

January 15 2010 LPC Meeting

Attending Members: Sandy Buchner, Amy Vail, Dan Boss, Bob Avery, Steve Bylsma

2010 Seminar Planning

Vendors:

- Gail and Mary are working on contacting the vendors.
- Bob suggested that OI Analytical be added to the contact list if they are not already included.
- Run a power point presentation during registration and breaks to introduce the vendors on site. One slide/vendor. Ask the vendors to send a single slide with their company logo, name, contact info and services and products offered.
- Hold a possible vendor raffle. A raffle ticket could be distributed at registration that would be good for any vendor booth that is willing to participate. Inquire with the vendors about possible participation which could remain voluntary. The raffle could occur at the afternoon break.

Speakers:

- By March 1<sup>st</sup> obtain from the speakers their preferred title for their presentation (s) and a short description. Also, a short Biography to use for introducing them at the conference. Forward them to Sandy.
- By March 5<sup>th</sup> Sandy will forward these to the MWEA office.
- Items to communicate to the speakers
  - Presentations and any time desired for questions and answers need to fit within the allotted time on the agenda.
  - Business logos are to be limited to the first and last slide of the power point.
  - Include contact information on a slide. Presentations will be available on the MWEA website following the conference.
  - Version of power point? Sandy will check with Jerry and Stella about power point requirements.

Day of the conference:

- Registration is usually handled by the office. Chuck Peterson has helped in the past.
- Certificates are prepared by the office staff.
- Check with Angella (committee chair) to confirm that she'll make welcoming comments. Bob has agreed to make opening comments as well.
- Amy Vail has volunteered to facilitate track 2, managerial
- Check with Dave Johnson about facilitating track 3, technical and with Angella about tract 1, all attendees.
- MWEA has a laptop (Jerry's). Need a second laptop computer for the "on deck" presentation.

Survey:

- Both an electronic one and a paper one distributed and collected at the annual conference.
- Topics to include 1) price, 2) number of possible attendees, 3) analytical tests, 4) locations, 5) length of conference. More discussion to follow next month.
- During introductory remarks ask that the surveys be completed and returned at the end of the day.