AGIC 2024 Conference Committee Meeting Notes
Thursday, June 20, 2024
10:00 am

In Attendance:
Kevin Blake
Robert Bush
John Danloe
Samantha Dinning
Sage Donaldson
Shawny Ekadis
Nicole Funicello
Teresa Gregory
James Lambert
Jenna Leveille
Bill Nye
Jennifer Psillas
Steve Whitney
Deborah Glogoff
Pauline Loftus
Tisha Gonzales
Kasey Green

Committee coordination and meeting operation:
- We determined that our committee does not form workgroups, as defined by the current AGIC Manual.
- AGIC mentee volunteers –
  - Looking for ideas on how they can contribute
  - Probably will not be attending the conference
- Past due –
  - Organize Conference Committee

Action Items:
Steve – Organize conference committee

Sage – Check with AGIC mentees to see if they are attending the conference

Outreach Committee Report:
- AGIC website revamp in progress
  - Skills & activities for each committee will be developed

Action Items:
None

Budget:
- No discussion

Action Items:
None

Venue coordination:
- Due this month –
  - Develop room layouts
  - Set Food & Beverage (F&B) menu
- Past due –
  - Overflow hotels

Action items:
Steve – Schedule meeting for F&B

Steve – Coordinate overflow hotels

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

Event Management Platform Coordination:
- No discussion

Action items:
None

Conference Communication:
- The Women In GIS Scholarship application has been added to the website
- The Documents section of the website has a draft agenda – it's just a skeleton with no presentations/sessions listed yet
- Due this month –
  - Awardees –
    - Arizona Geospatial Volunteer of the Year
    - AGIC Chairperson's Volunteer of the Year
    - AGIC Outstanding Service Award
    - Gene Trobia Lifetime Achievement Award
  - Draft agenda –
    - All abstracts have been accepted, and the first draft of the completed agenda is in progress

- Past due –
  - o Set up call for award nominations -> Jami will post to the website and send out the announcement
  - o Marketing - Notify websites -> Outreach has posted to most, and has a few left, websites include GIS Café, GIS Lounge, NSGIC, URISA

Action Items:
Jami – Post call for award nominations to the website, and send out announcement

Sage – Have Outreach notify websites

Agenda & speaker coordination:
- All the lightning rounds are full
- Tuesday lunch presentation ideas (currently listed as AGIC Roundtable) –
  - o Plaques for past chairs
  - o Have the past chairs talk about their experience with leading AGIC
  - o How people can get involved
  - o Business & Strategic Plan (Patrick)
- Due this month –
  - o Send draft agenda to presenters
  - o Post draft agenda to website
- Past due –
  - o Iron Cartographer coordination –
    - ▪ Group met and have a good idea of this year's program
    - ▪ Only have one participant volunteer so far
      - Think about who else we should have participate
      - Past winner will defend title
        - o Limit the number of times the past winner can defend to once
    - ▪ Attendees will have the option to not be interviewed

Action Items:
Steve – Follow up on abstract & bio for keynote speakers

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

Exhibitor/sponsor participation:
- Sponsor status –
    - Gold = 6
    - Silver = 3
    - Bronze = 1
    - Breakfast Sponsor = 1
    - Tony Gonzales Student Scholarship Sponsor = 1
- Due this month –
    - Solicit for raffle donations

Action Items:
John – Send solicitation for raffle donations

Registration:
- No discussion

Action Items:
None

Maps & Apps Challenge:
- A few entries so far
- Reach out to scholarship folks to submit

Action Items:
Steve/Shawny - Reach out to scholarship folks to submit

Scholarships:
- No discussion

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

Printing:
- No discussion

Action items:
None

Computer labs:
- New computers will used this year
- Due this month –
    - Gather software requirements from presenters

Action items:
Steve - Gather software requirements from presenters

T-shirts:
- Past due –
    - Design Iron Cartographer t-shirt -> using the same design as last year, but look for a year reference from last year

Action items:
Jami/Steve – finalize shirt designs for ordering

Order Materials:
- We will get ribbons for first timers
- Due this month –
    - T-shirts
    - Iron Cartographer jerseys
    - Involve meeting planner for the ordering

Action items:
Steve/Jami – Coordinate shirt order

Steve – Add first time attendee to the list of ribbons

Steve/Jami – Work with the meeting planner for ordering

Attendee Packet/Supplies:
- Past due –
    - Inventory supplies

Action Items:
Steve – Coordinate the supplies inventory

Social Events:
- No discussion

Action Items:
None

General:

- National winner of the ArcGIS Online student competition is from AZ, so it would be good have her attend and show off her work.

Action Items:

Steve – Contact Lucas re: above