

**AGIC 2024 Conference Committee Meeting Notes**  
**Thursday, July 18, 2024**  
**10:00 am**

**In Attendance:**

Kevin Blake  
Robert Bush  
John Danloe  
Samantha Dinning  
Sage Donaldson  
Nicole Funicello  
Teresa Gregory  
James Lambert  
Bill Nye  
Jennifer Psillas  
Steve Whitney  
Tisha Gonzales

**Committee coordination and meeting operation:**

- Past due –
  - Organize Conference Committee
- AGIC mentee volunteers –
  - Looking for ideas on how they can contribute
  - Probably will not be attending the conference
  - Potential work –
    - Post-conference tasks
    - If attending, they can help at the registration desk

**Action Items:**

Steve –

- Check with Kasey regarding the inability to share my screen for the meeting
- Organize conference committee

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

**Outreach Committee Report:**

- Will start doing more social media posts
- Will solicit committee chairs to update info for their committees to include better guidance for folks who may be interested in getting involved

**Action Items:**

None

**Budget:**

- No discussion

**Action Items:**

None

**Venue coordination:**

- A draft food & beverage menu has been created and circulated to the team for feedback
- The overflow hotel has been set at the Hampton Inn, which is the same as last year
  - The conference website needs to be updated to remove the Holiday Inn
- Due this month –
  - Review BEOs
- Past due –
  - Develop room layouts

**Action items:**

Steve –

- Contact Jami about removing the Holiday Inn from the website
- Develop room layouts
- 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:**

- Call for awards is open, and the deadline for nominations is July 30
- Daily attendee notices during the conference will be coordinated by Jen and Nicole
- Due this month –
  - Notification of –
    - Hotel room block expiration – August 2
    - Early-bird pricing expiration reminder – midnight July 26
    - Call for award nominations reminder – midnight July 30

**Action Items:**

Sage – Send out notification for the reminders, to AGIC-L and social media

### **Agenda & speaker coordination:**

- The agenda is being finalized, after reaching out to fill in some gaps
- Participants for the Tuesday lunch AGIC roundtable have been set, and they will be meeting to set the agenda
- The Iron Cartographer participants should be set by the end of the week
- Due this month –
  - Remind presenters to complete bio info
  - Solicit for workshop special software needs
  - Arrange for presentation computers
  - Assign session moderators

### **Action Items:**

Steve –

- Follow up on abstract & bio for keynote speakers
- Solicit for workshop special software needs
- Arrange for presentation computers
- Note to have microphones, and the sound system enabled in each breakout room

Jami –

- Remind presenters to complete bio info
- Assign session moderators

### **Exhibitor/sponsor participation:**

- Sponsors as of 07/17 -
  - Gold = 7
  - Silver = 4
  - Bronze = 3
  - Breakfast Sponsor = 1
  - Tony Gonzales Student Scholarship Sponsor = 1
  - Iron Cartographer Sponsor = 1
- Preparing to solicit for more sponsors
- Due this month –
  - Solicit for non-exhibitor sponsorship
  - Map exhibitor locations
  - Solicit for raffle donations

### **Action Items:**

John –

- Solicit for non-exhibitor sponsorship
- Map exhibitor locations
- Solicit for raffle donations

Steve – Get deadline for submitting booth layout and names

**Registration:**

- Due this month –
  - Assign registration desk timeslots

**Action Items:**

Teresa - Assign registration desk timeslots

**Maps & Apps Challenge:**

- Entries received so far –
  - Six submissions
  - Two requests for printing
- The conference logo is needed to update the Maps & Apps gallery
- If there are new logos for Iron Cartographer or new sponsor logos Shawny will need those as well
- Due this month –
  - Coordinate with website, to ensure links to materials are updated
  - Determine prizes

**Action Items:**

Jami – Send Shawny the conference logo

??? – Send Shawny any new logos for Iron Cartographer or new sponsor logos

Shawny –

- Coordinate with website, to ensure links to materials are updated
- Determine prizes

**Scholarships:**

- Due this month –
  - Award student scholarships (8/2)

**Action items:**

None

**Printing:**

- No discussion

**Action items:**

None

**Computer labs:**

- Due this month –
  - Gather software requirements from presenters

**Action items:**

Steve - Gather software requirements from presenters

Steve/John – Send configuration and collection schedule to the current users

**T-shirts:**

- No discussion

**Action items:**

None

**Order Materials:**

- Due this month –
  - Order all materials

**Action items:**

Steve/Jami – Order all materials

**Attendee Packet/Supplies:**

- The supplies inventory will take place at the conference, now and going forward
- Due this month –
  - Maps & Apps ballot -> online
  - Flyers - socials, dine around, etc.
  - Town info

**Action Items:**

Kevin – Get town info brochures from the Prescott Chamber of Commerce

Sage – Develop dine around flyer

**Social Events:**

- No discussion

**Action Items:**

None

**General:**

- Follow up on –
  - National winner of the ArcGIS Online student competition is from AZ, so it would be good have her attend and show off her work
    - Have them speak during one of the lunches
    - Or highlight their work if they don't attend
    - Or they can send a video
- Due this month –
  - Develop post-conference survey

**Action Items:**

Steve – Coordinate AZ AGO student competition winner