**AGIC 2022 Conference Committee Meeting Notes**

**Thursday, May 19 2022**

**10:00 am**

In Attendance:

Brandon Barnett

Robert Bush

John Danloe

Jami Dennis

Sage Donaldson

Shawny Ekadis

Nicole Funicello

Teresa Gregory

Shea Lemar

Jenna Leveille

Seth Lewis

Jennifer Psillas

Morgan Temperly

Steve Whitney

**Committee coordination and meeting operation:**

* No discussion

 **Action Items:**

None

**Outreach Committee Report:**

* No discussion

**Action Items:**

None

**Budget:**

* No discussion

**Action Items:**

None

**Venue coordination:**

* A/V setup/costs –
	+ The hotel still has an A/V tech on staff, so there should be no additional costs

**Action items:**

None

**Cvent Coordination:**

* No discussion

**Action items:**

Jenna/Jami – Begin documenting processes, and planning for knowledge transfer

**Website:**

* Pending items –
	+ Student scholarships -> ready to go
	+ Volunteer of the year awards –
		- Link will be put on website(s)
* Justification letter is on the website

 **Action Items:**

None

**Agenda & speaker coordination:**

* Keynote speaker update –
	+ Jack Dangermond declined
	+ Someone to speak on one of the top challenges in AZ –
		- Water resources/drought –
			* UofA Remote Sensing Center
			* ASU Kyl Center (have presented to the Natural Resources workgrop)
			* Watershed Management Group
			* ADWR
			* CAP
		- Wildfires –
			* USFS
			* AZ Department of Forestry and Fire Management
* Lunch speakers –
	+ Tue. - technical topic
		- ~~Historic site, Buffalo Soldiers (not so much technical)~~
		- Overview of the history of remote sensing and UAS technology (Dr. Amy Frazier, ASU)
	+ Wed. – Lisa Atkins, plus a get-to-know each other activity while folks are eating, e.g. introduce yourself to someone you do not know.
	+ Thu. – activity –
		- Consider an activity to get attendees to interact with each other – do upfront while folks are eating
		- Consider doing the Buffalo Soldiers presentation.
* Presentations –
	+ Need more lightning round talks
	+ How can we work in Maps & Apps?
		- Focus on the slides during the gallery session, as opposed to presentations

 **Action Items:**

 All – Gather names/info of potential water resource keynotes, and send to

 Steve

**Exhibitor/sponsor participation:**

* Current sponsors –
	+ 3 Gold
	+ 2 Silver
	+ 3 Bronze
* Send another solicitation? -> sent a couple of weeks ago, additional ones will be sent
* The exhibitor booth ballroom floorplan will need to be adjusted to accommodate for the Copper Basin Room being used for ballroom overflow
* Working on Cvent automated reminders for significant dates

 **Action Items:**

Steve/John/Jen - Review exhibitor booth ballroom floorplan

**Materials and mail-outs:**

* Facebook page updated -> yes
* Reach out to rural communities –
	+ Utilize user group forums -> reach to coordinators of those groups
	+ Targeted emails to GIS staff -> GIS contacts within each County

 **Action Items:**

 Steve – Work with the outreach committee to reach out to rural communities

**Registration:**

* Cancellation refund schedule for attendees –
	+ By 8/19 – 100%
	+ By 8/26 – 80%
	+ By 8/30 – 50%
* Cancellation refund schedule for exhibitors is in the contract
* All of the above is set up in Cvent

 **Action Items:**

None

**Maps & Apps Challenge:**

* One submittal to date

 **Action Items:**

None

**Awards:**

* No discussion

**Action items:**

 None

**Printing:**

* No discussion

**Action items:**

None

**Computer labs:**

* We’re running with just one computer lab this year, which frees up the Copper Basin Room to use for ballroom overflow.

**Action items:**

None

**Conference program:**

* No discussion

**Action items:**

 None

**T-shirts:**

* T-shirt design selection -> committee has until tomorrow to vote

**Action items:**

 Jenna – (June) Check back with Lane on order timing

**Attendee Packet:**

* Need to order supplies
* Mobile app status -> Jami will work with Nicole

 **Action Items:**

Steve/Jenna – Order supplies

Jami/Nicole – Coordinate the mobile app capabilities of Cvent

**Social Events:**

* Volunteer for Watson Lake kayaking Friday afternoon flyer -> Jen?

 **Action Items:**

None

**General:**

* No discussion

 **Action Items:**

None