



BAKERY EQUIPMENT
MANUFACTURERS
& ALLIEDS

Convention & Programs Committee Meeting

June 23, 2020
Virtual Convention
10:30 a.m. – 10:30 a.m.

AGENDA

Jay Hardy, Eric Riggle

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| I. | Call to Order | Jay Hardy |
| II. | Welcome & Introductions | Jay Hardy |
| | <ul style="list-style-type: none">• Co-chairmen• Virtual Attendees – name and company (Use the chat feature!)• <i>To Note: This is a working meeting where we will be targeting speakers for 2021 and assigning members to help with invitations. Everyone is welcome to pitch in!</i> | |
| III. | Approval of Minutes | Jay Hardy |
| IV. | Chairman's Guidance for Speakers at Convention 2021 | Rick Hoskins |
| V. | Action Planning: Speaker Invitation Worksheet | |
| | <ul style="list-style-type: none">• Develop list of priority speaker topics• Develop specific list of potential speakers• Assign committee members and attendees to extent the invitation• Explain process and tools for contacting speakers | |
| VI. | Timeline | Eric Riggle |
| | <ul style="list-style-type: none">• Identify targets – June 2020• Initial contact – July – September 2020• Firm Commitment – November 2020 – March 2021 | |
| VII. | New/Old Business | Eric Riggle |
| VIII. | Adjournment | Jay Hardy |

Mission: BEMA connects, educates, and provide resources for its members and the industry they serve.

Vision: BEMA creates an overwhelming competitive advantage for our members.