AGIC 2019 Conference Committee Meeting Notes
Thursday, November 15, 2018
10:00 am

In Attendance:
Kevin Blake
Robert Bush
John Danloe
Jami Dennis
Shawny Ekadis
Seth Franzman
Nicole Funicello
Teresa Gregory
Jason Howard
Jenna Leveille
Jennifer Psillas
Cheryl Thurman
Steve Whitney
Troy Wiora
Mike Walck

Committee coordination and meeting operation:
- Do we need to book a room for the call-in only meetings? -> No
- Pick a date for the bag stuffing.

Action Items:
Steve – Compile list of roles/tasks that we are looking for folks to take on, and distribute to the committee.

Steve/Jenna – Pick a date for the bag stuffing, once the conference dates are finalized.

Outreach Committee Report:
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Action Items:
None.

Budget:
- The conference budget will be more closely coordinated with the AGIC Treasurer, with the intent that we will provide more detail as encumbrances and expenses occur over the course of planning the conference.

- A PO for $49K has been issued for the meeting planner's 2019 work, and this can be amended as we go.
- If we extend the length of the conference, we should adjust the fees to accommodate that.
  - We will need to consider additional registration types, e.g. 2-day attendance, etc.
- If we hold pre-conference workshop, do we charge extra or roll it into the registration fee options.

Action Items:
None.

Venue coordination:
- We met with the meeting planners and discussed the following –
  - The fact that they need a PO established before they can provide services.
  - Our intention to expand the length of the conference.
  - Research larger venues for 2020.
  - If the expo company can provide poster display boards.

Action items:
Steve - Provide meeting planners with the 2019 expanded dates, breakout plans, etc. AND also include the question about scheduling it earlier in September (NSGIC is scheduled for the week of 9/23).

Steve – Provide meeting planners with conference requirements, for their 2020 venue research.

Steve – Have more chairs placed at the front of the presentation rooms.

Steve – Swap the Copper Basin and Prescott/Chino rooms.

??? – Ask conferenceshare.co about costs for advertising our conference. Email team@conferenceshare.co for pricing information.

Website:
- No discussion.

Action Items:
None.

Agenda & speaker coordination:
- Keynote speaker.

- Shoot to have the draft extended agenda ready in January.
    - Work in all workshops on Tuesday.
    - Ideally, workshops should be limited to a half-day, but the groups (e.g. UAS, LiDAR) may prefer a full day.
    - Seek other opinions.
    - Form a workgroup to draft an extended agenda.
    - Meeting scheduled for 11/30 @ 1:00 p.m. at State Lands.

Action Items:
Jenna – Provide info on the past NSGIC Presenter.

Steve – Provide the list of potential keynote speakers.

Exhibitor/sponsor participation:
- No discussion.

Action Items:
None.

Materials and mail-outs:
- No discussion.

Action Items:
None.

Registration:
- No discussion.

Action Items:
None.

Maps & Apps Challenge:
- The meeting planners will check with the expo company to see if they can provide poster display boards.
- Additional help for this task is needed, and contact Shawny.
- Less and less paper maps are being submitted.
- Would like to get more students involved, and ideas are being sought to help with outreach efforts to them.
    - Seeking student reps from at least the 3 major Universities to participate in the brainstorming and outreach efforts.
    - Get them to submit something based on their projects.

- o Hold the student portion of the challenge earlier and provide a conference registration as an award.
  - ▪ Not sure if this would work, due to logistics and the focus on this activity as a conference activity.
  - o At lease get the word out to them sooner.
- Looking at displaying non-challenge maps and/or displays, e.g. historic maps.
  - o Where in the world type contest, in which images are presented, clues given, and folks match answers to the images.
- Will see what the Grand Canyon cartography conference may provide in terms of display ideas.

Action Items:
None.

Awards:
- No discussion.

Action items:
None.

Printing:
- Need to check with A&E Reprographics to see if they will print the program.

Action items:
Shea – Check with A&E Reprographics on program printing.

Computer labs:
- TeachMeGIS has a conflict, and will not be able to attend, at least for the dates that we have set so far.

Action items:
Steve – Check on TeachMeGIS's availability for other dates.

Conference program:
- No discussion.

Action items:
None.

T-shirts:
- No discussion.

Action items:
None.

Attendee Packet:
- Look into purchasing our own conference bags (paper tote bags).

Action Items:
Jami – Research what Lane has to offer for conference bags.

Social Events:
- No discussion.

Action Items:
None.

General:
- No discussion.

Action Items:
None.