

## **Board Meeting Minutes**

Thursday, March 19, 2009- 2pm PST/3pm MST

**Attending:** Donna Phillips, Angela Vanderpas, Bruce Godfrey Kindra Serr, Dan Spinosa, Joan Appell, Danielle Favreau, Betty Conces, Laurie Ames, Dave Williamson, Ed DeYoung

Business:

### A. Conference assignments

#### a. Overall Schedule (social, banquet, etc.)-Bill & Laurie

- Pat, Gail, and Cy are all working on getting their sessions together. Gail and Cy have a good outline focused on getting the group to drive the topics.
- Bill has the swag (street signs and carabineers) all set, including free stuff (lanyards, etc.) from FGDC. Laurie is working with the resort to get bags to put the conference stuff in.
- a. There is a 6 pm pre-conference social on April 5 to put packets together.
- We are looking for loaner laptops and projectors to help with conference staging. Wireless capability is preferred, but not necessary for all presenters. The resort is setting up wireless to be broadcast in the conference area for \$700 for the week.
- Name tags and holders are being provided by Pacific Agenda. Bruce will see if we still have ribbons to indicate board members, keynote speakers, presenters, etc., but more will probably have to be purchased.
- Betty will check with the city to see if parking passes can be bought before the conference.
- Bill and Laurie are taking care of getting the program together with the help of Gail and Donna. Kindra will work with Dale to get a page together about the raffle donations. Pacific Agenda will get a list of attendees for the program as well.

#### b. Registration- Betty

- Betty will help at the registration desk and asked for a laptop and a printer.
- Registration reports are coming on Mondays and Fridays. So far, 113 have registered, including vendors, with 8 one day registrations.

#### c. Presentations- Dave & Dave

- Dave W. will contact the presenters to request presentations be saved in Office 2003 format and to see which presenters will need wireless access.
- Moderators have not been assigned yet, though some have volunteered. Bill will help with a list of possible moderators. A meeting for presenters and moderators will be held on Wednesday or on the morning of the presentations in the Beauty Bay.
- A gift card will be given to presenters that are not exhibitors.

#### d. Posters- Ed Young

- 9 professional and 5 student posters have been submitted
- Donna will get info about the judging committee to Ed so he can select judges and review the judging criteria. Posters will be judged Wednesday night and the

winners will be announced at the closing lunch on Friday, giving time for the people's choice vote.

- e. Exhibitors- Danielle, Dan, & Joan
  - 7 exhibitors are set to come, with the possibility of 1 more.
  - Danielle will send out a follow-up email to exhibitors to get info on booth set up. Some vendors want to know booth assignments.
  - Betty and Danielle will work on seeing which vendors have upgraded their ads.
- f. Student Scholarships and Stipends-Kindra
  - 12, possibly 13, students have accepted scholarships and will be available to volunteer at the conference. Kindra will work on a schedule so they can help in the tracks and at the registration table. If any of the students can be moderators, Kindra will let the Dave's know.
- g. Workshops- Bruce Kessler
  - Because of lack of interest, workshops 2, 4, 6, 7, and 9 have been canceled. Pacific Agenda will contact any that have signed up for these and help them get into other workshops if possible.
- h. Auction Items/Door Prize
  - Dale has been handling the raffle items. So far, 3 baskets have been donated and some ESRI stuff.
  - Danielle asked if those in northern Idaho can see if there are any local businesses that would be willing to donate items. The board is to look for any one that may want to donate items as well.

#### B. Miscellaneous

- Joan and Danielle have been working on GIS Jeopardy for the Thursday night banquet. Danielle asked for additional questions (or is it answers?) to add to Joan list to help fill out the categories they have created. We need to find someone to play "Alex Trebek"
- Working group meetings are coming together. URISA elections are this year and will happen during our meeting Friday afternoon. Angela will work on getting this pulled together.
- The exhibitors are working on their own things for poker night.

#### Reports:

Bruce: Financial Update

Donna: President's Update

**Next Meeting:** Thursday, March 26 at 2 pm PST/3 pm MST