

**AMATYC Executive Board Meeting  
Conference Call  
Thursday, July 12, 2018**

The meeting was called to order at 2:05 pm EDT by President Jim Ham. The following members of the Executive Board were present:

Jim Ham	President	Nancy J. Rivers	Southeast Vice President
Jane Tanner	Past President	Eric Matsuoka	West Vice President
Kate Kozak	President-Elect	Rochelle Beatty	Central Vice President
Behnaz Rouhani	Secretary	Sarah Pauley	Northwest Vice President
David Tannor	Treasurer		
Sophia Georgiakaki	Northeast Vice President		
Dan Fahringer	Mid-Atlantic Vice President		

Also present were: Keven Dockter, Conference Coordinator; and Anne Dudley, Executive Director. President Ham reviewed the rules of conduct.

**Motion:** Approve the meeting’s Rules of Conduct. (Attachment A)  
Made by Sophia Georgiakaki and seconded by Sarah Pauley.

**Motion approved**

**Motion:** Approve the Agenda provided on the previous pages. (Attachment B)  
Made by Sophia Georgiakaki and seconded by Dan Fahringer.

**Motion approved**

**NEW BUSINESS**

The 2024 Site Selection Report was received and reviewed. (Attachment C)

**Motion:** That negotiations for site of the 2024 AMATYC conference begin with the meeting facilities (cities and sites) ranked as follows:

1. Atlanta Hilton
2. Orlando Hilton Buena Vista Palace
3. Atlanta Marriott Marquis

Made by Kate Kozak and seconded by Nancy Rivers.

**Motion approved**

**Motion:** That if the Atlanta Hilton is ranked first for the location of the 2024 conference, negotiations for the site of the 2026 AMATYC conference begin with the meeting facilities (cities and sites) ranked as follows:

1. Orlando Hilton Buena Vista Palace
2. Washington Hilton

Made by Kate Kozak and seconded by Sophia Georgiakaki.

**Motion approved**

**EXECUTIVE SESSION**

**The Board went into Executive Session at 2:55 pm. EDT** Keven Dockter and Anne Dudley were asked to stay for the Executive Session.

**The Board exited the Executive Session at 3:09 pm. EDT.** At that time Secretary Rouhani reported out the following:

- The Board made the following appointment pending membership verification:

- Nathalie Vega-Rhodes of Lone Star College – Kingwood ([Nathalie.m.vega-rhodes@lonestar.edu](mailto:Nathalie.m.vega-rhodes@lonestar.edu)), AMATYC Assistant Conference Coordinator for the term beginning January 1, 2019 and ending December 31, 2021.
- The Board approved backpay for two of the staff members.

**Motion:** That the SBM 2018 minutes be updated as indicated on the attachment. (Minutes are posted to the website)  
 Made by Behnaz Rouhani and seconded by Nancy Rivers.

**Motion approved**

**Motion:** That the Board approve AMATYC funding of the 2018 Student Research League awards.  
 Made by Jane Tanner and seconded by Rochelle Beatty.

**Motion approved**

**Motion:** Effective at the end of the 2018 Summer Conference Call that the new AMATYC Executive Board Meeting Motion form be used for all AMATYC Executive Board meetings. (Attachment D)  
 Made by Dan Fahringer and seconded by Kate Kozak.

**Motion approved**

**DISCUSSION**

**Advertising Chair Search**

There is going to be a vacancy in the position on January, 1, 2019. Nancy Rivers will spearhead this search and the following members will serve on this committee: Sarah Pauley, Keven Dockter, and Dan Fahringer. Nathalie Vega-Rhodes will be asked to serve on this committee as well. The search will occur over the next several months.

**Presider Chair Position and Search**

There will be a vacancy in the position on January, 1, 2019. There was a discussion whether to continue the practice of having presidors for concurrent session at the conference. The consensus was to continue with presidors as this is a way for some members to get funding to attend conferences. To that end, the search for Presider Chair will take place and the Advertising Search Committee will take care of this search. The search will occur over the next several months.

**ITLC Position Statement on Technology Use**

Discussed the revised position statement on Technology Use. It was determined that the revisions were minor. Sophia Georgiakaki will send the position statement to Wendi Morrison, the AMATYC Editing Director, for review.

**ITLC Position Statement on Distance Education**

Discussed the revised position statement on Distance Education. It was determined that the revision was significant, and it should go through the position statement review cycle. Sophia Georgiakaki will convey this decision to the committee chair.

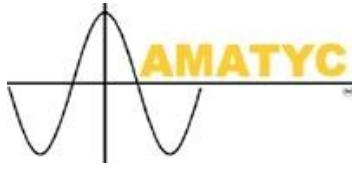
Meeting adjourned at 4:06 pm. EDT

Behnaz Rouhani, Secretary 2018-2019  
 Date: July 12, 2018

Jim Ham, President 2018-2019  
 Date: July 12, 2018

**ATTACHMENTS**

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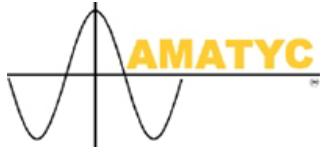
**ATTACHMENT A – Rules of Conduct****AMATYC Spring Board Meeting  
July 12, 2018 2-4 pm (EDT) ZOOM Conference Call**

- A. Robert's Rules of Order are used. The parliamentarian is **Dan Fahringer**.
- B. The following time limits will be applied unless otherwise noted:
  - Reports (R) - 5 minutes
  - Discussion items (D) – 10 minutes
  - Motions involving discussion (M) – 15 minutes

Times on individual items may be extended by a majority vote of the Board. Some items in the agenda may have different values assigned than listed here. The timekeeper is **Sarah Pauley**.

- C. No speaker may speak on a motion more than two times, and this will be monitored by the Parliamentarian. Members are encouraged to display the "thumbs up" or "thumbs down" signs rather than to use their speaking times to echo comments previously expressed. Order of speakers is not guaranteed and may be changed at the option of the Chair.
- D. Professional decorum is expected at all times during the board meeting. The chair shall interrupt and rule a speaker out of order, if appropriate. **Please mute your microphone if there is background noise.** Refrain from computer use other than board business.
- E. Draft minutes will be available electronically soon after the call. Everyone is encouraged to review the minutes and send suggested edits to Behnaz. An email motion to approve the minutes will be initiated after the minutes have been reviewed and revised.

