AGIC 2022 Conference Committee Meeting Notes
Thursday, December 16, 2022
10:00 am

In Attendance:
Brandon Barnett
Kevin Blake
John Danloe
Jami Dennis
Shawny Ekadis
Nicole Funicello
Teresa Gregory
Jason Howard
Shea Lemar
Jenna Leveille
Bill Nye
Jennifer Psillas
Aparna Thatte
Steve Whitney
Jeff Wilkerson
Troy Wiora

Committee coordination and meeting operation:
- Email has been sent to distribution list regarding committee member status.
- Request has been sent to Jenna to schedule the 2022 meetings.

Action Items:
Steve – Adjust committee membership as folks respond.
Jenna – Schedule the 2022 meetings.

Outreach Committee Report:
- AGIC YouTube channel.
  - All of the previous 2 conference presentations have been uploaded.
  - Content remains forever, if we choose.

Action Items:
None.

Budget:
- Meeting planner PO.
    - Need to check on 2022.
- Fees –
    - Raise attendance fees?
    - Raise sponsor fees?
    - Food & beverage cost increases.
        - Have received 2021 banquet menus, and they expect a slight increase for 2022.
        - Potential challenges –
            - Vegetarian options, overall.
            - Plated lunches.
- A full review of the 2022 costs is needed.
- Folks will probably be more acceptable to fee increases this year, then next.

Action Items:
Steve – Make first pass at summarizing 2022 costs.

Jenna – Check on 2022 PO for the meeting planner.

Venue coordination:
- Contract has been finalized, with some increased costs, e.g. service charge has gone from 20% to 24%, guest rooms will be $138.

Action items:
None.

Website:
- What work will need to be done?
    - Domain name renewal?
        - Jenna will check on this, and it makes sense to run it through the AGIC website.
    - Need to consider changes due to an in-person event.
    - Will need to train additional folks on Cvent.

Action Items:
Jenna – Check on domain name renewal/transfer.

Agenda & speaker coordination:
- Do we want to follow the 2019 format? -> Yes, but take a look at the past survey/attendance to see if there were any issues with this.
  - First day, sessions only.
  - Second day, conference opening.
- Keynote speaker(s).
  - Assuming that Lisa Atkins will be one, again. -> Yes.
  - A list of potential keynotes speakers, from past meetings, will be distributed.

Action Items:
Steve – Provide list of opening keynote speakers.

Exhibitor/sponsor participation:
- Work to optimize Cvent for communications, planning, etc.
- Find out if previous event settings can be ported to a new event.

Action Items:
Steve – Work with meeting planners on the expo company contract.

Materials and mail-outs:
- No discussion.

Action Items:
None.

Registration:
- No discussion.

Action Items:
None.

Maps & Apps Challenge:
- Setting up the Hub site with past winners.
- Will use the Hub site for voting again.

Action Items:
None.

Awards:
- No discussion.

   Action items:
   None.

Printing:
- No discussion.

   Action items:
   None.

Computer labs:
- Pima will supply its lab.
- Reach out to TeachMeGIS first?

   Action items:
   Jami(?) – Contact TeachMeGIS.

Conference program:
- Will we go back to a printed program?
  - Start with contacting A&E to see if they are willing to do as they have in the past.
  - This would be the year to eliminate it.
  - We have to build it in Cvent anyway.
  - Could provide a at-a-glance hardcopy.

   Action items:
   Steve – Contact A&E regarding program printing.

T-shirts:
- Continue to have folks order them online?
  - Would save us some costs, but how would folks feel about this?
  - We could do both.
- Do we need others to get involved in the contest/design/logistics?

   Action items:
   None.

Attendee Packet:
- Mobile app will be through Cvent.

Action Items:
None.

Social Events:
- Wednesday evening Maps & Apps social? -> Yes
- Friday afternoon kayaking? -> Yes

Action Items:
None.

General:
- Need to communicate clearly that attendees provide contact info for receiving changes to the program(s), and two-tier authentication when using Cvent.

Action Items:
None.