AGIC 2022 Conference Committee Meeting Notes
Thursday, August 18, 2022
10:00 am

In Attendance:
Brandon Barnett
Kevin Blake
Robert Bush
John Danloe
Jami Dennis
Sage Donaldson
Shawny Ekadis
Nicole Funicello
James Lambert
Shea Lemar
Jennifer Psillas
Morgan Temperly
Steve Whitney
Jeff Wilkerson
Troy Wiora
Mariah Modson

Committee coordination and meeting operation:
- No discussion

Action Items:
None

Outreach Committee Report:
- No discussion

Action Items:
None

Budget:
- No discussion

Action Items:
None

Venue coordination:
- Meal counts are due Friday 8/19
- Awaiting the BEOs from the venue

Action items:
None

Cvent Coordination:
- No discussion

Action items:
None

Website:
- Email went out to all registered attendees regarding the COVID precautions – this is also posted on the website
- Sponsor logos have been added to the main page of the website
- Nicole is working on the Attendee Hub – which is both a website and the mobile app. Attendees will login here to see the full agenda and can set up their own personal agenda as well
- Menu details are posted
- Mobile app is ready to go, so check it out and provide any feedback to Nicole

Action Items:
None

Agenda & speaker coordination:
- Session moderators have been assigned
- Refer folks to the PDF version of the agenda for sessions
- Agenda is pretty much complete and on the website
- Speakers have received emails with details on how to access the Speaker Resource center and their assigned tasks (register for conference, add bio/update profile on website, and upload presentation files)

Action Items:
None

Exhibitor/sponsor participation:
- Solicit for raffle donations –
    - Check in on-site as well
- Meal preference will be confirmed

Action Items:
None

Materials and mail-outs:
- No discussion

Action Items:
None

Registration:
- No discussion

Action Items:
None

Maps & Apps Challenge:
- Deadline is Friday the 19th
- Mobile app coordination is good
- 25 applications, but only one student entry
- Map printing for those that will not be at the conference, e.g. 13+
    - Robert will coordinate with Shawny

Action Items:
None

Awards:
- Lane Award order has been made and PO issued
    - Finalized verbiage has been provided to them

Action items:
None

Printing:
- What do we need help with printing?
  - At-a-glance agenda – Kevin (275)
  - Raffle "card" – John (2 per sheet, for 275)
  - Mobile app flyer – not sure we need one? -> No, but we will have a poster
  - COVID info – flyer at the registration desk
  - Kayaking flyer – no need for one, and a Cvent notice will go out
  - Trivia – Jen

Action items:
None

Computer labs:
- No discussion

Action items:
None

Conference program:
- No discussion

Action items:
None

T-shirts:
- No discussion

Action items:
None

Attendee Packet:
- Prescott info brochure (for registration desk) - done
- Who is going to be there by 3pm Monday to assist with bag stuffing, name badge assembly, and such?
    - Robert
    - Jen
    - Shawny
    - Jeff
    - John
    - Jami?

Action Items:
None

Social Events:
- Trivia prizes? -> we believe that we have them

Action Items:
None

General:
- No discussion

Action Items:
None