference mtg. June 21<sup>st</sup> – live in Montreal.**

**Meeting Adjourned**