



**WSWS Officer and Committee Report  
2019 Annual Meeting – Denver, CO**

**Office or Committee Name:** Local Arrangements  
**Officer or Chairperson Name:** Sandra McDonald  
**Date of Preparation (include year):** March 5, 2019

**Activities during the year:**

Contributed newsletter articles highlighting Denver activities and airport to hotel transportation options.

Participated in conference call with hotel conference coordinator and Eric Gustafson regarding conference set up. Coordinated with the Hyatt and Eric to accommodate

Organized transportation of posters and easels from storage at CSU to the Grand Hyatt on Monday, March 11, 2019. Also organized CSU students to help with the set-up and take down of posters.

Answered email requests from meeting attendees about local activities.

**Recommendations for Board Action:**

We need a formal policy for Program inclusion requests.

Need to determine where the posters and easels will be used next and where they will be stored.

**Budget Needs:** NA

**Name of Person Preparing This Report:** Sandra McDonald