****PARSE Steering Committee Notes

8.17.2022

1. Brief introductions
2. Symposium
* Sarah- budget- winded up with more questions than answers
* Questions- Continued Education Credits? How does that impact cost? What could student pricing be? Could we give a university/recovery center rate? (For example, $500 for 5 participants to get credit)
* Credits we could offer: CPP, CSAC, LMHC, LMSW, Nursing, CRPA, MD, Law, HR, SHRM
* Proposed dates- April 3, 4; May 8, 9 and June

**Janet Womachka:** Recently had conference at Saratoga Hilton/City Center. 300 online participants; 500 on site. Did full hybrid platform, virtual participants could visit vendors – Just the virtual portion cost $75,000

Hotel- Saratoga Hilton/City Center – required contract with CMI (AV)

8 break out rooms, 1 grand plenary room – On site cost = $126,000 (had own laptops, microphones)

Does not recommend Saratoga because of cost

Met with OASAS a few weeks ago. Now the are asking us what we need.

* Recommendation: set up three budgets- 1 is initial ask- actually what it will cost, do not hold b ack on costs. 2 and 3 show ways we could raise money, charge participants, etc.
* General consensus is to do 1.5 days
* Start with hearts and minds, move towards policy development
	+ Will depend on whether we have legislation introduced by then
* Looking at Desmond hotel
1. Since we last spoke:
	1. Opioid Settlement Fund Advisory Board Letter – need to follow up
	2. Letters to NYS DOH (need to follow up), NYS Legislators (meeting scheduled), and Governor’s Office (looking into dates)
2. Interns Update – Sarah, Cristina – coming up with job descriptions
3. Eric- What can we do between meetings?
* Work on agenda
	+ Rachael: Should we do a call for speakers or just choose?
* Work on budget
1. Date for next steering committee meeting, next steps – Sept 21 (5 mins)