



Conference Planning Committee Meeting #1

January 25, 2022 | 11:00 am – 1:30 pm
WSB, 540 Gateway Blvd, Burnsville

Zoom: <https://us02web.zoom.us/j/89617488978?pwd=dEgvcWgzZWozZHDyVWpxY1dYYnZhQT09>
Meeting ID: 896 1748 8978
Passcode: 715945

AGENDA

1. Introductions; Review of planning process, timeline and [committee roster](#)
2. Review 2022 Conference Planning Committee goals:
 - a. Hold two great conferences for our chapter members that provide educational, skill-building (technical, leadership & DEI) and networking opportunities for all.
 - b. Further expand on the exhibitor/sponsor space available at the Fall Conference; review alternate locations for the Fall Conference.
3. Review most recent conference evaluations
 - a. [Spring 2021 Virtual Conference](#)
 - b. [Fall 2021 Conference](#) (FYI as additional resource)
4. Confirm spring conference overall format and schedule
5. Review/brainstorm potential conference session topics (spring conference primary focus on management/leadership)
 - a. [Master topic list](#)
 - b. Most recent: [Fall 2021 Conference session topic submissions](#), [Fall 2021 Conference Call for Presentations responses](#) and [Spring 2021 conference survey](#) ideas
6. Review of APWA national, APWA-MN committees/groups with involvement in the spring conference
7. [Draft conference program](#)
8. Committee members to follow up on identified session topics, presenters
9. Action items summary
10. Next Meeting: February 14, 2022, 11am – 1:30pm, WSB Burnsville or Virtual via Zoom

APWA-MN 2022 Spring Conference Planning Timeline and Details



Committee Meetings

Tuesday, Jan. 25 (in person with virtual option)
Monday, Feb. 14 (in person with virtual option)
Thursday, Feb. 24 (in person with virtual option)
Tuesday, March 8 (in person with virtual option)

Conference Details

May 11 – 13, 2022
Grand View Lodge, Nisswa

Committee meetings are scheduled from 11 am – 1:30 pm at the office of WSB, 540 Gateway Blvd. in Burnsville with a Zoom option available.

Conference Planning Timeline and Important Dates

March 1 – Session topics, presenters and moderators finalized
March 10-21 – Registration opens
May 11-13 - Conference

Meeting 1 Agenda (January 25)

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Meeting 2 Agenda (February 14)

1. Committee member sharing of updates on identified session topics and presenters
 - a. Determine viability of topics, next steps, gaps still to fill
2. Review preliminary conference agenda, brochure layout
3. Discuss food options
4. Final fall conference financial overview and budget
5. Other
6. Action items summary

Meeting 3 Agenda (February 24)

1. Final confirmation of session titles, topics and descriptions; presenters; moderators
2. Determine registration fees
3. Preliminary draft budget
4. Speaker gifts
5. Determine AV assistance needed
6. Other
7. Action items summary

Meeting 4 Agenda (March 8) – *Held if needed*

1. Finalize any outstanding conference planning details; specific agenda TBD