**ATTACHMENT B – Order of Business**



**Order of Business – Meeting Agenda  
 AMATYC Executive Board  
 Summer Conference Call, 2018  
 Thursday, July 12, 2018, 2-4 pm (EDT)**

Page	Agenda Item	Who?	Notes
	Call to Order	Ham	
3	Rules of Conduct		
4	<b>(M) Adopt Rules of Conduct</b>		
5	Order of Business		
6	<b>(M) Adopt Order of Business</b>		
<b>New Business: 2024 Site Selection</b>			
7-21	(R) 2024 Site Selection Report	Kozak, Dockter	
22-23	<b>(M) 2024 Conference Site Ranking (PPM 8.1.1)</b>	Kozak, Dockter	
23a-b	<b>(M) 2026 Conference Site Ranking</b>	Kozak, Dockter	*Dropbox
<b>Executive Session</b>			
24	<b>(M) Assistant Conference Coordinator Appointment</b>	Rivers, Committee	
25	<b>(M) Staff Back Pay</b>	Dudley	
<b>New Business: Other</b>			
26-112	<b>(M) Updating the 2018 SBM Minutes</b>	Rouhani	
113	<b>(M) Funding the SRL in 2018</b>	Ham	
114-117	<b>(M) Motion Form</b>	Fahringer	
118	<b>(M) Eliminating the Email Motion Policy (PPM 5.1.3)</b>	Fahringer	
<b>Discussion Items</b>			
143	(D) Advertising Chair Search	Ham, Rivers	
143	(D) Presider Chair Position and Search	Ham	
119-122	(D) ITLC Position Statement, Distance Education	Georgiakaki	
123-125	(D) ITLC Position Statement, Technology Use	Georgiakaki	
<b>New Business: Other</b>			
126-127	<b>(M) Tips Reimbursement (PPM 6.10.2)</b>	Fahringer, Oaks	
128-129	<b>(M) Equity Committee Description (PPM 9.6.9)</b>	Oaks/ Zak	
130-139	<b>(M) Duties of the Professional Development Coordinator (PPM 11.1.2)</b>	Oaks	
140-142	<b>(M) New Webinar Coordinator Position (PPM 11.1.5)</b>	Oaks	
<b>Discussion Items *</b>			
143	(D) Updating Rule of Conduct	Rouhani, Fahringer	
143	(D) Creating Fundraising Ideas	Tanner, Oaks, Rivers	
143	(D) Position Statement Review Cycle Process	Ham, Kozak	
145-149	(D) Conference Coordinator Transition Plan(s)	Dudley, Committee	
144	(D) AMATYC-sponsored PD courses	Oaks	
144	(D) Conference Committee Members Presenting	Ham	
<b>Announcements</b>			
	2018 Cohort 15 ACCCESS Fellows		*Dropbox
	Other		
<b>Motion to Adjourn</b>			
150	<b>(M) Motion to Adjourn</b>	Fahringer	

\*See Dropbox Folder, Files Added after June 28, 2018

## **ATTACHMENT C – 2024 Site Selection Report**

### **AMATYC 2024 Site Visit – General Report**

**May 21 – 24, 2018; Dockter, Kozak**

#### **General Purpose of Site Visits**

The general purpose of visiting various cities and hotels is to determine first-hand whether or not those facilities are capable of hosting the AMATYC conference. First, we need the necessary space to effectively carry out our educational program. Once it is determined that the sites have the needed space we can then compare other items such as restaurants and attractions nearby and the costs of hosting a conference in a particular location.

#### **Locations**

Three locations consisting of five hotels were sited: the Washington Hilton in Washington, DC; Hyatt Regency, Marriott Marquis, and Hilton in downtown Atlanta; and the Hilton Orlando Buena Vista Palace Disney Springs Area in Orlando. After visiting the three sites,

- All have sufficient space to host the conference.
- Adequate hotel guest rooms and meeting space was found in all properties.
- All had appropriate hallway space and sitting areas to encourage networking and conversation between attendees.

The three locations each had their own strengths and weaknesses but all could host a very successful conference.

**AMATYC has held its annual conference in Washington, DC (2008), Atlanta (1997), and Orlando (2002, 2018). Except for much of the layout of the 1997 conference meeting space at the Atlanta Hyatt Regency, the downtown Atlanta area is vastly different now. The Washington Hilton has been completely renovated and the Orlando Hilton is a hotel that has never hosted the AMATYC conference. The real question is what will draw a large attendance and be the best business decision. It may be wise to book more than one year to obtain the best for the organization.**

#### **Property Information**

<b>Property</b>	<b>Washington Hilton Washington, DC</b>	<b>Hilton Orlando Buena Vista Palace Disney Springs™ Area</b>	<b>Marriott Marquis Atlanta Atlanta, GA</b>
<b>Hotel Characteristics</b>	1104 guest rooms with many suites 110,000 square feet of meeting space	1011 guest rooms with many suites 108,000 square feet of meeting space; 3 ballrooms; 42 breakout rooms; 23,016 square feet of exhibit space; official WDW hotel	1663 guest rooms with 90 suites including 6 Presidential Suites. 54 breakout rooms, 160,000 square feet of meeting space
<b>Guest Rooms and Condition of Property</b>	Average-sized, modern rooms. All have flat screen TV's, desk, coffee maker, safe and robes. Internet would be included in this and the other hotels.  Executive Lounge, on main floor, available with continental breakfast, evening hors d'oeuvres and variety of beverages.	Rooms have WiFi, LCD TV, mini-refrigerator, safe, hair dryer, and tea and coffee making facilities. Most rooms have a private balcony with two chairs and small table. Rooms are very large; 65% are Queen-Queen rooms. Sink and vanities are separate from shower. 14 parlor suites are available.	Large rooms with floor to ceiling windows. All have large flat screen TVs, desk, coffee maker, and safe. Rooms are very bright and have luggage storage next to each bed.  Concierge Lounge level available and offers complimentary hot breakfast, afternoon hors d'oeuvres and a variety of beverage options

