



ASSOCIATION OF ENVIRONMENTAL & ENGINEERING GEOLOGISTS
201 E. Main Street, Ste. 1405
Lexington, KY 40507

Meetings Advisory Committee
2018 Mid-year Board Meeting Report
Submitted by co-chairs: Sarah Kalika, Madeline German

Committee meetings: Since our last update to the BOD in September 2017, we held committee meetings in October 2017 and January 2018.

Our next call is March 8, 2017 at 2pm Pacific / 5 Eastern. (This meeting will include the lessons learned from the Colorado Springs 2017 Annual Meeting).

We encourage participation by others within AEG, particularly people who have planned meetings or events, new members on upcoming annual meeting planning committees and/or are interested in learning more about meeting planning so they can be armed with expertise for planning their own event.

The MAC's main goals are to support "other" types of meetings by AEG's chapters and Technical Working Groups and assist in an advisory capacity to those who may need assistance in planning a local or regional meeting. MAC additionally assists when needed by keeping track of planning progress and following up (particularly financially and with lessons learned) following the Annual Meeting.

MAC Action Items Summary:

- MAC planning to work with the SYP committee to get more students involved and to get them the "Convince your Boss" Flyer.
- MAC is planning to present again this year (in late August & early September) the webinar "Tips for Annual Meeting Speakers" which is geared toward first-time presenters at AEG Annual Meetings, or individuals who would like some pointers on how to improve presentations overall. Items included in the webinar slides include reminder to keep talks to 15 minutes, with 5 minutes allowed for questions; summary of software versions used on Annual Meeting computers to ensure compatibility with presentations, and visual representations of slide layouts that don't look nice when presented on a large screen. A copy of the

revised for 2017 webinar is available on the AEG website under MAC. These webinars have not yet been scheduled. Planning to distribute information through the Insider and direct emails to presenters. Information about this webinar was also included in the acceptance letters.

- MAC encourages placement of the presentation timing flyer during the annual meeting in a visible area, where presenters and moderators (and possibly audience members) can see it. At the 2017 meeting many ended up beneath the laptops and were not a visible reminder.
- MAC is planning to present again the “Tips for Moderators” webinar, which has not yet been scheduled. We are planning for 2 live presentations in late August & early September. Information about these webinars will be distributed through the Insider and by direct emails to moderators.
- MAC has updated the “Convince Your Boss” flyer highlighting the benefits gained by attending AEG’s Annual Meeting for the 2018 annual meeting. We plan to have the updated version distributed through the Insider.
- Heather Clark has completed the updated Annual Meeting planning guide, which has not been updated since 2008. The MAC feels this should be considered a continual work in progress and be reviewed every other year to keep up to date.

MAC Budget Requests:

- The MAC currently has a \$300 per year budget. We do not anticipate any needs that will exceed this number in the upcoming financial year.

MAC Transition Plan:

- The MAC is looking for membership, as well as a co-chair. Maddie German has stepped up as a co-chair. Sarah would like to step down from leading the committee to focus on other leadership responsibilities within AEG, particularly co-chairing the 2018 meeting. Sarah will remain on the MAC committee to keep it moving forward until another leader steps in.

We could definitely use some additional members! If you’re interested in joining our calls, please email Sarah (sarah@georx.net) or Maddie (maddie@smithgardnerinc.com)

Next Meeting:

Thursday, March 8, 2018 2pm Pacific / 5pm Eastern

Recurring call- use previous call info

Meetings Advisory Committee

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/779245701/>

You can also dial in using your phone. United States: +1 (224) 501-3212

Access Code: 779-245-701

MAC Membership Roster since our last BOD update:

Sarah Kalika (co-chair)

Maddie German (co-chair)

Dave Fenster

Heather Clark

Gary Luce (has not been able to join in over a year)

DeLane Bender