



Conference Planning Committee

August 12, 2021

Apple Valley Municipal Center and virtual via Zoom

In-person attendance: Matt Saam, John Mazzitello, Nick Egger, Eric Nelson, Luke Lortie, Mary Detloff

Virtual attendance: Jessa Trboevich, Chris Petree, Sara Flagstad, Bev Farraher, Cristina Mlejnek, Tom Thompson, Bridget Rief, April Crockett, Anna Bessel, Mike Marti

Minutes taken by: Mary Detloff, Crescendo Consulting Solutions – Conference Planning Consultant

1. Finalize Fall Conference Program

a. Speaker Info & Session Descriptions

All sessions were reviewed and confirmed. Those serving as moderators are asked to submit speaker information and session descriptions to Mary by August 16. Link to gather and submit information: <https://forms.gle/VBapYFgyGzeZTh7h6>.

b. Confirm Session Moderators

Moderators were confirmed for all conference sessions.

c. Select Keynote Presenter

After some discussion, Dr. Abdul Omari was selected as the keynote presenter for the fall conference. Heide Stefanishyn-Piper will be considered as a keynote presenter for the spring 2022 conference. Mary will connect with Heide to confirm her interest and availability to speak at that time.

d. Speaker Gifts – dry bags

A surplus of dry bags are still on hand to use as speaker gifts.

2. Review Conference Budget

An anticipated budget for the fall conference was shared with the committee.

Mary will follow up with MnDOT regarding their usual level of AV support for the conference. If MnDOT personnel are not permitted to help due to MnDOT health policy, we will need to make other arrangements. Mary will connect with Earle Brown to learn what additional costs would be if AV support usually provided by MnDOT is not available this year and is transitioned to Earle Brown.

3. Conference Materials: hard copy, electronic, mix, both

To save funds and reduce the amount of paper distributed at the conference, handouts and copies of slide decks will be made available to attendees electronically. The use of a Google Drive folder worked well for the spring conference so will be utilized again. Hard copies of a conference schedule and attendee list will be available upon check in. Attendees will be encouraged to print and bring hard copies of electronic handouts if they wish to have them available in hard copy form at the conference. A few hard copies of handouts may be available at the conference but not enough for all attendees.

4. Finalize Exhibit Layout, Timing

Mary has reached out to Earle Brown several times to discuss exhibit hall layout options. Earle Brown staff has not yet had an opportunity to review options and provide input; Mary will continue to follow up.

5. Preview of Conference Brochure Cover and Registration Program

The conference brochure cover, incorporating the selected image of a footbridge and yellow leaves on trees, was shared with the committee. A preview of the new registration program was also shared.

6. Other Outstanding Details

An extra committee meeting to discuss continuing to pursue an in-person conference or switch to virtual will be scheduled for early September. Mary will keep committee chairs apprised of health-related developments we should consider throughout the fall.