<b>Property</b>	<b>Washington Hilton Washington, DC</b>	<b>Hilton Orlando Buena Vista Palace Disney Springs™ Area</b>	<b>Marriott Marquis Atlanta Atlanta, GA</b>
<b>Restaurants</b>	Onsite: McClellan's Sports Bar – features draft and bottled beer, burgers, pizza, steak Open 5 pm – 1 am weekdays; 11 am – 1 am weekends.  Sidecar – Located in the Hilton lobby. Local dishes, small plates, flatbreads, complimentary Wi-Fi. Open 11:30 am – 7 pm weekdays; 5 pm – 12 am weekends.  Coffee Bean & Tea Leaf – hot or iced coffee, loose-leaf tea, pastries and sandwiches. Free Wi-Fi. Open 5:30 am – 6 pm	Onsite: Letterpress – print shop-style restaurant, American cuisine, character breakfast Sunday, open 7 am – 10 pm. Citrus 28 Market – gourmet café, Starbucks, grab & go, sandwiches, pizza; open 6 am – 11 pm Shades – poolside eatery; burgers, fries, wraps, craft beer, cocktails; open 11 am – 7 pm Sunnies – lounge, cocktails, local seasonal fare, open 3 pm – 1 am weekdays, 12 pm – 1 am weekends. Over 50 dining locations at nearby Disney Springs with 9000 – 10000 seats available.	Onsite: Sear - with sizzling fire-inspired steaks and succulent seafood. Open for breakfast, lunch and dinner. High Velocity – large sports bar open lunch & dinner Pulse – cocktail lounge and restaurant under the 50 foot, color-changing sail, open for dinner Sear Bar – cocktail lounge Starbucks – open breakfast, lunch, dinner M-Store – gifts, sundries, or grab & go items for breakfast, lunch, dinner.

	<p>Four Oaks Restaurant – handcrafted cocktails and American comfort food with a local twist. Open 6:30 am – 2:00 pm.</p> <p>Many nearby restaurants such as Ruth’s Chris Steakhouse, Raku, La Tomate, Nora, ...</p>		<p>100 restaurants within 15 minutes of the hotel such as White Oak Kitchen, Community Smith, Legal Sea Foods, Ray’s in the City</p>
<b>Services</b>	<p>Fitness room and Health Club (fee) with extensive equipment</p> <p>Seasonal outdoor pool</p> <p>On-site business center &amp; complimentary computer kiosk and print station</p> <p>Concierge, gift shop, car rental desk, convenience store on-site</p>	<p>Business Center (will match any rates); Express Mail; Notary Public; Office Rental; Photo Copying Service; Printer</p> <p>Car Rental Desk; Clothing Store; Concierge Desk</p> <p>Fitness room; very large pool with lazy river</p> <p>On-site car rental; complimentary bus service to Disney parks</p>	<p>Fitness center – cardiovascular equipment, free weights, open 24/7</p> <p>indoor/outdoor pool, steam room</p> <p>The Spa – fee based, appointment required</p> <p>Full service concierge service, valet/laundry service</p> <p>Full service business center</p>
<b>Meeting Space</b>	<p>AMATYC would occupy all the space at the Hilton. Space is stacked on 3 levels. Concern is the International Ballroom and the Hilton’s renting it out in the evening which may or may not cause AMATYC to have to move it AV adding labor costs. Would work on a 24 hour hold We can have our own AV company.</p> <p>Hotel owns the internet.</p>	<p>AMATYC would have ALL the meeting space at the Hilton Buena Vista Palace. There would be a lot of flexibility in setting up the conference. Meeting space is on two main levels and is well separated from the rest of the hotel so our members would only be seeing each other! Can bring in our own AV company. Rigging, electrical, internet is exclusive.</p> <p>WiFi bandwidth up to 1 gig</p>	<p>AMATYC would occupy the much of the space at the Marriott. Meeting space is stacked on 4 levels; we would use all except one ballroom. We could have our own AV company. Some directional signage would be needed to access the rooms off the main area. Lots of seating for networking.</p> <p>WiFi bandwidth to 2 gig, redundant system</p>
<b>Exhibits</b>	<p>Exhibits would be in the carpeted Columbia Exhibit Hall. It divides into 12 sections allowing exhibits to be set in 8 sections and the other 4 for breakouts. Posters in International Terrace. Commercial presentations in 3 rooms around the hall. Exhibit registration in same area.</p>	<p>Exhibits would fit very well in half of the Palm Event Center with Posters in the other half. The Palm Center has over 23,000 square feet of space. Exhibit registration could be set up in a corner of the Palm Center or in the hallway outside the Center.</p>	<p>Exhibits would be in the carpeted Marquis Ballroom or Imperial Ballroom. Approximately 17,000 sq ft, it has good access for loading. Posters would work well in the Marquis Foyer.</p>



