



Conference Planning Committee Meeting #3 August 9, 2023

In-Person Attendance: Matt Saam, Jupe Hale, Jeannine Clancy, Mike Marti, Cristina Mlejnek, Jessa Trbojevich, Chris LaBounty, Heidi Hamilton, John Powell, Nina Stanley, Toby Muse, Mary Detloff

Virtual Attendance: Eric Nelson, John Mazzitello, Luke Lortie, Chris Petree, Bev Farraher, Tom Thompson

1. Confirmation of Session Topics, Presenters, Moderators

Most of the meeting was spent reviewing the draft conference schedule and adding/updating sessions, presenters and moderators.

Committee members are asked to send all session and presenter information to Mary by August 25. This includes session descriptions and/or presenter name, title, organization, email, brief bio, and cell phone number if known.

2. Review of Preliminary Draft Budget

The committee reviewed the preliminary draft fall conference budget and made a few modifications.

- a. Jeannine will follow up on the MCES sponsorship.
- b. The non-member registration fee was raised from \$400 to \$425. The member registration fee and exhibitor registration fees will remain the same.
- c. Luke and April are asked to check with MnDOT State Aid to see if they are interested in supporting the chapter via sponsorship since MnDOT has assisted the chapter with AV services at the fall conference in the past.

3. Select Organization to Support as Speaker Gift

Two organizations will each receive a \$500 donation: Engineers Without Borders and an SMSC food bank or similar SMSC organization.

4. Follow Up on Previous Action Items

- a. Jupe/Matt: Committee interest in sharing an exhibit booth -
- b. M&SE Committee: Thursday evening activity – A bags tournament on-site at Mystic is being pursued as the Thursday evening activity. More information will be shared as it becomes available.

5. Exhibit Hall

Mary is working with Mystic and Chrom on exhibit hall details to maximize the number of booths while also having sufficient space for food and networking. Preliminary estimates show between 56-64 booth spaces available plus food and networking space.

6. Next Meeting (if needed): Tuesday, Sept. 5, WSB in Golden Valley

For the time being, this meeting will remain on the calendar. If the committee does not need to meet, notification will be sent closer to the Sept. 5 meeting date.