AGIC 2024 Conference Committee Meeting Notes
Thursday, April 18, 2024
10:00 am

In Attendance:
Kevin Blake
Robert Bush
Jami Dennis
Samantha Dinning
Sage Donaldson
Shawny Ekadis
Nicole Funicello
James Lambert
Shea Lemar
Jenna Leveille
Bill Nye
Jennifer Psillas
Cheryl Thurman
Steve Whitney
Troy Wiora
Deborah Glogoff
Pauline Loftus
Jessica Mims

Committee coordination and meeting operation:
- Updates to the planning spreadsheet are complete, and the meeting notes have been updated to reflect that.
- Past due –
    - Organize Conference Committee

Action Items:
Steve – Organize conference committee

Budget:
- No discussion

Action Items:
None

Venue coordination:
- Past due –
  - Overflow hotels

Action items:
Steve – Coordinate overflow hotels

Steve – Check with venue on:
- 2024 banquet menu availability
- Restaurant space
- Larger screen in AZ Room

Steve – Compile a list of dietary restrictions to provide to the hotel, after the menu is set

Event Management Platform:
- Registration database and payment mechanism(s) are done, and ready to announce - https://www.eventsquid.com/event.cfm?event_id=23990
- T-shirt contest link is pending
- Scholarship, abstract submittal, Maps & Apps, sponsorship, and registration are complete and open

Action items:
None

Conference Communication:
- Due this month –
  - Set up call for student scholarship application -> done
- Past due –
  - Set up call for presentations, technical sessions, and hands-on workshops -> done
  - Set up call for sponsorship -> done
  - Set up call for award nominations -> pending
  - Coordinate monthly with Social Media workgroup -> will do this month
  - Reach out to rural communities -> reach out directly to the GIS managers from the rural counties
  - Marketing - Notify websites -> punt to Outreach, websites include GIS Café, GIS Lounge, NSGIC, URISA

Action Items:
None

Agenda & speaker coordination:
- Due this month –
  - Iron Cartographer coordination -> meeting will be scheduled
- Past due –
  - Layout agenda presentation slot template -> pending Friday schedule layout
  - Open call for presentations -> done

Action Items:
Steve – Summarize Friday schedule proposals

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

Jenna & co. - Develop a list of actions for Iron Cartographer Coordination

Jenna – Ask general session speakers for abstract and bio

Exhibitor/sponsor participation:
- Registration process for sponsors has been tested successfully
- Adjusting the registration companion document
- Past due –
  - Develop sponsorship packet for the website -> done

Action Items:
Sage – Post notice on Discord seeking volunteers (for any conference activities)

Registration:
- Reviewed on the website, and noted questions and comments

Action items:
None

Maps & Apps Challenge:
- Submission is open
- Added content to the printing section, and include on the website
- Standardize the print output? –
    - Set max size to "Recommended size: 24x36 but no larger than 36x48"
    - Set a standard for what we print –
        - No larger than 36x48
        - Paper will be 20 to 24 lb. plain paper

Action Items:
Shawny – Add AI restriction (Jenna has content for this)

Scholarships:
- Single rooms for students?
    - More professional
    - Would need to hold another five guest rooms
    - Additional $786.45 from the budget
    - Reduce the number of scholarships?
    - Put the students at the overflow hotels? -> would cause travel and networking constraints
    - After discussion, it was decided to leave it as is
- Due this month –
    - Announce student scholarship program -> on the website, and notice will be sent to the colleges

Action items:
Cheryl – Send notice to colleges

Steve – Look at duplication of announcement between here and Conference Communication

Printing:
- No discussion

Action items:
Steve - Increase extra veg tickets to 20

Computer labs:
- No discussion

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

T-shirts:

- No discussion

Action items:
None

Order Materials:

- No discussion

Action items:
Bill – Get with Jenna for migrating content from MS forms to something else

Attendee Packet/Supplies:

- No discussion

Action Items:
None

Social Events:

- No discussion

Action Items:
None

General:

- Simply mention ahead of time that swag will be available at the conference

Action Items:
Jenna – Add individual add-on items -> t-shirts (past $10, current $20), mugs $10, glasses $10 -> do this right before the conference