Property	Washington Hilton Washington, DC	Hilton Orlando Buena Vista Palace Disney Springs™ Area	Marriott Marquis Atlanta Atlanta, GA
<b>Registration/ Storage</b>	Registration could be in the Terrace Foyer outside the Columbia Hall or the International Terrace outside the ballroom. Reg counters would be needed. Two small rooms outside of Columbia could be used for office space. Coat room nearby could be more storage.	Registration would be set up using the Citron Registration Counter with a few built counters across the hallway. Some storage in the reg counter and several rooms up 1 level in Tangerine rooms. With all the space we have some flexibility. Great office/storage in Tangerine 8 – 3 <sup>rd</sup> floor.	Registration could be set up in several different areas, the best may be in the Marquis Foyer using the built in Reg 2 counter with two offices nearby. We would need to use built reg counters. Hospitality could be located on International level near several meeting rooms.
<b>Coffee</b>	\$111/gallon plus 25% service charge and 10% sales tax.	\$92/gallon plus 23% service charge. AMATYC is tax-exempt in Florida.	\$97/gallon plus a 25% service charge and 8.9% sales tax.
<b>Special events</b>	Affiliate president’s lunch could be in Kalorama on the lobby level or Cabinet if we can pull the room off the program. ACCCESS would use Rock Creek on 1 <sup>st</sup> floor. Leadership reception in one of the same two rooms or one of new 1 <sup>st</sup> floor rooms. Bag stuffing on Concourse level in Cabinet. Hospitality in Holmead on Lobby level.	Affiliate President’s lunch in 20 Seven, on the top floor! Leadership Reception in the same location. Both could be held in an outside space on Veranda. Bag Stuffing and ACCCESS in Areca very close to registration. Also, a large outdoor reception area on the pool deck.	Affiliate Presidents Luncheon and Leadership Reception could be held on the Pulse Loft, a unique area. Would need mics. Hospitality in International 1. ACCCESS in International B or C. Bag stuffing (M301) near office on registration level.
<b>Saturday breakfast</b>	International Ballroom Center. Would need to work hard to keep AV from needing to be moved.	Citron North/Center. This is the same location as Thursday’s general session so AV would not need to be moved. Could open Citron East & West for breakfast if more space is needed.	Marquis Ballroom. Would probably need a 3 <sup>rd</sup> large relay screen as the room is narrow and long; same location as the general session. Would not need to reset AV.
<b>Regional breakfasts or lunch and Delegate Assembly</b>	Very tight – IBR East, Center, & West, Georgetown, Jefferson, Lincoln, Monroe, and probably in Columbia Hall.  DA in Jefferson – need AV set, stage, etc.	Citron North, Center (add AV), East, West, Sabal D, Sabal B, Sabal F, Pindo. Or remove Citron Center to save on AV costs, and use different combinations of Sabal. Many options!	Marquis A, International Level 2/3, 4/5, 6/7, 8/9, A706/707, A703/704, and A601/602.  Delegate Assembly in Marquis A

<b>Board meeting</b>	Board meeting? Cabinet, or a room in Kalorama, in the Heights Executive meeting center. Small rooms.	Will provide executive chairs. Use Tangerine 5 with windows, near restrooms, and fairly quiet.	Will provide executive chairs in conference room, probably A705, a very nice room with windows, or A702.
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<b>Property</b>	<b>Washington Hilton Washington, DC</b>	<b>Hilton Orlando Buena Vista Palace Disney Springs™ Area</b>	<b>Marriott Marquis Atlanta Atlanta, GA</b>
<b>City and Area Attractions</b>	<p>Located near Dupont Circle, 4 blocks from Metro stop.</p> <p>Points of interest: National Zoo, Georgetown, Smithsonian Museums, National Mall, White House, Capitol, Arlington Cemetery, Kennedy Center for the Performing Arts, Embassy Row, etc.</p>	<p>Located close to Disney Springs, the Hilton Orlando Buena Vista is 5 miles from Magic Kingdom, 6 miles from SeaWorld, 9 miles from Universal Studios. Hotel offers a float lagoon, Disney character breakfast on Sundays, shuttles to Disney parks every 30 minutes, access to Disney golf courses, and Disney extra magic hours and fastpass+ service. Near outlet malls, etc.</p>	<p>Located in downtown Atlanta. City has “ambassadors” on the streets to provide directions, maps, or to accompany you if desired.</p> <p>Points of interest: Georgia Aquarium, World of Coca-Cola, CNN Center, Olympic Park, College Football Hall of Fame, Center for Civil and Human Rights, Georgia Dome, Martin Luther King Historical Center, Atlantic Station, Midtown, Mercedes-Benz Stadium, Zoo Atlanta, etc.</p> <p>Many of these are within a 5 to 15-minute walk of the hotels and are also accessible by the Atlanta Streetcar.</p> <p>Also, Ponce City Market and Krog Street Market are within 2 miles.</p>
<b>Airport and Transportation</b>	<p>Washington National airport is 20 minutes away, Dulles International 40 minutes, and BWI is 60 minutes.</p> <p>Hotel is accessible by Metro from National Airport for \$4 and taxi for \$25. From Dulles</p>	<p>Orlando International Airport (MCO) is 20 to 30 minutes away (15 miles).</p> <p>Hotel is accessible by bus (\$21 one way) and taxi (\$55). Would need to set up shuttle service through</p>	<p>Hartsfield-Jackson Atlanta International airport about 20 minutes away. Hotel is accessible by taxi (\$32 one way), bus (\$16.50 one way), and subway (MARTA - \$2.50 one way, all enclosed) which stops in the Peachtree Center.</p> <p>156 US cities with nonstop flights into ATL; almost 80% of US population is within a 2-hour flight of</p>

	a taxi is \$75 and from BWI subway costs \$6.50 and taxi \$90.	Mears or possibly an Uber Event. Shuttle costs are approximately \$20 one way.  Complimentary shuttle to Disney theme parks.	Atlanta. Bus service from much of southeast and AMTRAK from New Orleans, New York, and points between.
<b>Parking</b>	Valet parking is available for \$48/day + tax and self-parking for \$40/day + tax. May be able to negotiate some comp parking for local committee.	Valet parking is available for \$24 per day (overnight). Self-parking for \$10 plus tax overnight. Will be able to negotiate some comp parking for local committee.	Parking is available at \$45/day valet or off-site for \$25/day. May be able to negotiate some complementary parking for local events committee.
<b>Colleges/Support</b>	VMATYC and MMATYC would help. Many two-year colleges in the area.	Valencia, Polk, etc. FTYCMA would all provide support.	Several colleges are in the area, Perimeter College at Georgia State University, etc.
<b>Convention and Visitors Bureau</b>	We did meet with a DC CVB rep. They would provide some support.	We did not meet with the Orlando CVB.	We met with a representative of the Atlanta CVB. They would offer a lot of support.



<b>Property</b>	<b>Hyatt Regency Atlanta, GA</b>	<b>Hilton Atlanta, GA</b>
<b>Hotel Characteristics</b>	1260 guest rooms; includes 58 suites; 180,000 sq ft of meeting space  First contemporary atrium hotel has 22 story lobby.  Site of 1997 conference. Hotel has 3 towers.	1249 rooms; 32 suites, 100 executive king rooms  129,000 square feet of meeting space with 2 ballrooms and 23 breakouts on a single floor  Would send someone to 2023 conference to help market.

