

SAME Regional Conference 2007

Meeting Notes

Tuesday, August 23, 2005

I. Agenda item one: Welcome

- a. Griff Cox attended the meeting, but has not been assigned to a particular committee. Candyss will add Griff to the distribution list for future involvement.

II. Agenda item two: Review meeting schedule and task sheet

- a. The November 1, 2005 meeting will be at Fort Benning, but will be held off post. Location will be announced at a later date.
- b. The February 7, 2006 meeting will be at Warner Robins and Technicon (in Macon) has volunteered to host the meeting.
- c. All meeting times have been established for a 1100 start time.

III. Agenda item three: Review conference template and Callaway Gardens

- a. A schedule of functions was presented to the steering committee and lengthy discussion followed. Suggestions were made to make the following amendments:
 - i. Extend the golf tournament to 1:00 p.m.
 - ii. Include a 5k in the fun run
 - iii. Move the opening ceremony from the booth area to the general session area
 - iv. Change concurrent session two on Wednesday to a general session
 - v. Change concurrent session three on Wednesday to concurrent session two
 - vi. Have the social hour on Wednesday in the exhibit/booth area
 - vii. Change the first general session on Thursday to concurrent session three
 - viii. Committee advised that we continue to brainstorm the possibility of a Fellow induction and reception.
 - ix. Committee advised that we keep registration open on Thursday morning
 - x. Committee discussed and suggested that Thursday's general session be open to the public, gov't employees, students etc. with no cost.
- b. Candyss agreed to make the revision and will distribute updates at the next meeting.

IV. Agenda item four: Committee Reports

- a. **Banking and Budget** – Jeff VanAtten attended to represent Paul Koch. He reported that discussions have been opened with Columbus Bank and Trust and template budgets have been acquired. Items that need support to advance committee efforts are as follows:
 - i. Who will be the signature on the checking account? **Committee agreed that the checks should only require one signature. Teresa Ferens, Beck McCoy and Paul Koch are advised to be signatures on the account.**
 - ii. What would the committee like to name the account? **Committee agreed that the account can be established as 2007 SAME Regional Conference**
 - iii. Tax ID #'s are needed to open the account. **Warner Robins EIN # is 58-1744573 and Fort Benning's EIN # is 58-6066303**
 - iv. Discussion was held and committee decided that bank cards will **NOT** be needed for the Conference.
- b. **Golf** – Nelson Rosa attended the meeting and primarily wanted to learn about expectations. Teresa announced that Folke Alquist is currently in the middle of closing out the year and was unable to join us.
 - i. Candyss reported that we will be able to use Callaway's Mountain View golf course with a minimum of 125 golfers. The price will be \$62/per person in green fees for a morning tournament.
 - ii. In order for the committee to set a price for the tournament the following were listed as important considerations: Green Fees \$62/person and a lunch charge of an estimated \$15-20/person.
 - iii. **Candyss will communicate with Nelson to set golf sponsor prices.**
- c. **Lunch and Dinners** – Don Yochum attended the meeting and requested further clarification of his committee's role in the overall Conference. Candyss explained that all Food and Beverage items will more than likely be rolled up under his committee as well as the hospitality room and breaks.
 - i. **Candyss agreed to e-mail Don with the URL address for Callaway's link to catering menus.**
- d. **Ice Breaker** – Haley Elrod and Jennifer McClure attended and presented three options for an Ice Breaker location. Discussion was held and the committee decided to hold the Ice Breaker at the **Horticulture Center.**

There is a facility fee for this location (\$3,000), but it has a Wow! factor and will leave a good impression with our participants.

