

Minutes
AGA- Topeka Chapter
2007 PDC Planning Committee Meeting
Celtic Fox, Topeka, Kansas
January 4, 2007, 11:30 a.m.

COMMITTEE MEMBERS PRESENT

Scott Alisoglu, Brandi Baer, Randy Bailes, Walt Darling, Nickie Roberts, Sabrina Wells, Don Wilson

COMMITTEE MEMBERS ABSENT: Shirley Moses, Debbie White

Minutes from the November 28, 2006 PDC Committee meeting were unavailable. They will be made available to committee members, for approval, at a later date.

PROGRAM FORMAT – Scott provided members with a copy of the final version of the conference schedule. All speakers have been contacted and dates and times confirmed. There was discussion about the number of CPEs provided. The total number is 14.4. One last detail will involve the timing of the presentations on Friday, March 9. Randy said that he would confirm when Mark Dick would be giving his presentation. It is possible that the presentation by Post Audit will be moved to another time slot. This will be confirmed and then Scott will give a final draft to Sabrina.

UPDATE ON CONFERENCE GIVEAWAYS: Brandi reported that all had been ordered. Sling packs had arrived and are at her home. They are black and charcoal. Click-it stress relievers were ordered and will ship today. Legal pads are in. Pens have been ordered. There are plenty of lanyards left over from last year that will be used for the 2007 PDC. Sabrina asked about name tags. Pouches that attach to the lanyards are available from Office Max. May be possible to find a volunteer to print the names of attendees on the name tags. Committee was asked about tee shirts and use of slogan, “Enhancing Governmental Accountability.....” Group agreed to go with something humorous. Sabrina will work with local firm to have tee shirts produced in time for PDC.

PDC PROGRAM: Walt distributed copies of the DRAFT program that will be provided to each attendee. He will need biographies and photos from the speakers to include in the program. Committee members agreed to contact their assigned persons and have that information to Walt no later than January 20, 2007. Don asked that each member also find out from their person what type of equipment their person will need for their presentation – to include laptops, projectors, hand-outs? Assignment of persons is as follows: (see next page)

<u>Speaker</u>	<u>AGA Member Assigned to Them</u>
Jeffrey S. Hart	Brandi
Adrienne Edmondson	Sabrina
David R. Hancox	Scott
Cynthia La Framboise	Randy
Mark Dick	Randy
Randy Tongier (or rep.)	Scott
Mitch Holthus	Walt
Jeff White	Scott
Rob Weigand	Nickie
Bernie Hayen	Brandi

Committee members will contact their speakers, send to them the current bio that we have, and ask their speakers to make any changes or updates. Again, updated bios and photos will be provided to Walt by January 20, 2007. At that same time, send Don Wilson a list of equipment that your speaker will need for his or her presentation. Also inform the speaker that you would like to have any written materials that they wish to provide on their presentation, to you by March 5, 2007. This hopefully gives the speaker enough time to add any finishing touches to the presentation.

FINAL: BROCHURE Randy reported that he had not updated the last brochure because he didn't have ready access to Publisher Software. There was discussion about how the final brochure should differ from the first one that was mailed out and distributed. It was decided that since we now know the schedule, we will incorporate that schedule into the new program. Sabrina has access to Publisher and will revise the brochure and have that printed and ready to make available to prospective attendees by Wednesday, January 10, 2007. No pictures of Jeff White were available. It was suggested that a stick figure be included where a picture would normally be.

ACCOMMODATIONS: Don had talked with the catering manager, Rob Bergquist, for the Capitol Plaza Hotel. He was told that we had until February 27 to present our plans for a menu and room accommodations, to the hotel. Don has scheduled a meeting with Mr. Bergquist, for February 22, @ 1:00 p.m. He invited anyone who wanted to attend with him. At that time, they will firm up room arrangements, hospitality room arrangements and meal plans. Don gave Sabrina a list of the hotel menus to review prior to his February 2007 meeting with hotel personnel.

