

**AGIC 2018 Conference Committee Meeting Notes**  
**Thursday, March 15, 2018**  
**10:00 am**

**In Attendance:**

Kevin Blake  
Robert Bush  
Jami Dennis  
Shawny Ekadis  
Seth Franzman  
Nicole Funicello  
Teresa Gregory  
Melissa McGehee  
Jennifer Psillas  
Cheryl Thurman  
Gene Trobia  
Steve Whitney  
Angie Garcia  
Mariam Alobaydi

**Committee coordination and meeting operation:**

- No discussion.

**Action Items:**

None.

**Outreach Committee Report:**

- The group is working to get the committee back up and running, with regularly scheduled meetings.
- One of the members is setting up a NE Arizona GIS user group, so that will play into our goal of reaching out to rural areas of the state to promote the conference.

**Action Items:**

None.

**Budget:**

- Venue contract –
  - Contract is pending the venue's counter signature, and all terms have been agreed upon.
  - Menus and prices are still in progress.
  - Food tax will increase to 8.6% (from 7.85%)
  - Room tax will increase to 12.6% (from 11.85%)

- Room rate will increase to \$88+tax (from \$83)
  - Out-the-door room rate will be \$99.09
- Expo company contract –
  - Meeting planners are currently negotiating with the same company as last year (CSI), and have indicated that the price will be slightly higher, but not much.

**Action Items:**

Steve – Send Shea the 2017 venue bill for assistance in extracting details.

Steve – Check with the meeting planners regarding how revenues were spent (e.g. venue costs) and transferred to ASLD between the 2016 and 2017 conferences.

Steve – Put together blurb for conference items to emphasize to the council, and distribute to the Committee for review.

Steve – Send Jami the hotel guest room booking code.

**Venue coordination:**

- Our usual venue reached out to let us know that our typically week in September (3<sup>rd</sup> week) is booked in 2019, so we have requested Oct. 1, 2, 3, 4. They stated that beginning in 2020, they could book the 3<sup>rd</sup> week in September for us from that point on.
  - The question arose regarding what our contractual obligation would be if we book for future years and/or will the venue be good with “penciling” us in.

**Action items:**

Steve – Talk to the venue regarding future booking dates and associated contractual obligations.

**Website:**

- The meeting planners have confirmed that they will process credit card payments as they did last year.

**Action Items:**

None.

**Agenda & speaker coordination:**

- Keynote –
  - Potential 2018 keynote speakers –
    - Joseph Kerski, Esri - available
    - James Fee

- Michael Dennis
    - Win Holden, AZ Highways (was keynote for GIS-T)
    - ASU director of the school of geography
    - ASU director of the spatial analysis center
    - Brenda Ekwurzel, Union of Concerned Scientists (UCS)
  - It was decided that we would short list Joseph Kerski, Win Holden, and Brenda Ekwurzel.
    - Jami will reach out to Brenda Ekwurzel on her interest for being our keynote speaker. Have not heard back yet.
  - Discussion –
    - Joe would be good, if not a sales pitch, need to be aware of the survey results
    - \*Brenda would be timely, and has AZ connections, notable for her national stature
    - Perhaps consider Win for the Thursday lunch?
      - Gene and Jenna will put forth another option for the Thursday lunch speaker.
  - It was decided to invite Brenda Ekwurzel to be our keynote speaker.
- Wednesday lunch –
  - The State Land Commissioner would like to present to the AGIC attendees, so we will schedule her to speak during the Wednesday lunch.
  - Depending on how much time we have left, we may have someone ready to cover statewide GIS coordination.
    - Jenna and Gene's NSGIC presentation could potentially cover that.
- Tuesday UAS workshop
  - The UAS workgroup has determined that the best time to conduct a workshop would be on the Tuesday before the conference starts.
  - We have secured a room at the conference venue, but an alternate location may be proposed.
  - It is planned that lunch will be provided as part of the workshop.
  - It was mentioned that there may be a desire to fly drone demonstrations inside of a room.
  - Workshop registration and payment will be handled through the conference website.
  - A survey will be sent out to gauge interest and content.
- UAS demos –
  - At the UAS demos that took place at last year's conference, holding them in the mornings were problematic due to sun, so if we set up for UAS demos at this year's conference, we should consider scheduling them at 5:00 p.m.
  - It was suggested that we work to make attendees more aware of the demos.

- A question was raised regarding discounts for presenters, and it was conveyed that the only discounts that we provide is for hands-on workshop instructors, e.g. 50% registration discount for 90-minute workshops, and full registration discount for half-day workshops.
- The potential for recording presentations was discussed, and it was conveyed that we have not yet found a solution that would be feasible logistically and cost-wise.
- It was asked if live webinars could be used as part of a presentation or workshop, and it was noted that this could be accomplished, but the Wi-Fi bandwidth at the venue could be problematic.

**Action Items:**

Jami – Invite Brenda Ekwurzel to be our keynote speaker

Jami/Shawny – Include the State Land Commissioner, Lisa Atkins, to the agenda/program.

All – Consider ways in which we can make the attendees more aware of UAS demos.

**Exhibitor/sponsor participation:**

- Sponsorship invite letter is in progress.
- A letter to the Council seeking their help in recruiting sponsors is in progress.
- Consider adding a sponsor option to contribute to the student scholarships.
  - We will add a sponsorship option for this and set the amount at \$250, to give it a try this year.
- Consortech is planning to be a sponsor again.
- 1Spatial is interested in sponsoring again.
- Encourage the vendors to reach out to their clients advertising their presence at the conference.

**Action Items:**

Shea – Include a question on the post-conference outreach regarding what they liked and what could be improved.

Shea – Set up a meeting with John and Troy to coordinate invite (sponsor) and assistance (Council) letters.

**Materials and mail-outs:**

- We can proceed to prepare a notice that the conference dates and venue are set, since the contract is in place.

**Action Items:**

Jami – Send out an updated conference notice.

**Registration:**

- No discussion.

**Action Items:**

None.

**Maps & Apps Challenge:**

- Workgroup report –
  - Survey has been reviewed and is ready to send out.
    - It will be posted to the website and notifications will be sent out.
  - How can we rally folks to vote?
- Attendee maps –
  - Maps of where last year's conference attendees came from were presented, and the following was noted –
    - Addresses were mapped to zip code, including PO boxes.
    - One address was in Nigeria, and 5 in Canada.
    - The AZ maps exemplifies rural attendance, and where we could focus efforts on for outreach on the conference.
    - Vendor representative locations are included.
    - It was suggested that we post the maps to the conference to the website.

**Action Items:**

Shawny/Cheryl – Send survey to Jami for posting to the website.

Jami – Post the attendee maps to the website.

**Awards:**

- No discussion.

**Action items:**

None

**Printing:**

- No discussion.

**Action items:**

None

**Computer labs:**

- TeachMeGIS will provide the 2<sup>nd</sup> computer lab.

**Action items:**

None.

**Conference program:**

- Looking for folks to take on the program design, with Adobe InDesign experience –
  - Shawny has volunteered to help out.

**Action items:**

None.

**T-shirts:**

- Design concept report –
  - Jennifer is working on it.

**Action items:**

None.

**Attendee Packet:**

- No discussion.

**Action Items:**

Steve – Inventory supplies

Steve – Follow up with Jon on bags

**Social Events:**

- No discussion.

**Action Items:**

None

**General:**

- No discussion.

**Action Items:**

Steve – Determine the breakeven point for the glasses and mugs

Steve – Look into shuttle options

Steve – Coordinate scholarships