<p><b>Guest Rooms and Condition of Property</b></p>	<p>Rooms are modern and large with huge flat screen televisions and new furniture. Coffee station in room.</p> <p>Laptop safes &amp; refrigerators in all rooms.</p> <p>Variety of types of nice suites.</p> <p>Very good condition.</p> <p>Regency Club available</p> <p>Hotel is extremely well wired for high speed internet access.</p>	<p>Guest rooms are very large and modern with flat screen televisions, ergonomic chair/desk, and mini-refrigerator.</p> <p>Coffee maker in all rooms</p> <p>Spacious work area</p> <p>Safes in room</p> <p>Suites are 2 BR suites; 2 townhouse suites, 6 triple bay suites; 9 deluxe studio suites (upgrades)</p> <p>Executive level with concierge lounge with hot breakfast</p>
<p><b>Restaurants</b></p>	<p>Sway – Southern influenced recipes for B, L, D with private dining room.</p> <p>Twenty-Two Storys – Atrium Lobby beer-forward bar with appetizers and entrees</p> <p>Market – 24-hour coffee shop and food to go; Starbucks</p> <p>Polaris – rotating restaurant on top of the Hyatt open for dinner and private events.</p> <p>Connected to Peachtree Center by skyway. Peachtree Center contains many stores and two food courts, plus additional restaurants. Additional restaurants on streets around the Hyatt. 100 restaurants within a 5 – 15-minute walk.</p>	<p>Nikolai’s Roof – fine dining, top floor, American cuisine with Russian influences</p> <p>Trader Vic’s Restaurant and Mai Tai Bar – award winning restaurant with island inspired cuisine and wood-fired ovens; great ambiance!</p> <p>Southern Elements – B, L, D with private dining room available, southern cuisine.</p> <p>MarketPlace – 24-hour quick service and grab and go café with Starbucks Coffee &amp; Krispy Kreme doughnuts</p> <p>Nikolai’s Roof Lounge – contemporary rooftop lounge</p> <p>Peachtree Center contains many stores and two food courts, plus additional restaurants. Many additional restaurants on streets nearby within 4 blocks.</p>
<p><b>Services</b></p>	<p>24 Hour fitness center</p> <p>Outdoor seasonal swimming pool</p> <p>Business Center</p>	<p>Fully equipped fitness center</p> <p>Jogging track</p> <p>Full sized basketball court</p>

	<p>Regency Club</p> <p>Golf courses not far away</p>	<p>Outdoor tennis courts</p> <p>24-hour self-service business center</p> <p>FedEx on site</p>
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<b>Property</b>	<b>Hyatt Regency Atlanta, GA</b>	<b>Hilton Atlanta, GA</b>
<b>Meeting Space</b>	<p>AMATYC would use the much of the space including all the ballrooms. Space would be stacked on 3 levels and in 2 towers. With the addition of breakouts in exhibit hall, conference program would fit very well. It would take some human direction to help people find the meeting rooms. Flow is not the best.</p>	<p>AMATYC would have ALL the meeting space to use as we desired. Meeting rooms are on 4 floors but we would use 2 floors for meeting space plus a third for registration and regional lunches; flow would be good. PSAV handles power, internet and rigging.</p> <p>WiFi bandwidth at 1 gig.</p>
<b>Exhibits</b>	<p>The Grand Hall serves as the exhibit hall. A large carpeted space; our exhibits could be arranged around a group of 4 breakout rooms so our members would pass through exhibits to go to some sessions. Loading dock available. Posters could be placed in Grand Hall East. Sheppard is decorator.</p>	<p>Exhibits would go in the Grand or Salon Ballroom. Carpeted, very bright space. Recently renovated and looks great.</p>
<b>Registration/ Storage</b>	<p>Registration desk would probably go in the foyer of exhibit hall (where it was in 97). Storage and office space in the area but not directly behind</p>	<p>Registration desk is on first floor using the old hotel front desk. Lots of office/storage space behind it. The counter is located to effectively direct people either up to exhibits and meetings or down to many large meeting rooms. Bag stuffing could be done in one of the offices.</p>
<b>Coffee</b>	<p>\$112/gallon plus 24% service charge and 8.9% sales tax</p>	<p>\$92/gallon plus 23% service charge and 8.9% sales tax (Starbucks \$100/gallon)</p>

<b>Special events</b>	Affiliate Presidents luncheon and leadership reception could be held in private dining room at Sway. Bag stuffing might be possible in offices in Chicago A/B and maybe C. ACCESS in a room like Greenbriar on LL3, the Atlanta Conference Center. Hospitality possibly in	Affiliate Presidents luncheon could be held in a private dining room in Southern Elements or perhaps Nikolai’s Roof restaurant. Leadership reception in the Nikolai’s Roof or a meeting room. Bag Stuffing in registration office. ACCESS could be in many locations, Galleria 8 maybe. Hospitality in 207 or 214. Focus groups in office tower, 215 – 224.
<b>Saturday breakfast</b>	Can be held in the Centennial Ballroom I & II (III if needed); Thursday keynote in same location.	Salon or Grand Ballroom, would use the entire space. Thursday keynote in the same room; could use crescent rounds!
<b>Regional breakfasts or lunch and DA</b>	Lots of space – could set up without using breakout space. Can adjust based on size. DA in Centennial I or International Ballroom. May need rooms not used for sessions (extra AV costs).	Would need to use Grand or Salon Ballroom for larger regions. Crystal Ballroom could be used for 2 regions if needed. Galleria would handle the remainder quite easily. DA in Grand Ballroom section.
<b>Board meeting</b>	Will provide executive chairs; in Executive Conference suite 219.	Rooms 401/402 with windows and near rest rooms would work well or 313/314 or perhaps the executive boardroom but it has only seating for 15.