- i. Haley and Jennifer offered to research potential menus for the November meeting.**
- e. Publicity** – Marty Ray was unable to be with the group for our meeting. **Candyss agreed to contact Marty to re-affirm his desire to be a committee leader.**
 - i.** Candyss offered a suggested PR plan for the Jacksonville Conference and provided a handout. Discussion was held and the Committee approved the plan.
 - ii.** Suggestion was made to e-mail the steering committee and ask for volunteers to man our booth at the Jacksonville Conference. **Candyss agreed to send this inquiry out within the next few business day.**
 - iii.** Suggestion was made to provide something big (like a banner with the SAME logo or the Conference logo on it so that the booth does not appear to be solely a Callaway Gardens advertisement. **Candyss agreed to make this a part of the plan.**
- f. Programs** – Mark McEwan reported on his thoughts regarding concurrent sessions. Some preliminary topics include: Homeland Security, Homeland Defense, Environmental, and Employment Trends. Mark also is brainstorming a way to provide a session that would be “direct access to a high ranking military official.” Soon to come will be ideas surrounding a certification tract (three classes).
 - i.** The format Mark suggests for the concurrent sessions is 15 minute presentations, and five minute question and answer session with a total of three presenters per session.
 - ii.** Mark suggests that all topics include emerging technologies rather than reviewing the same information participants already have knowledge of.
- g. Protocol** – Nancy Manley attended the meeting, but protocol does not yet need a report.
- h. Registration/Sponsorship** – Davia Williams and Sarah Henton reported on an on-line registration system: regonline.com. This is the same system that the Jacksonville Conference is using. The cost is a \$150 set up charge and \$3/registrant fee. Credit Card processing is 5%. The committee voted and agreed to use the system. Technicon volunteered to get the system set up and to make the set up deposit until there are funds in the account. Technicon will then invoice the conference for reimbursement.
 - i.** Technicon also volunteered to create the Conference website to be titled something close to 2007 SAME Regional Conference. The cost of the website will be approximately \$30/year. **Sarah Henton will be the point of contact**
 - ii.** Candyss passed around a rough template of a potential exhibit/sponsorship registration packet. Since we were short on time **Candyss will e-mail the packet for committee members to review and make changes to information needed on form and to suggested sponsorship packages.** The plan is to have this completed and printed for use in Jacksonville.
- i. Speakers** – Mike Coats attended the meeting but the speakers committee does not yet need a report.
- j. Volunteers** – Fred Brown attended the meeting and although the volunteer committee does not yet need a report he announced that Atlanta will be preparing to host the National conference and would like to invite our committee to a February evening function/meeting. More information to follow in the November meeting. Fred also suggested that we be thinking about potential volunteers from Fort Benning.
- k. Exhibits** – Teresa Ferens announced that Dean Miller will be unable to serve this steering committee, but suggested that Doug Ledford is interested. **Teresa will pass along Doug’s information to Candyss as soon as possible.**
 - i.** Candyss reported that she has begun work with Callaway to layout the exhibits for the Conference, but needed some information from this meeting in order to make that happen. The committee requested that **Candyss e-mail the suggested layout after her next meeting with Callaway Gardens on September 5th.**

- V. **Administrative Report** – Candyss reminded the committee of the Jacksonville PR plan she reviewed as a part of the publicity report. Candyss also briefly reviewed suggested tours and excursions.

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Meeting Notes

Friday, June 3, 2005

I. Agenda item one: Contract with ROCA Resources

- a. SAME Fort Benning's Jay Brown has signed and approved
- b. SAME Warner Robins' LTC Doran has signed and approved
- c. Group asked for the document to be saved as a PDF
- d. Becky agreed to send to all on the contact list

II. Agenda item two: Callaway contract

- a. Kit McClung with Callaway Gardens was present and gave copies of a suggested contract.
- b. The group discussed several items
- c. A conference call will be established by Mark MacEwan for Thursday, June 9th at 3:00 p.m. The objective will be to discuss specific details in regard to the rooms contract with Callaway Gardens for the conference.
- d. Candyss Bryant with ROCA agreed to meeting with Kit McClung to talk through some details and then correspond with Becky before the conference call so that all sides can be informed before the start of the conference.
- e. Candyss suggested negotiating details of the food and beverage portion of the contract after the SAME 2005 Regional Conference in Jacksonville.

III. Agenda item three: Meeting frequency

- a. Becky suggested a sliding meeting schedule with the core management team as it pertains to the conference date. The group agreed that the dates off limits are the 3rd Wednesday and the third Thursday of the month.
- b. Candyss mentioned the suggested schedule according to her proposed contract.
- c. Candyss agreed to make a master schedule with meeting dates, times and locations.
- d. Paul Koch, MACTEC, suggested that meeting locations should include conference call accessibility.

