

**AGIC 2016 Conference Committee Meeting Notes**  
**Wednesday, April 20, 2016**  
**10:00 am**

In Attendance: (all phone)

Cheryl Thurman  
Curtis Pulford  
Don Thorstenson  
Gene Trobia  
Jami Dennis  
Jenna Straface  
Jennifer Psillas  
Kelly Hetzler  
Kevin Blake  
Nicole Funicello  
Seth Franzman  
Shawny Ekadis  
Shea Lemar  
Steve Whitney  
Teresa Gregory  
Tim Colman  
Will Palmisano

**General Coordination:**

- Review all areas to ensure that we have the new phone number and access code listed for the committee meetings, e.g. GoToMeeting, Outlook calendar, etc.
- Budget –
  - The goal is to structure the budget and money intake to show that we are not exceeding the State per diem rates (\$45/day) –
    - The Prescott Resort has agreed to take payments directly from the sponsors and then credit that to our final bill.
- Credit card processing –
  - The AzGS is still in limbo.
  - The Prescott Resort will take credit card payments for sponsors.
    - Where should we direct non-credit card payments from sponsors? To the hotel or AGIC? -> It would be best if we can have them sent to the hotel.
  - That leaves credit card processing for attendees –
    - The State meeting planners stopped providing credit card processing a couple of years ago, but they will look into it.
    - The AzGS directed us to a group that they also provided credit card processing for to see if we can work out some sort of arrangement with them, since they are now in need as well.

- Western Regional Partnership; we can use their credit card processing via Square, which has an online payment option.
    - What about sponsors that are also registering additional attendees? -> pay the hotel, but ask the hotel what the situation would be if they take in more money than the bill.
- We can't use the term "fee" so we will need to use "contribution", as State Lands, and therefore AGIC, are not statutorily allowed to charge for services, e.g. we can't say that it is required.
  - Potential issue with folks determining that they don't have to pay since it is a "contribution", and do we have right of refusal in these situations? -> We don't feel that it will be an issue, but we should be prepared to deal with it if it occurs. Look at adjectives to use with "contribution" such as "standard contribution".

**Action Items:**

Steve – Send follow-up email to members regarding their committee voting status.

Steve – Analyze the 2015 revenues in more detail.

Steve/Tim – Review all areas to ensure that we have the new phone number and access code listed for the committee meetings. standard

Jami/Shea – Replace "fee" with "contribution" on website and sponsorship forms.

Steve – Ask hotel about sponsor payment by check (as opposed to credit card), and if the intake exceeds the invoice. Find out the recipient, address, and any other logistics.

**Website:**

- The call for presentations/workshops has gone out on AGIC-L.
- Volunteer of the Year and conference sponsorship is up and running.
- Should we open registration before the credit card situation for attendees gets sorted out?
  - We could state that we can only accept checks at this time and that we are looking into credit card payment options.

**Action Items:**

None.

**Agenda & Speaker Coordination:**

- We will plan to have the two standard half-day hands-on workshops - Introduction to the Geodatabase, and A Review of the 2-Day ArcGIS 10 Class.
- It was suggested that we offer one more “advanced” half-day class.
  - If we did this, it would leave us with only 2 90-minute workshops left.
    - It was decided that we stick with 2.
    - It was suggested that we track attendance to determine which workshops may need to be turned into a half-day the next year.
    - It was suggested that we could also do an exit survey to determine which workshops could be expanded to a half-day for the next year.
    - We can also glean information from the registration questions.
  - Ideas –
    - Advanced Geodatabase
    - Python
    - R
    - Web map development
- 90-minute hands-on workshop ideas –
  - AZGEO (ASU)
    - Workshop on ADOT ticketing system?
      - How best would that be handled if a bunch of folks want that system?
      - Potentially have a workshop and a presentation on this.
  - ArcGIS Pro (Esri)
  - FME (Bo Guo)
- Pictometry user group seminar.
  - Tuesday before the conference
  - Afternoon would be best
  - GoToMeeting? -> It was decided that we would record the session and make it available after the conference, but we would not pre-advertise this to maximize on-site attendance.
- Pre-conference training is still undetermined and more info will be gathered if we are contacted by an interested vendor.
- Consider what type of apps (web, mobile, etc.) that we ourselves are doing and/or what we know that others are doing and solicit them to present, quite possibly in a lightning round.
  - See examples from others is a good way to get ideas for enhancing existing apps.

**Action Items:**

Steve – Check with Esri on the HOLL availability.

Steve – Check with the hotel re: room availability for Pictometry user group, e.g. additional cost? Chino-Prescott would be a good room.

Dave Moss – Contact Pictometry re: user group meeting and bump in sponsorship.

Steve – Coordinate with Shea re: pre-conference training.

??? – Contact Randy re: ArcGIS class

**Materials & Mailouts:**

- Next notice will be when attendee registration is open.
- Marketing has started.

**Action Items:**

Steve – Send out a monthly notice.

**Hotel & Exhibit:**

- No discussion.

**Action Items:**

None.

**Exhibitor Participation:**

- Reestablish a sponsor invitation letter? -> Yes, as a tool for us to reach out to potential sponsors as we encounter them.
- 1Spatial was suggested as a potential sponsor.
- Once “fee” verbiage is updated, another notice will go out to sponsors for sponsorship registration via the web.

**Action Items:**

Shea/Steve – Update the 2012 sponsorship invitation letter.

**Registration:**

- Need to determine how on-site registration will work for credit card payments. -> Square has an online payment option.

**Action Items:**

None.

**Maps & Apps Challenge:**

- Criteria will be the same.

- Need to coordinate to get it up on the website.
- Look at gathering data source info that we could use to emphasize how data collaboration occurs.

**Action Items:**

Cheryl/Shawny – Finalize content for posting to the web.

**Social Events:**

- Need to work out the logistics for the Sponsors/Maps & Apps gallery session from 5:00 p.m. – 6:00 p.m. on Wednesday.
  - Appetizers?
    - Yes, and located in the ballroom.
  - Beverages?
    - No, due to short timeframe.
    - We will provide water and iced-tea.
  - Show the apps on the ballroom screens
  - Ask the map authors to be by their maps from 5:15 – 5:45, which would be optional.
- Thursday trivia during lunch –
  - Consider more than one round.
  - Need to work out logistics.
- Thursday evening social schedule will need to be worked out; consider other activities for that.

**Action Items:**

Steve – Check with the hotel regarding drink ticket logistics.

Steve/Jennifer – Work on trivia logistics.

Steve/Shea – Develop Thursday night social schedule.

**Attendee Packet:**

- Review costs to see if we could eliminate some items, e.g. pens.
- Ensure that we get self-stick ribbons.

**Action Items:**

Steve – Check with Esri to see if they can supply conference bags again.

**General:**

- Leftover GeCoWest funds would be distributed to the states for scholarships.
- We will proceed to put the scholarship application on the website.

**Action Items:**

Steve – Coordinate student scholarships.