



WSCPM 2007 Conference Planning Lunch Meeting

11-1 pm: Thurs.12Apr.2007
 State Dept. of Employee Trust Funds
 801 W. Badger Rd, Madison, WI

Present: Rick, Ron, Richard, Kathy, Deb Roemer, Lutfi, Mark

Reminder: Sept.06 Lodging Reservations live since 13Mar.2006: attendees can call **1-800-356-8293**, ask Reservations for the AACPM block [see minutes of 15Mar.2006 for details]

Notes below reflect status of current topics & items maintained as reminders for subsequent meetings....

1. Lodging Reservations status:

reservations as of:	Reserved*	22June06	9Aug06	23Oct06	10Nov06	3Jan.07	29Jan	13Mar.	11Apr.	
									Reg	Gov
Thur.6Sept.07					1	2	2	2	1	1
Fri.7Sept.07	75 > 100		2	44	47	48	49	50	48	4
Sat.8Sept.07	115 > 130	6	8	71	79	86	89	93	87	9
Sun.9Sept	205	9	11	95	105	112	118	127	122	15
Mon.10Sept.	205	9	11	92	102	110	114	125	121	15
Tues.11Sept.	180	9	11	87	96	100	104	114	110	11
Wed.12Sept.	25 > 50	3	5	21	24	25	27	30	28	2
Thurs.13Sept.				1	2	2	2	2	2	
Fri.14Sept.					1	1	1	1	1	
Total:	805 > 870	36	48	411 **	457 **	486 **	506	544**	577**	

* reflects raised room block allocations made in Nov.2006; hereafter, new # will be used

** efforts to increase lodging reservations: Sept.@ KY conf.; 29Oct.06 email to society presidents; Dec.06 AACPM newsletter; Mar.07emails re. online reg. open; late Mar. reminder to Consortia

Robbi reminded Consortium people how important it is to book lodging in Mar.

2. Speaker/Presenter Subcommittee:

- email exchanges in last week re. presenter requests for our printing their promotion materials for inclusion in our registration packets; following discussion, conclusion made that presenters could print personal promotional materials, bring copies & have them available at the registration desk &/or on an open exhibitor table or we could provide contact info for a local vendor who could print promotional materials for them

3. Registration Planning:

- a CPM student cohort named Colleague Group II is interested in helping Richard with registration; they emailed the following questions which are answered in the table below:

	ans.:
a. When does registration close and will there be day of registration? We'd like to have roster 1 week after reg closes & final list 1-2 wks before conference	see program; why?
b. We'd like to have set times for registration on the agenda. Sun. reg. period needs an end time & we'd recommend a Mon. am reg. time for any late arrivals.	see program
c. Will the CPM students need to staff the registration tables?	help would be great!
d. Do we need to create a banner or other display to identify registration tables?	need? might be nice
e. What info should be displayed on nametags & what type of holder desired?	Reg.SubCom will det
f. In addition to checking in & receiving nametag, what other materials (folders, agendas, etc) will be distributed at registration?	reg. bags & other: know by June-July
g. Will there be meal tickets or other items that are distributed at registration (in addition to conference materials)?	yes
h. Do speakers need to register?	some
i. What other needs or expectations do you have for us?	Reg.SubCom will det

4. Program Schedule Review:

- distributed draft of just Mon. morning, due to time sensitive nature of events
- Capitol event on Mon. morning:
 - a. National Anthem; WI Capitol Police Officer Michael Syphard 608-266-8797 has confirmed; michael.syphard@wisconsin.gov
 - b. Dane County Executive, Kathleen Falk confirmed this wk (via Bonnie Stronach: Stronach@co.dane.wi.us to Mark)

- c. during registration, we need maps so people know when & how to get to the Capitol promptly Mon.: Robbi will find best maps