PDC EXPENDITURES TO-DATE: Sabrina provided a hand-out and asked members if there were any questions. The 2007 PDC Budget allows for expenditures totaling \$24,685. It was determined back in September 2006, that 90 attendees would allow the Topeka AGA Chapter to break-even in the hosting of the 2007 PDC. To-date, expenditures totaled \$2,947.83. The largest part of this total included \$2,450 for deposit costs for two speakers (Holthus and Edmondson). The financial success of the conference will depend on the number of registrants. Our goal for the 2007 PDC Conference is 120. No sponsors, thus far. The first tier on sponsor contact letters was mailed on December 14, 2006. Follow-up email was sent to these potential sponsors after December 25. Some had declined. Nickie and Sabrina will begin telephoning potential sponsors – following up on the letter and email that was sent to them the latter part of 2006.

Miscellaneous Discussion: Don indicated that we should meet after the early registration deadline (February 1) to get a firmer figure on the number of attendees. Scott also mentioned that committee membership should assume responsibility for seeing that we pique the interest of new people for this year's PDC. He stated that each should be personally responsible for recruiting new individuals and suggested that Sabrina assign organizations or governmental entities to individual committee members who can then assume the task of making contacts.

NEXT MEETING SCHEDULED FOR THURSDAY, FEBRUARY 8, 2007.

Site: Historical Museum (tentative)

Meeting was adjourned at 1:05 p.m.

Sabrina Wells also indicated that we should consider more coverage in the local newspaper. Closer to the event, we will ask that the meeting be advertised. Sabrina also suggested that we contact someone with the Topeka Capital Journal to perhaps obtain a feature story on our upcoming event. Mike Hall is the editorial page editor. Fred Johnson is the city editor. Sabrina agreed to make some contacts.

Michelle Ullom Scott Alisoglu reviewed briefly the terms of Topeka Chapter AGA's contract with Michelle Ullom. Members were informed that Michelle received a \$500 advance. She would immediately develop a contact list and begin mailing-out letters to solicit sponsors for the event. It was noted that there were basically three levels of sponsors: \$500 – guaranteed company logo in the program, \$1,000 – booth, \$2,000 – 15 -20 minute talks (these are limited).

Program Format: Sabrina noted that this was under revision to include those speakers who had recently agreed to talk. This is in the final stages.

Program Give-Aways: Nickie Roberts provided some samples. Sabrina indicated that she would order three gifts: (1) a slingpack sports bag, (2) 24-link KLIXX, and (3) tee shirts with the logo and slogan. Brandi suggested that we provide pens and papers to attendees. It was agreed that we would look into this. Brandi also noted that she had a discount for our next order with Imprint. She was going to try to find this.

Assigned "Buddies" for Guest Speakers It was agreed that we should stay in touch with our Program speakers in the upcoming months to ensure that they have all that they need and that they are available when the PDC arrives. Walt will keep in touch with Mitch Holthus, Scott with Jeff White and David Cox, Brandi with Bernie Hayen, Randy with Mark Dick and Shelly Hammond of Allen, Gibbs & Houlik, L.C., and Sabrina with Adrienne Edmondson and Rob Weigand. After review of those speakers who will round-out the conference, Nickie will be assigned to keep in frequent contact with those not yet assigned.

There was also brief discussion about favors that could be provided to attendees. Walt agreed to

Email to Sabrina, with a company contact for mugs and glassware that could be imprinted with the AGA logo. Nickie Roberts also suggested some items that could be ordered as gifts. It was agreed by all that the items should be useful.

Miscellaneous Discussion Scott noted that it was important for committee members to follow-through with their assignments. Otherwise, we are meeting for nothing and will not progress. It was discussed whether or not a November meeting would be necessary. Sabrina commented that the contract with Michelle Ullom requires her to meet with us on November 28 to give a status report on sponsors. Therefore, it was decided that we would indeed meet. Sabrina also agreed to keep in touch with members in the following weeks to ensure that assignments were being carried-out.

The meeting was ADJOURNED at 1:10 p.m.

NEXT MEETING, TUESDAY, NOVEMBER 28, 12 NOON, Capitol Plaza Hotel – Topeka.