

5th Jubilee Confab Planning Committee Draft Agenda
Saturday, March 14, 2009

8:00 - 9:00 pm

1. Welcome/Introductions of the Chairman & Co-Chairlady	Dr. Somah	8:00
2. Teleconference Etiquette Discussion	Group/LIHEDEANS	8:10
3. Review/Approve March 7, 2009 Minutes:	Mr. Omari Jackson/Dr. Somah	8:14
4. Review/Approve Agenda	Mr. Omari Jackson/Dr. Somah	8:20
5. Steering Committee Update	Dr. Somah	8:25
<p><u>Communications Committee</u> Report: I would like to add the names of Stanton Peabody and J. Nagbe Sloh to this list.</p> <p>1. Mr. Togba Chairman</p> <p>2. Mr. Omari Jackson, member</p> <p>3. Labeth Vah, Member</p>		
<p>Hospitality Committee: I would like to add Mrs. Hawa Urey, Geneve Urey, Mr. and Mrs. Alexander Wordsworth, and Mrs. Pearl Banks-Williams to this list</p> <p>1. Thomas Johnson, Chairman</p> <p>2. Rober Gaigua, member</p> <p>3. Alexander Wordsworth</p>		
<p><u>Liberian Authors Committee</u> Reports:</p> <p>1. Needs Chairman</p>		
<p><u>Youth Committee</u> Reports:</p> <p>1. Needs Chairperson</p>		

<p>12. Workplan for the Jubilee: (1) Contact various chairpersons to find out what preparations are being made with respect to their various committee functions; (2) Coordinate with the Executive Director to find out how many persons have formally registered to present papers and who might be attending the conference to make sure logistical supports are in place for the successful execution of the work plan for the Jubilee; (3) coordinate with Public Relations Chair to find out what his needs are and how we can work with the Chair and other media persons to publicize adequately the Jubilee Conference; (4) Coordinate with the Chair of the Hospitality Committee to find out what their plans are regarding accommodations, lodging, food, and transportation; (5) coordinate with the Executive to finalize the actual program and order of events during the Jubilee Conference, in terms of how many presentations will be made; how long each one will last; what rooms they will be presented in, and how we will transition from one activity to another; (6) the Chair and Co-chair of the general Conference to spell out specific duties each of them will perform to ensure even distribution of responsibilities during the Conference.</p> <p><i>Discussion of the Steering Committee: this is a very important issue to address, especially when it comes to how the Conference will be funded. You must be prepared to say what you have available and what it is we have to raise in order for the Conference to be successful.</i></p> <p><i>Seed Money</i></p>	<p>Drs. Gbaba and Banks</p>	<p>8:30</p>
<p>13. Next Meeting Date & Agenda Items</p>	<p>Group/LIHEDEANS</p>	<p>8:47</p>
<p>14. Adjourn</p>	<p>Group/LIHEDEANS</p>	<p>9:00</p>
<p><i>The next meeting will be determined. The Committee will identify agenda items for the next meeting.</i></p>		