IV. Agenda item four: Committee reports *(all committees have been asked to submit a schedule of committee meetings and functions, by the end of June, to be included on a master schedule)*

- a. **Speakers** (Mike Coats, Earthtech) –
 - i. Rick Powers agreed to help on this committee
 - ii. Currently narrowing down who we would like to request. Some potentials include: Sam Nunn, President Carter, Bo Callaway)
 - iii. Determined to the need to decide how many speakers will be needed. One key note speaker is an absolute and one lunch speaker.
 - iv. Becky suggested the need for speaker gifts to be a function of this committee
- b. **Programs** (Mark MacEwan, Tetra Tech)
 - i. This committee will take suggestions on main topic areas and will report prospects at the next meeting.
- c. **Registration** (Davia Williams, Technicon)
 - i. Group discussed the need to start taking pre-registrations at the 2005 Conference in Jacksonville.
- d. **Protocol** (Nancy Manley, 778 CES/CEC)
 - i. Nancy has already made a call to Warner Robins protocol office to give them a heads up on the 2007 Conference
 - ii. The need to know who was coming from National was determined to be an important consideration.
 - iii. Volunteers will be needed to escort VIPs
- e. **Volunteers** (Fred Brown, HQ AFRC/CEOM)

- f. **Banking/Budget** (Paul Koch, Mactec)
 - i. Paul has a call into National to check on when the seed money can be allocated for planning purposes.
 - ii. Paul and Candyss will work together to form an event bank account.
 - iii. Candyss suggested that CB&T might be a good option and the person to talk with is John Mitchell.
 - iv. John Brent agreed to speak with John Mitchell about a potential account.
- g. **Exhibitors** (Dean Miller)
- h. **Publicity** (Marty Ray, Zapata)
 - i. Marty did the publicity for a regional conference in Charleston and will help roll out the publicity for 2007
- i. **Ice Breaker** (Haley Elrod, DOL and Jennifer McClure, DPW – Fort Benning)
 - i. This committee said they would work on three options for an ice breaker and present them to the group at our next meeting. Some thoughts the group discussed were: Beach party at Callaway, Discovery Center at Callaway, taking the icebreaker off-site.
- j. **Tours** (Candyss Bryant)
 - i. The function of this committee is to determine a day excursion tour package for spouses and families as well as present a tour option for a Wednesday night event.
- k. **Lunches/Dinners** (Don Yochum, Johnson Control-9)
 - i. Don has agreed to work with Candyss on menu options for all Callaway functions to include breaks.
- l. **Golf Tournament** (Folke Alquist, USACE)
 - i. Folke Alquist (Fort Benning) and Nelson (Warner Robins) were volunteered to help lead the way with the conference golf tournament.

V. Others items of note

- a. Conference date is set for October 22 – 25, 2007. This is a Monday – Thursday.
- b. John Brent suggested that Candyss call: Biff Hadden with Columbus Chamber of Commerce Peter Bowden with Columbus Convention and Visitor's Center; Mayor's office in Pine Mountain; Harris County, Pine Mountain and Phenix City Chambers of Commerce as well. The intent is to notify them of the regional conference 2007.
- c. Becky asked Candyss to build a distribution list of the meetings attendees
- d. Format for the conference will be:
 - i. Monday - arrival
 - ii. Tuesday - golf tournament and set-up. Ice Breaker in the evening.
 - iii. Wednesday – fun run in the morning. Booths and sessions. Function in the evening.
 - iv. Thursday – tear down and departure
- e. Becky has action item list from Savannah that she will share with the group.
- f. The conference has the ability to get free advertisement in the industry magazine courtesy of the National office.
- g. The website for Jacksonville is run by ARGAAS
- h. Conference 2007 has a booth reserved at the Jacksonville Conference. Candyss is responsible to putting all the details together. The group discussed needing : Giveaways, CVB materials, Callaway items, Raffle prizes, Collateral materials and registration information.
- i. The group discussed the need for a conference logo. Suggestions were to use the Callaway logo or design one using azaleas.
- j. Becky has point of contact information for the Jacksonville conference, but has suggested not contacting them until post event. Becky announced that they have agreed to share an AAR with our management team to help in planning.
- k. Candyss is to gather space requirements and current space specs for the group.