Property	Hyatt Regency Atlanta, GA	Hilton Atlanta, GA
<b>City and Area Attractions</b>	<p>Located in downtown Atlanta. City has “ambassadors” on the streets to provide directions, maps, or to accompany you if desired.</p> <p>Points of interest:</p> <p>Georgia Aquarium, World of Coca-Cola, CNN Center, Olympic Park, College Football Hall of Fame, Center for Civil and Human Rights, Georgia Dome, Martin Luther King Historical Center, Atlantic Station, Midtown, Mercedes-Benz Stadium, Zoo Atlanta, etc.</p> <p>Many of these are within a 5 to 15-minute walk of the hotels and are also accessible by the Atlanta Streetcar. Also, Ponce City Market and Krog Street Market are within 2 miles.</p>	<p>Located in downtown Atlanta. City has “ambassadors” on the streets to provide directions, maps, or to accompany you if desired.</p> <p>Points of interest:</p> <p>Georgia Aquarium, World of Coca-Cola, CNN Center, Olympic Park, College Football Hall of Fame, Center for Civil and Human Rights, Georgia Dome, Martin Luther King Historical Center, Atlantic Station, Midtown, Mercedes-Benz Stadium, Zoo Atlanta, etc.</p> <p>Many of these are within a 5 to 15-minute walk of the hotels and are also accessible by the Atlanta Streetcar.</p> <p>Also, Ponce City Market and Krog Street Market are within 2 miles.</p>
<b>Airport and Transportation</b>	<p>Hartsfield-Jackson Atlanta International airport about 20 minutes away. Hotel is accessible by taxi (\$32 one way), bus (\$16.50 one way), and subway (MARTA - \$2.50 one way, all enclosed) which stops in the Peachtree Center.</p> <p>156 US cities with nonstop flights into ATL; almost 80% of US population is within a 2-hour flight of Atlanta. Bus service from much of southeast and AMTRAK from New Orleans, New York, and points between.</p>	<p>Hartsfield-Jackson Atlanta International airport about 20 minutes away. Hotel is accessible by taxi (\$32 one way), bus (\$16.50 one way), and subway (MARTA - \$2.50 one way, all enclosed) which stops in the Peachtree Center.</p> <p>156 US cities with nonstop flights into ATL; almost 80% of US population is within a 2-hour flight of Atlanta. Bus service from much of southeast and AMTRAK from New Orleans, New York, and points between.</p>
<b>Parking</b>	<p>Parking is available - \$40 valet or \$20 self-park 1 block from hotel (no in/out privileges). May be able to negotiate some parking passes for local committee.</p>	<p>Parking is available - \$30 self, \$40 valet. 6’ garage height. May be able to negotiate some parking passes for local committee.</p>

<b>Colleges/Support</b>	Several colleges are in the area, Perimeter College at Georgia State University, etc.	Several colleges are in the area, Perimeter College at Georgia State University, etc.
<b>Convention and Visitors Bureau</b>	We met with a representative of the Atlanta CVB. They would offer a lot of support.	We met with a representative of the Atlanta CVB. They would offer a lot of support.

After looking at the locations/hotels visited, all five are capable of hosting the annual AMATYC conference. I will attempt to summarize the strengths and weaknesses of these five (5) sites.

**Strengths/Weaknesses of each site:**

**Washington Hilton**

- Strengths:
- DC is a great draw, especially for education groups.
  - Hotel has been renovated and is in very good shape.
  - Several restaurants, museums, and other arts.
  - Meeting space flows adequately; lots of sitting areas for people to socialize.
  - Good Wi-Fi; internet owned by hotel.
  - Willing to consider 24% service charge.
  - Easy to work with.
  - Good carpeted Exhibit Hall with breakout space.
  - Nice suites and guest rooms.
  - Concierge lounge for upgrades.
  - Good airlift into Reagan National and Dulles or even BWI.

Weaknesses: Meeting space is very tight; absolutely no room for growth.



Hotel may be difficult to work with regarding ballroom; would need 24-hour hold on all space.

Hospitality room somewhat isolated.

Office storage not next to location where registration would be set.

Four-block walk from Metro.

### **Hilton Orlando Buena Vista Palace Disney Springs™ Area**

Strengths: Orlando is an outstanding draw; we are expecting record attendance this fall.

We would “own” the hotel and be the only group.

Meeting space on only two floors and in a separate part of hotel.

Private event lawn space.

Hotel has been recently renovated and looks very good.

Rooms are extremely large.

Good internet.

Great location for families with a huge pool and lazy river.

Very good airlift into Orlando (MCO).

Across the street from Disney Springs with many, many restaurants at all price levels.

Official Walt Disney World hotel with shuttles to parks

Onsite character breakfast Sunday morning.

Weaknesses: 2018 conference is in Orlando.

Added costs of transportation to hotel.

No concierge lounge.

**Atlanta Marriott Marquis**

- Strengths:
- Recently renovated.
  - Outstanding service and attention to detail.
  - Large amount of space where AMATYC would have the majority to work with.
  - Very good exhibit hall that with space that can be used many ways.
  - Nice concierge lounge for upgrades.
  - Great bandwidth for WiFi.
  - Unique spaces for luncheon and receptions.
  - Downtown Atlanta has been reinvigorated.
  - Many options for nearby food and entertainment.
  - Great airlift into city.
  - Inexpensive transportation to hotel.

- Weaknesses:
- Space is on four levels, somewhat spread out.
  - Would probably have another group in house at the same time.
  - It is a very large hotel.
  - Limited number of restaurants in the hotel.

**Atlanta Hilton**

- Strengths:
- Plenty of space for our conference and we would be the only group.
  - Recently renovated and looks very nice.

Best flow of space of Atlanta hotels.

Very willing to work with us to make it happen.

More in-house restaurants.

Concierge lounge for upgrades.

Downtown Atlanta has been reinvigorated.

Many options for nearby food and entertainment.

Great airlift into city.

Inexpensive transportation to hotel.

Weaknesses: Very large hotel again.

Not as well lit.

PSAV owns and operates internet.

### **Atlanta Hyatt**

Strengths: Ample space for our conference.

Recently renovated.

Nice lobby.

Unique restaurant on top!

Nice concierge lounge for upgrades.

Downtown Atlanta has been reinvigorated.

Most options for nearby food and entertainment.

Great airlift into city.

Inexpensive transportation to hotel.

Weaknesses: Space very spread out; somewhat disjoint.

Worst flow of Atlanta hotels.

Would need people to give directions the first couple of days.

Would need to use rooms for Regional meetings that are not used for sessions – increase AV costs.

Hotel did not lay out our space according to how they would see it.

### **Comparison of food costs**

#### **Plated Breakfast**

Each breakfast is a traditional breakfast.

