



Combined WSCPM Board Meeting & 2007 Conference Planning Meeting

11 am-4 pm: Fri.17Aug.2007
 Sauk Creek Condo Clubhouse
 Widgeon Way, Madison, WI 53717

19 Present: Rick, Kathy, Cathy, Debra, Richard, Sharon, Jim, Laura Guyer, Courtney Reed Jenkins, Ron, Amy Banicki, Judy Goodchild, Scott Rowader, Susan, Ginny Nachreiner, Lutfi, Harold, Wanda Anthony, 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]

This is a **combined WSCPM Board Meeting** and **2007 Conference Planning Meeting**, with our focus being on some key WSCPM Board issues 1st. (Rick will have minutes reflecting Board issues.) Within the Board meeting, we will have our Conference Planning Meeting (with separate minutes which will be posted on our Web site regarding the Conference). This allows for any conference planning issues needing Board review or voting to be addressed now. Board issues which can be delayed to our Oct. Annual Meeting will be so.

Key objectives of Conference Planning Meeting:

1. ensure all know as much as possible regarding our events' sequence & have opportunities to participate in discussions & guide plans
2. determine what issues are open & need assignments / have deadlines, etc.; make assignments, as necessary; accomplish this through:
 - review of Program document: by Cathy
 - review of Registration issues & process: by Kathy & Richard
 - review of budget: by Mark
 - virtual program walk-through
3. pack registration packets

A. review Program document by Cathy

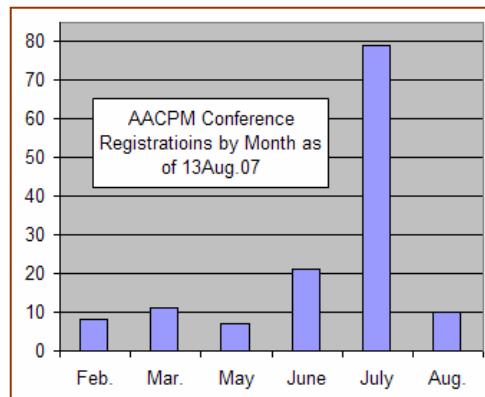
- looks very professional! Cathy went through 11 drafts in July alone, to get this reviewed & to the printer; **Excellent results!**

B. review Registration issues & process: by Kathy & Richard

- online registered: 137 as of 13Aug. (w 79 being in July); 22 states + Ontario represented, per table at far right
- discussion re. prospects of getting more registrations
- we will set up a bulletin board near the registration area for notes & extra info
- **review of fee collections:** needs for corrections & cleanup & strategies to accomplish this: drft suggests we are owed \$10k by those registered so far; reconciliation will be time consuming....
- **money bags:** 2 money bags will be provided: 1 for basket ticket sales & the other for all other sales. Receipt book will be provided. All money will be counted & verified each night & deposited as directed by the Treasurer.

registration process checklist:

1. form 3 lines: A-J, K-Z, & unregistered
2. ask name & check for envelope (verify registration & payment with master list)
 - A. **Yes:** give them their envelope which will contain **name tag, tickets, ribbons, & attendance certification:** go to step 2
 - B. **No:** they need to register now: direct them to 3rd line & refer to step 7



State	Total
Alabama	2
Alaska	1
Arizona	9
Arkansas	4
California	1
Florida	2
Idaho	3
Kansas	5
Kentucky	10
Louisiana	4
Mississippi	6
MS	1
Nebraska	1
New Hampshire	7
New Jersey	3
North Carolina	10
Ohio	7
Oklahoma	6
Ontario	1
South Carolina	5
Utah	7
Virginia	1
Wisconsin	43
Grand Total	139

3. have each person check their envelope to verify name, tickets & ribbons each person should have; ribbon options are: **society officer**, **AACPM Board member**, **HOD**, **Speaker/Presenter**, **Conference Planning Team**, **WSCPM Member**
4. give them:
 - Lands' End Messenger Bag
 - neck wallet
5. ask them if they need tickets for: [if yes, obtain checks or cash]
 - Sun. tail-gate: \$40 [for guests]
 - Mon. fish-boil: \$45 [every person must pay for this]
 - Tues. banquet: \$45 [for guests]
6. emphasize to each person importance of being at Capitol on time, Mon. morning
7. direct folks to:
 - ticket seller for additional basket drawing tickets: [obtain checks or cash] (\$1 for one, \$5 for 8)
 - WSCPM table to buy conference shirts
 - information desk on things in Madison
8. for folks needing to register:
 - complete registration form
 - collect fee
 - create name tag
 - provide ribbons and tickets as needed & go to step 3
 - provide list of names to Mark who will make Certificates of Attendance

any problems with payments should be directed to the Treasurer

- status of banners: Richard is having banners made at no cost to WSCPM; thank you, Richard!

