AGIC 2024 Conference Committee Meeting Notes
Thursday, February 15, 2024
10:00 am

In Attendance:
Kevin Blake
Robert Bush
John Danloe
Jami Dennis
Samantha Dinning
Shawny Ekadis
Nicole Funicello
James Lambert
Jenna Leveille
Bill Nye
Jennifer Psillas
Steve Whitney
Troy Wiora
Deborah Glogoff
Pauline Loftus

Committee coordination and meeting operation:
- Past due –
    - Organize Conference Committee

Action Items:
Steve – Update the planning spreadsheet

Steve – Review planning categories for breaking down roles into smaller tasks

Steve/Jenna – Coordinate conference planning 101 sessions

Steve – Clean up Committee roster

Outreach Committee Report:
- Focused on how we can improve tribal outreach, and will put together a tribal track for the conference

Action Items:
None

Budget:
- No Food & Beverage cost increases
- Less than $100 increase for Expo Co
- Propose that no fees are increased
- Revenue check received from the meeting planners -> $18K+
  - Paid for first year of Eventsquid
- Consider adding a retired category –
  - What is the definition?
    - Fully retired, for one
  - How do we verify that they meet the definition?
    - Self-verification via a set of questions?
  - Look at how other orgs handle this?
    - GISP - https://www.gisci.org/Recertification/GISP-Retired
    - NSGIC
  - Consider a scholarship/grant program for this?
  - Survey known retired folks to see what would work best for them?
  - It was approved that we would follow the GISP criteria, and charge the same rates as for students

Action Items:
Steve – Add retired registration category, and fees to the planning spreadsheet

Venue coordination:
- As of 01/18, the 2024 banquet menu is being finalized

Action items:
Steve – Check for 2024 banquet menu availability

Steve – Compile a list of dietary restrictions to provide to the hotel

Event Management Platform Coordination:
- No discussion

Action items:
None

Website:
- Due this month –
  - Set up the registration database/payment mechanism
    - Collapse into an item like "set up Eventsquid for this year's conference"
    - Pending planning 101 sessions
- Note for other sections –
  - Items that we used Survey123 for –
    - Maps & Apps entries, and voting (Maps & Apps Hub site)
    - T-shirt contest
    - (awards)
  - Items that we used Google forms for –
    - Presentation abstracts
    - (awards)

Action Items:
Steve – Modify the planning spreadsheet based on the above

Agenda & speaker coordination:
- Keynote speaker status (Maggie Cawley, OSM)
  - Has accepted, and we'll set up a meeting to discuss topics
  - She is also vice-chair of NGAC
- Lunch speakers –
  - Census (Jim Castagneri & Lacey Loftin)
    - Have accepted and are approved to attend
    - We'll set up a meeting to discuss topics
  - Geospatial AI (Aaron Judy, Maricopa County)
    - Received 2 first choice votes
- Consider round-table/panel discussion for one of the lunch presentations –
  - Tuesday lunch
  - AGIC focused
  - Jenna can facilitate
  - Look at Tim Nolan example for interacting with the audience

Action Items:
Jenna – Contact Aaron Judy re: lunch speakership

Steve – Note to have microphones, and the sound system enabled in each breakout room

Exhibitor/sponsor participation:
- Expo Co contract has been completed
- Past due (move these items to Feb.), and in progress –
  - Brainstorm exhibitors/sponsors
  - Create/update contact list
  - Develop at-a-glance sponsorship table
  - Develop form letter for solicitation
- Due this month –
  - (Mar.) Develop sponsorship packet for the website
  - (Mar.) E-mail sponsorship announcement (after registration is open)
- Add save-the-date item to the planning spreadsheet
- Looking for additional volunteers to help out
  - Solicit from mentorship program

Action Items:
Steve – Modify the planning spreadsheet based on the above

Jenna – Post notice on Discord seeking volunteers

Iron Cartographer:
- Planning group needs to meet to discuss feedback from last year, and changes for this year
- Probably hold it on Tuesday afternoon again

Action items:
Jenna – Schedule meeting

Materials and mail-outs:
- Past due –
  - Develop and send 1st e-mail announcement
    - Include –
      - Teasers for registration, t-shir contest, Maps & Apps challenge, etc.
      - Keynotes

Action Items:
Outreach – Send out a save the date notice

Registration:
- No discussion

Action Items:
None

Maps & Apps Challenge:
- Due this month –
  - Develop contest criteria -> in process
- Documentation is available for the planning 101 sessions

Action Items:
None

Awards:
- Some past chairs have not received a plaque, so we will give those at this year's conference

Action items:
None

Printing:
- No discussion

Action items:
None

Computer labs:
- No discussion

Action items:
Steve – Talk to the hotel about getting a larger screen

T-shirts:
- Past due –
  - Announce design contest -> target by end of next week (26th at the latest)
    - Deadline – before the next cc meeting -> Mar. 10

Action items:
Jami – Prepare the contest announcement
Jenna – Post notice to be on the lookout for this

Attendee Packet:
- Due this month –
    - (May) Inventory supplies
    - Mobile app -> rolled into Eventsquid

Action Items:
Steve – Modify the planning spreadsheet based on the above

Social Events:
- Due this month –
    - Tuesday night event -> Maps & Apps social
    - Wednesday night event -> None, other than the dine around suggestions
    - Thursday night event -> Awards, raffle, trivia

Action Items:
None

General:
- Using Eventsquid for add-on item payments –
    - Folks could use their phones
    - If cash only, advertise this ahead of time to the attendees
- Roll Women in GIS scholarship into this year's scholarships

Action Items:
Steve – Talk to Teresa about using EventSquid for add-on item payment, beyond the Thursday night dinner

Steve – Check with Howard/Cheryl on student scholarship support