Washington Hilton: \$35.50 plus 25% service charge and 10% sales tax

Orlando Hilton Buena Vista Palace: \$40 plus 23% service charge (AMATYC is tax exempt in Florida)

Atlanta Marriott Marquis: \$33 plus 25% service charge and 8.9% sales tax

Atlanta Hyatt Regency: \$38 plus 24% service charge and 8.9% sales tax

Atlanta Hilton: \$30 plus 23% service charge and 8.9% sales tax

#### **Continental Breakfast, with yogurt**

Washington Hilton: \$34

Orlando Hilton Buena Vista Palace: \$38

Atlanta Marriott Marquis: \$32

Atlanta Hyatt Regency: \$37

Atlanta Hilton: \$32

**Box Lunch**

Washington Hilton: \$47, no beverage

Orlando Hilton Buena Vista Palace: \$45, no beverage

Atlanta Marriott Marquis: \$38, includes beverage

Atlanta Hyatt Regency: \$48, no beverage

Atlanta Hilton: \$36, includes beverage

**Average cost of flights**

Using the second weekend in November as possible dates of the annual conference, I compared flight costs using Kayak into each of the three cities. I averaged costs from Boston, Atlanta, Dallas, Denver, New Orleans, Minneapolis, Chicago, Detroit, Seattle, Los Angeles, Phoenix, Orlando, Las Vegas, and Kansas City. Parameters: checked on 5/29, cheapest flight arriving 11/7 and departing 11/11. No Spirit Airlines and did not check Southwest which flies into all three cities (flights not available yet). Average costs are as follows:

Washington, DC: \$314

Orlando: \$299

Atlanta: \$264

In conclusion, we have five viable hotels that are capable of hosting the 2024 AMATYC Annual Conference. The properties are very similar to each other. The committee making the site visits will be happy to address any questions the board may have regarding the visits. While on the visits, no one received any amenities which did not follow AMATYC policy.

**Hotel Proposals**

The following page(s) compares the offers from the hotels for the 2024 Annual Conference.

# AMATYC 2024 Proposal

	Dates	Rates/ Year  Rate w/ tax	Compliment ary Suites	Comp Staff room for 5 nights	16 Upgrades	16 Staff rooms @ 50% of Group Rate	18 Comp Board Chairs	18 Comp Pre-Plan Rooms	Additional Concessions	Exhibit Rental	Attrition %	F&B Minimum
<b>Washington Hilton</b>	Nov 13-17	\$209 s/d (2024)  \$239.93	<b>Two 2BR Suite One 1BR Suite</b>	Yes	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Comp Hospitality Suite</li> <li>• 3 comp limo transfers</li> <li>• 3 amenities</li> <li>• 15% off menus</li> <li>• 10 comp parking passes</li> <li>• Discount Internet in meetings</li> <li>• 500lbs comp for shipping</li> </ul>	Comp	80%	\$75,000
<b>Hilton Buena Vista Palace</b>	Nov 20-24	\$199s/219d (2024)  \$223.88	<b>Two 2BR Suite One 1BR Suite</b>	Yes	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Comp Hospitality Suite</li> <li>• 3 comp limo transfers</li> <li>• 3 amenities</li> <li>• 10% off menus</li> <li>• 10 comp parking passes</li> <li>• Discount Internet in meetings</li> <li>• 500lbs comp for shipping</li> </ul>	Comp	80% but negotiable	\$75,000
<b>Hyatt Regency Atlanta</b>	Nov 20-24	\$189 s/d (2024)  \$225.94	<b>Two 2BR Suite One 1BR Suite</b>	Yes	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Comp Hospitality Suite</li> <li>• 3 comp limo transfers</li> <li>• 3 amenities</li> <li>• 10% off menus</li> <li>• 10 comp parking passes</li> <li>• Comp Internet in meetings</li> <li>• 500lbs comp for shipping</li> </ul>	Comp	70%	\$150,000

<b>Marriott Marquis Atlanta</b>	Nov 20-24	\$196 s/d (2024) \$234.12	<b>Two 2BR Suite One 1BR Suite</b>	Yes	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Comp Hospitality Suite</li> <li>• 3 comp limo transfers</li> <li>• 3 amenities</li> <li>• 10% off menus</li> <li>• 10 comp parking passes</li> <li>• Comp Internet in meetings*</li> <li>• 3 comp pallets for shipping</li> </ul>	Comp	75%	\$70,000
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\* Based on Exhibit A, attached to the end of this report

## AMATYC 2024 Proposal

	Dates/ Committable Rooms	Rates/ Year Rate w/ tax	Complimentary Suites	Comp Staff room for 5 nights	16 Upgrades	16 Staff rooms @ 50% of Group Rate	18 Comp Board Chairs	18 Comp Pre-Plan Rooms	Additional Concessions	Exhibit Rental	Attrition %	F&B Minimum
<b>Hilton Atlanta</b>	Nov 13-17	\$199 s/d (2024) \$237.63	<b>Two 2BR Suite One 1BR Suite</b>	Yes	Yes	Yes	Yes	\$79/night	<ul style="list-style-type: none"> <li>• Comp Hospitality Suite</li> <li>• 3 comp limo transfers</li> <li>• 3 amenities</li> <li>• 10% off menus</li> <li>• 10 comp parking passes</li> <li>• Comp Internet in meetings</li> <li>• 500lbs comp for shipping</li> </ul>	Comp	80%	\$85,000

2026 Date Options

- Marriott Marquis Atlanta – November 18-22
- Hyatt Regency Atlanta – dates TBD

- Hilton Buena Vista Palace – November 18-22
- Hilton Atlanta – 1<sup>st</sup> and 2<sup>nd</sup> week of November
- Washington Hilton – dates TBD

Additionally, each location was informed they could provide a video or other documentation to inform the board of what they had to offer.

Washington Hilton: reached out to their marketing department for one

Atlanta Hyatt Regency: <http://hatl.isaleskit.com/home.cfm>

Atlanta Marriott: [https://www.youtube.com/watch?v=K2bN4Q1WC\\_8](https://www.youtube.com/watch?v=K2bN4Q1WC_8)

Atlanta Hilton: pdf flip book attached to email

Orlando Hilton Buena Vista Palace: <https://vimeo.com/272644172/1dab012347>



**Recommendations:**

With several good options for AMATYC, it is difficult to narrow down the choices. All the sites could host the AMATYC conference. Food costs are somewhat similar at all the sites and expected food and beverage minimums will be comparable. With similar properties, the “feel” of the site visit increases in importance. The Hilton Orlando Buena Vista Palace, Hilton Atlanta, and Marriott Marquis Atlanta were the best prepared for our visit and were quite personable.

