

**PDC Steering Committee
Meeting Minutes
February 3, 2004**

Attendees: Walt Darling, Don Wilson, Scott Alisoglu, Randy Tongier

Absent: Tom Clevenger, Randy Bailes, Rhonda Mings

The meeting took place at the Capital Plaza Hotel restaurant. Scott handed out the agenda, proposed budget, and PDC class schedule.

PDC Budget and Registration Fees

Scott presented the estimated budget to the members present, and with the exception of a few notes to make some minor adjustments (such as room rental), it was accepted as reasonable. Walt did note that \$6,000 is a sizeable chunk of sponsorship money, but was certainly reachable. Scott will review the cost estimate for handouts (packets).

The registration fees will be recommended as follows: Members (\$200), Non-members (\$250), with \$20 discounts for early registration (April 1).

Speakers

A spot needs to be filled for the GASB Update breakout session. Scott will contact the Mid-Missouri chapter for speaker referrals.

Based on Don's recommendation, it was decided to substitute the Global Economics breakout session for the morning of Day 1 with a session on the new Check 21 law. Randy Tongier was assigned the task of setting up the session (securing the speaker, etc) and coordinate it with the Day 2 general session on the USD 501 Check Scam (which will probably be renamed as something more generally applicable to protecting agencies from check fraud). Randy may have the person from the Check 21 session sit on the Check Scam panel.

SESSION UPDATE FROM RANDY TONGIER (2/7): She session on Global Economics was replaced with a session on Check 21. I'm to see if I can get a representative of the banking industry as speaker for that one. Walt is to e-mail me contact info for UMB Bank. I'm also to get speakers (one representative of the banking industry and one representative financial manager from a city/county) to join me as panelists for the Friday afternoon session "Protecting Your Organization from Check Fraud, Including Lessons from the Topeka School District Check Fraud Experience."

FROM WALT (2/7): My contact is

Ron Sager, Senior Vice President
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Please keep in mind that UMB Bank has been a frequent sponsor of AGA PDC's. We should work their providing a speaker into the framework of part of this year's sponsorship. Perhaps the other part would be a \$1,000 cash contribution. I believe they will be interested in providing a contribution since we would be putting their bank up on the stage - a very high profile. Ron is high enough to make the decision on the contribution, but the Bank has a committee he will have to work through. He will need as much lead time as possible.

The third breakout session on the morning of Day 2 has been eliminated. There will be only two breakout sessions during that period.

Scott indicated that the Ethics breakout session (Day 1 afternoon) and HR breakout session (Day 1 morning) still need to be filled. NOTE: Since that time, Scott has received confirmation from Bernie Hayen (City of Manhattan) to be the speaker for the ethics session. Scott also contacted Allyson Cristman (Target) regarding the HR session, which will most like deal with Cultural Diversity in the workplace. Allyson is current checking her schedule and discussing with her boss.

Subcommittee Reports

Scott will follow up with Rhonda Mings regarding progress on sponsorships. The importance of Rhonda contacting ERP vendors for sponsorship was also mentioned.

Discussion took place about speaker and attendee gifts (Walt is in charge of it). Walt also indicated that he is in process of contacting speakers for the CGFM breakout session (Day 1 afternoon) and National AGA presentation (Day 1 morning welcome).

Don reported that he signed the room contract with the Holidome. Don also indicated that renting A/V equipment from the hotel is fairly expensive. All members with speaker assignments must coordinate with Don on equipment needs, etc.

FACILITY UPDATE FROM DON (2/7): Contract for block of 15 rooms each night (Wednesday and Thursday) is now being resent to Don for signing as previously mailed contract was lost by hotel. Should be signed on 2/7 and will be hand-delivered to hotel that week. All meeting rooms needed by AGC are reserved

and cost will be \$250 per day for all rooms: Salons A, B and C, Topeka Room and Shawnee Room. A/V costs could be higher than last year if we must rent projectors for powerpoint presentations, etc. Was some talk about who might be willing to loan equipment for us to use. Cost will be \$300 - \$350 per machine/per day. Hospitality room is free and AGA can bring in its own drinks and treats without involving hotel as long as it remains in the room. Reception will have to be handled by hotel. Cost of hotel food is higher this year. Based on last year's menus/experience breaks will run approximately \$750 each, luncheons about \$1400+ based on 100 people, reception \$550. Cost of hospitality items not known by me. Cost figures include gratuity (18%) and sales tax (7+%). Most facilities actions are now on hold pending finalization of program speakers and getting in headcount and participant interest in sessions to be attended. Hopefully early registration deadline can be one month prior to PDC at the latest to allow us to meet hotel deadlines for food orders, room scheduling and arrangements.

An assignment still needs to be made for the hospitality room and entertainment. It has yet to be determined whether we will have evening entertainment this year. Walt will notify the Blind Tiger about Keg prices.

Other

Walt will e-mail Scott the form for the fold-out conference flier.

Walt will notify Nickie Roberts about PDC registration. Nickie Roberts Debby Fitzhugh will also need to be available for registration.

Scott will deal with the CPE form (Walt will assist).