Conference Committee Meeting  
7/10/2015  
Meeting Minutes

**Topic of Meeting:** 2016 upgrades, program outline, and operator training.

Those items highlighted in red are action items.

- Red Balloon is in the process of completing a conference video, recapping the highlights from the 2015 conference. May be available in August/September.
  - Could be used as a promo for this year’s conference.
    - Could use as a tool to entice possible Keynote speakers, possible panelist, or advertise to companies/entities to promote the conference.
- Clayton put MM up on the google doc page; however some entities cannot view google docs. Possibly set up a group page on the conference committee webpage on the AZ Water website and upload MM, or could just email it to the committee.
- Golf Tournament. Need a new subcommittee chair. Dave Iwanski wants to be the co-chair. Will need another co-chair to assist him in this task.
  - Dave wants to move the golf tournament to Coldwater Golfcourse in Avondale.
- Audio setup at the conference needs to be considered. Larry Hansen does this as well as the Vice Chair. Need to follow up with Larry and Vice Chair (TBD).
- Exhibition Hall set up; booths and food. Table in the back for food/drinks. Need more raffle prizes. Mike Ambroziak will handle.
  - Possibly set up municipal booths in front of the hall (instead of inside) to open up space for vendors.
- Moderators – concerns about sounds checks etc.
  - Look into a second Mic for the larger rooms.
- Conference App – Amy to look into companies and pricing options and will develop a summary to present to the Board for their approval.
  - Board meets in 2 weeks at the end of July. If it’s available at that time, it could be presented to them then.
- It would be great to get more operators and lab personnel to present at the conference.
  - ENTIRE COMMITTEE TASKED TO ENCOURAGE THOSE OPERATORS/LAB PERSONAL THEY KNOW TO SUBMIT AN ABSTRACT!!!!!!!!
- WIFI password in the conference program.
- 172 speakers in 2015, could have room for more.
- Committee meetings – some committees may need a longer meeting. Mike W. to get a list of committee chairs (could do this at the summit at the end of July) and ask them if they’d like to keep their time to 30 minutes or could use an hour.
• Awards Nomination. Nominations could be easier to come by if the process was cut down a bit. Make it a little easier. Mike W. and Nashita to communicate with Alan Palmquist.
  o Jeanne suggested sending info to municipalities/consultants/vendors a list of awards that are applicable to those entities. So the list of awards isn’t so overwhelming…shorten the list they would want to nominate from.
• Kevin Chadwick will look over the 2015 conference survey with regards to comments on wants for sessions on regulations.
• Possibly give more time to sessions that need more time.
• Conference Breaks.
  o It would be nice if the hotel kept the refreshments out for a longer period of time…longer than the 30 minute break.
  o Advertise in the program that during the breaks, refreshments are available in the Exhibition hall.
• Have the app and sign (Amy & Gretchen) outlining events in the Exhibition Hall. Mike A. will work with Amy and Gretchen and communicate which events the vendors would like showcased.
• ‘Keeping up to date with technology’ session in the operator training session needs to be advertised better. If we are doing this session again, Doug B. to find out the details of this session and make a sign to display the details.
• Calls for Abstracts.
  o Add a section for lab practices, system operations, and asset management and take out mfg/service providers.
  o There will be a separate submission for manufacturers/vendors. Mike A. to lead this and will coordinate the acceptance of these abstracts.
    ▪ Will be part of the operator training blocks.
• Put a check box on the abstract submission form indicating if the submitter is an operator or laboratory tech (Mike W. & Clayton).
• Possibly have the Exhibition hall open until Friday at noon. Tell vendors they get preference if they will stay until Friday. If we pay for the space why not use it and many people thought would be of value and make Friday more energetic.
  o Vendors have the option of breaking down Thursday after 5pm or Friday at noon.
• Theme: Challenge and Change; Preserving Arizona’s Water.
  o Many people liked the idea of not having a theme at all…just going with ‘The 2016 AZ Water Annual Conference and Exhibition’.
• Operator Training
  o Math training – good, Mock Exam – good, but could expand on explanation of answers. Manufacturer presentation not well attended (this was covered earlier)
  o Send out a brief questionnaire to municipality supervisor of operators to ask operators (water, wastewater, meter readers, distribution etc.) to see what they would like to see at the conference. (Doug B. and Gretchen)
• Conference Program (Gretchen with assistance from Annette and Nashita).
• Are we going with Showcare of CVent?

• Next Meetings:
  o August 14\textsuperscript{th} (Sponsor CPM)
  o September 18\textsuperscript{th}
  o October 16\textsuperscript{th}
  o November 13\textsuperscript{th}
  o December 18\textsuperscript{th}
  o January 15\textsuperscript{th}
  o February 26\textsuperscript{th}
  o March 25\textsuperscript{th}
  o April 22\textsuperscript{nd} (Moderator Training)

THANK YOU MGC for sponsoring July’s committee meeting