C. lodging Reservations status:

reservations as of:	Reserved*	22-Jun-06	9-Aug-06	23-Oct06	10-Nov06	3Jan.07	29-Jan	13Mar.	11Apr.		15Aug.	
									Reg	Gov	Reg	Gov
Thur.6Sept.07					1	2	2	2	1	1	2	
Fri.7Sept.07	75 > 100		2	44	47	48	49	50	48	4	56	6
Sat.8Sept.07	115 > 130	6	8	71	79	86	89	93	87	9	91	12
Sun.9Sept	205	9	11	95	105	112	118	127	122	15	130	21
Mon.10Sept.	205	9	11	92	102	110	114	125	121	15	116	21
Tues.11Sept.	180	9	11	87	96	100	104	114	110	11	110	18
Wed.12Sept.	25 > 50	3	5	21	24	25	27	30	28	2	24	4
Thurs.13Sept.				1	2	2	2	2	2		2	
Fri.14Sept.					1	1	1	1	1		1	
Total:	805 > 870	36	48	411 **	457 **	486 **	506	544**	577**		617	

* 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

Note: On 10Aug.07, the remaining room nights in our reserved AACPM room block were opened by the Concourse for public reservations. We were able to get 6 more people included at the AACPM rate on Mon.13Aug.

D. budget: reviewed handout

E. virtual walk-through:

1. Consortium needs: believe all are set: Kathy has passed menus to Consortium reps.
2. Sat.:
 - tours: have printouts of expected attendees; check off who attends; charge \$15 for new-comers; will need to email Sat. tour people & have fliers by hotel desk regarding starting/meeting places for Sat. tours
 - FLW: 11 signed up so far
 - UW-Mad: 5 signed up so far
 - Art: 6 signed up so far
 - golf: 7 signed up so far
 - Pyle Ctr.: Kathy will get sign-up numbers to caterer wk before (?)
3. Sun.:
 - we will have a 6th floor parlor hospitality room available for Conf. planning use 3 nights: Sun. till Wed. morning; info on bulletin board Sun. morning
 - info re. IronMan observation sites
 - Registration tbl:
 - setup in am: Dianne will help

- staffing: Richard has plan
- ticket sales for basket drawings will be ready with separate money bag
- basket setups
- WSCPM table staffing to sell shirts; Rick & Ann will work a shift!; Jeff will make up a shift chart
- new attendee orientation: laptop & projector needed: Mark will have equip available
- Tail-gate:
 - bus contact: Mark
 - caterer: Kathy
 - bus passes to load for tail gate; once on buses, we will ask folks to buddy-up to ensure all get back on bus to return
 - Kathy has DVD for Cap.Brewery
 - Bucky? not sure yet

4. Mon.:

- flags [Rick will get these from Ron's home & transport them to the Concourse... **deliver to Concourse Sun.?** Mark will have drill with Philips bit for unpacking] need to get to Capitol [may be best to be unboxed in Concourse for security reasons]
- walk-through of Capitol prep & events
- post Capitol event: flags need to be returned to Concourse & set up in ballroom
- Presidents' Lunch
- exhibits
- pm speakers & facilitators
- fish boil:
 - bus passes to load for fish boil; once on buses, we will ask folks to buddy-up to ensure all get back on bus to return
 - catering: Dianne, Kathy
 - IronManager prep

5. Tues.:

- banquet
 - laptop & projector needed: Mark will have equip available
 - photo backdrop & extra lighting will be ready
 - Ppt, projector, laptop

6. Wed.:

- HOD
- Conf. close-out meeting
- documentation

F. Speaker/Presenter Subcommittee update:

1. will be 16 break-out sessions in 4 training tracks: Forward in Leadership, Communication, Innovation & Management
2. in late July our Tues. pm keynote, Kevin Miller had to cancel; luckily we were able to replace Kevin with Johnna Johnson who is already presenting a break out session; Johnna's keynote is titled "Just Jump: From Mediocrity to Excellence"
3. Cathy has copied all presentations to a CD & each registrant will receive 1 in their registration packet; Cathy has also made 25 hard copies of presentation materials to be distributed to participants in each session with course evaluation forms & speaker biographies to be used for introductory purposes
4. Debbie Shufelt prepared a detailed check list for session room monitors & these will be in session packets
5. Cathy will provide a list of speaker names & speaker fees to Kathy Skiera in advance of the conference so Kathy can prepare payment checks in advance; session room monitors will be responsible to pay speakers upon conclusion of each session

G. Other items:

1. extra rms: 5 held at Concourse; 13 held at Lowell Ctr: Rick will get this info out to all WSCPM people; Mark will work with Cathy & get this sent out to all Soc. Presidents
2. Lutfi's WI trivia game: put in all registration materials [Lutfi has the answer sheet!]; drawing for winners Tue. afternoon break
3. supplies may be (?) loaded from Mark's place Fri. evening; will let folks know if help needed

4. discussion concluded that training session drawing tickets will be handed out & collected as evaluations are turned in at the end of each session; have training session drawings at the Tues. 9:30am & 2:30 pm breaks [we will determine what / how many products are available for these drawings...]
5. Mark distributed updated draft (Apr, June, July) of conference Contact List; newer versions will be shared with Conf.Comm. members & registration table people at the beginning of conference so each person knows who to contact

H. Registration packet packing!