The hotels all want our business. Currently, Atlanta is a hot meeting destination, and the hotels there are very good options. The Marriott Marquis is well known for their outstanding service. We saw this first-hand on our visit with their attention to the details. The Atlanta Hilton looked very good from the conference layout and would be fairly easy to work with when planning. They took time to ask very good questions to determine what our organization needs and what is important. The Hilton Orlando Buena Vista Palace is in an excellent location and again would be good to work with in the planning process. Our sales representative at the Washington Hilton is extremely personable and will push for a fair deal. We had a much better visit to the Atlanta Hyatt Regency than the last time the hotel was sited.

At this point in time (before final proposals have been received), my personal opinion is that we cannot go wrong by choosing the Hilton Orlando Buena Vista Palace, Atlanta Hilton, or the Atlanta Marriott Marquis. They seem to be slightly above the other two hotels. Because of these strong choices, we asked about their availability in 2026 thinking we could choose two sites, lock in good rates and location, and save money the organization some money. If the proposals come back with good room rates this would be a very wise business decision for AMATYC. Ken Sien and I feel that in 2025 we need to look to the west coast for the annual conference, which is why we inquired about 2026 as another possibility.

**Ranking**

On June 25, Kate Kozak, Ken Sien and I discussed a ranking of the sites. The only decision we were able to quickly agree upon was to remove from consideration the Hyatt Regency in Atlanta. Any of the remaining four properties would be an excellent choice. After going back to the hotels one more time asking them to reduce room rates and food and beverage minimums, we are able to provide our recommendations. However, we spent some time discussing the option of signing contracts for 2024 AND 2026 out of this site selection trip as we have some outstanding choices. There was some debate about returning to Orlando so soon. However, the mission of AMATYC is to provide professional development and the conference becomes the main method to do this. So in order to affect the largest number of people, we need to get them to attend the conference. As seen by this year’s session and poster proposals, Orlando is a huge draw for our members. Of course attracting more people to the conference is also a good business decision for the organization that is why we have two lists of recommendations.

One contract for 2024:

1. Atlanta Hilton
2. Orlando Hilton Buena Vista Palace or Atlanta Marriott

Contracts for 2024 and 2026

1. Atlanta Hilton – 2024 AND Orlando Hilton Buena Vista Palace 2026
2. Atlanta Hilton – 2024 AND Washington Hilton 2026

**EVENT INTERNET PROPOSAL**



Event Name: AMATYC  
 Event Date: November 2024  
 Event Manager: TBD

Date created 6/13/2018

QTY	DESCRIPTION	STANDARD PRICE	EVENT PRICE	LINE TOTAL
<b>Basic Network</b>				
1000	Wireless Connections	\$5.00 per connection	\$0.00	\$0.00
	Wired Connection	\$5.00 per connection		\$0.00
90	Dedicated Bandwidth (Mbps)	\$100 per Mbps	\$100.00	\$9,000.00
<b>Custom Network</b>				
1	Custom SSID (Conference Space only)	Contact for Quote	\$4,500.00	\$4,500.00
	Custom SSID (Conference & Guest Space)	Contact for Quote		\$0.00
	Custom Login Page	\$750.00		\$0.00
	Custom Landing Page	\$500.00		\$0.00
	Private Network (Dry VLAN)	\$1,500.00		\$0.00
	Static (Public) IP Address	\$150.00		\$0.00
	Static (Private) IP Address	\$100.00		\$0.00
<b>Event Hardware</b>				
3	Wired Connection 10 Mbps (Up/Down)	\$150.00	\$150.00	\$450.00
	8 - Port Switch (10/100Mbps)	\$30.00		\$0.00
	8 - Giga-Port Switch (1000Mbps)	\$50.00		\$0.00
	24 - Port Switch (100Mbps)	\$75.00		\$0.00
	Polycorn	\$150.00		\$0.00
	House Phone/DID	\$150.00		\$0.00
<b>Other Services</b>				
	Dark Channel	\$500.00		\$0.00
	Custom Readerboard Screen	\$500.00		\$0.00
	Video Conference IP to IP (Network Support Only)	Contact for Quote		\$0.00
	Web Casting	Contact for Quote		\$0.00
	Conference Bridge (max. 150 Participants)	\$200.00		\$0.00

Notes: *Complimentary*

Signature: *[Signature]* 6/13/18  
*Brian S. Bloom*

Facility Charge	25%	\$3,487.50
Discount	0%	\$0.00
<b>SUBTOTAL</b>		<b>\$17,437.50</b>
Sales Tax	8.9%	\$1,551.94
<b>TOTAL</b>		<b>\$18,989.44</b>

THANK YOU FOR YOUR BUSINESS!

**ATTACHMENT D – Motion Form**

**AMATYC EXECUTIVE BOARD MEETING**  
**MOTION FORM**

**Meeting:**  SPO  SBM  FBM  Email  SCC

**Year:**

**To: AMATYC Executive Board**

**Board member/CC/ED:**

**AMATYC member:**

**Subject:**

**Date Submitted:**

*Maker fills out sections 1, 2, 3, 4, 5, 6 & 7*

<b>1. Motion (who, what, when):</b>
<b>2. Rationale (why):</b>
<b>3. Strategic Priority supported by this motion:</b>
<b>4. Budget Implications:</b>

<b>5. Assessment Plan:</b>	
<b>6. Web Site Impact:</b>	
<b>7. Policy and Procedures Manual Change?</b> If yes, please indicate the specific section(s) of the PPM:	<b>YES ___ NO ___</b>

Action taken by Executive Board:

Approved       Postponed until \_\_\_\_\_       Withdrawn  
 Disapproved       Returned for further study       Other

*PPM Change Details: Table 1*

<b>Track Changes Version: (Please use MS Word Track Changes)</b>
<b>Clean / Updated Version:</b>