5. Marketing:

- See newest version from Cathy, 11Apr: updated draft conference program as far as I can go and I am looking for feedback from the committee. I am still waiting for program descriptions for some of the presenters and will add them when I receive them. My plan would be to transmit this electronically. Then we would make revisions and print a hard copy for each conference attendee and mark it "Final Program". I would omit informational page (8) & registration page (9) & in their place we could put a brief bio & photo of each presenter including our keynotes. Just a suggestion...
- in progress:
 - additional emails, "sound bites", reminders, fun-facts about WI scheduled for June 1, July 1, Aug. 1
 - WSCPM Newsletter articles: May (due Fri.20May to Cathy) & Aug.
 - AACPM Newsletter articles: spring article in now; 17May deadline for June; 4Aug. deadline for early Sept.
 - work continues on full conference program draft: Cathy has a rough draft of the proposed conference brochure in Publisher; draft circulated for discussion & feedback; from Cathy & others, suggestions for brochure to include:
 - welcome letter jointly from WSCPM Pres. Jeff & AACPM Pres. Ron; done & do Cathy
 - have map of Capitol bldg
 - have map of Madison: the 1 from Cara with key sites or similar tourist/highlights map: Mark will find options & pass to Cathy for Marketing Subcom. review
 - have course descriptions & training tracks
 - include hotel floor plan
 - Conference Highlights: great idea: Ron to get HOD/AACPM Board mtg info to Robbi & Mark to draft other highlights & pass to Robbi & Robbi will add Consortium info, edit all & pass to Cathy
 - have conference sponsors (Lands End, MidWest Airlines, etc) with logos, if permission granted, on back cover or inside back cover [we might also wish to project sponsor info with PowerPoint during conf.]
 - have page for vendors/exhibitors; maybe with map of exhibit layout
 - likely 2 or more versions of this program:
 - include registration form as last page in version that would be emailed [June?]
 - exclude registration form from program in registration packets, but include exhibitors' layout
- Web site updates:
 - Links to other Conference related information:
 - * Register on-line <http://www.bondsconsulting.com/registration/>
 - * [Other info & Wisconsin sites](#) to see while you are in Madison
 - * [Transportation](#): How to get to the Concourse Hotel in Madison
 - * new link: map of Madison per Cara: <http://www.northwoodmap.com/dwtMadIn.htm>
 - * Conference entertainment venues (plan to be available by late Mar.07 ?)
 - * [Conference Schedule](#) [includes all speakers, tracks & titles]
 - * [Background on our 2007 Logo](#)
- Robbi will write up how WI people can document CPM credits for Conf. attendance (6 hrs = 1 class; Mon. has 4 hrs & Tues. has 5.5 hrs) & pass to Cathy & Kathy to post on Web site
- Sharon reminded us to think about Certificates of Completion for attendees (KY did this): Dianne suggested this be part of the Registration Subcom. tasks; (Rich will have the list of folks registered)
- Lands-End bags: Lands' End; will not be able to have an exhibit table Kathy brought sample of one of the 200 Messenger Bags & sample of 1 of the 60 polo shirts; we will be prepared to order more in June or July, pending what our registrations look like
- Lutfi suggested an idea to share with the Marketing Subcom.: whether we might use a Wisconsin related quiz or crossword puzzle on WI &/or conference related info; attendees could record answers throughout the conference & submit their answers at the end for a drawing WI related prize

6. Entertainment update:

- need to verify "Cocktail" has been struck from Conf. schedule docs
- Social Hour scheduled for Mon. evening was moved to Tues. evening before Banquet

- Iron-Manager competition at our Fish-Boil on Mon. evening: Susan passed this to a CPM cohort & emails exchanged earlier this wk with Kathy S. & Mark: ideally, they will share their thoughts at our next planning meeting
 - plans need to be completed for Sat. tours by Mark
 - UW Catering will allow us to have a vendor at the Fish-Boil; Mark has confirmed that the UW-Bookstore will be present & also have an exhibit booth in the Concourse
 - Mark has had several conversations with Lou Berryman & have demo CDs: might we be interested in \$600 (?) for 30-35 min. gig at the fish boil?
 - Rick will check on details about Capitol bldg tours
7. Logistics: Robbi has provided expected room requirements for Consortium meetings; Mark, Lutfi & Dianne will review with Concourse staff; Robbi will verify Consortium catering needs directly with Concourse & have details confirmed by the Consortium Executive Council

Date:	Time:	Function:	Capacity:	Arrangement:
Fri, Sept. 7	3:30-6pm	New Member Orientation	20	set as hollow square
Sat, Sept. 8	7:30am- 2:00pm	Committee Work Day Plenary Session	30	set in herringbone' (7 tables w/ 4-5 chairs around each); room needs space for setup of Continental Breakfast
	9:30am-2:00pm	Breakout Session	20	set 'herringbone' (5 tables set w/ 4 chairs around each)
	3:00-6:00pm	Annual Meeting	50	hollow square (w/ 10 chairs around room perimeter for non-voting guests)
Sun, Sept 9	7:30am-6:00pm	Annual Meeting	50	hollow square (w/ 10 chairs around perimeter of room for non-voting guests); room also needs space for setup of Continental Breakfast

8. Menu planning: Kathy Skiera & Dianne provided a summary: **all should review & provide feedback** to Dianne & Kathy; Sharon will help with this review & planning effort
9. Banquet planning:
- Mark discussed with Dawn Shegonee on 2Feb., having Art also provide a dance at the end of the meal before the awards ceremony at our banquet; we will provide free tickets to Dawn & Art to our banquet as a small token of thanks for Art's participation
 - Ron will get full list of AACPM Awards, Henning Nominees & text, head shots, etc & sequence of events for PowerPoint presentation during events; Mark will draft PowerPoint presentations: plan to use 2 projectors during Banquet
10. Exhibitors:
- Ron not gotten many responses; we've all got to hustle to help out on this!
 - Free booths will be avail. to WSCPM (sell merchandise), AACPM, OH CPM, Hmong of Madison
11. next Conf.Planning Meetings:
- Thurs.10May, 11am – 1pm: will be at ETF
 - Fri.15June [**NOTE: this is changed from prior schedule of 8June**], 11am – 1pm: in the Goodman Room, 1st floor, at United Way, 2059 Atwood Ave., Madison, 53704
Agenda: Complete Program walk through
 - Wed.11July, 11am – 1pm: at United Way
 - Fri.17Aug., 1pm-4PM: Condo Clubhouse
Agenda: Complete Program walk through
Plan & do Reg.Packet Stuffing