AZ Water 2019 Conference
Planning Committee Meeting

Lunch Sponsored by: WILSON ENGINEERS

October 5th 2018
2019 Conference Planning Committee October Meeting
Fri, Oct 5, 2018 11:30 AM - 2:00 PM MST

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/292178701

You can also dial in using your phone.
United States: +1 (872) 240-3311

Access Code: 292-178-701

First GoToMeeting? Let's do a quick system check:
https://link.gotomeeting.com/system-check
Agenda

- Discussion
- Time Line
- Task List
Critical Conference Items

  - Venue Confirmed
  - Open Call for Abstracts/ Volunteers
  - BBQ Location/Date
  - Awards
  - Golf Tournament
  - 2018 Financials
  - CVENT/Website
  - Develop Technical Program
  - Exhibitors
  - Sponsorship
  - Keynote(s)/Panels
  - Competitions
  - Career Event
  - Operator Training
  - Registration
  - Brochure/Publication
193 Days!
April 16th, 2019

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Discussion

- Abstracts due 10/12
- 2018 Financials
- 2019 Website/CVENT
- Mobile Session in Exhibition Hall
- Keynotes/ Panels
- Golf
Phoenix Convention Center South Building

Monday April 15\textsuperscript{th} Golf Tournament

Tuesday – Thursday (4/16 – 4/18) Conference
  - Technical program three full days
  - Exhibitor Hall Tuesday/Wednesday

BBQ
  - Tuesday

Awards
  - Wednesday
Abstracts Due 10/12!

- We are doing great!!
- Get the word out!
Net income goal set by the board was exceeded
  - Attendee and Sponsor income increased from 2017
  - Exhibitor income was as expected

Expense Overages
  - Awards Reception
  - BBQ

2019 Conference Budget
  - Contact Lisa Culbert ASAP if you expect to change anything your sub-committee is planning
  - Complete draft budget by end of October
LINK to website
Website / Registration (Cvent)

- Website
  - Cloning to save on costs

- Navigation
  - Registration button on every page
  - Page added for PDH certificates
  - Separate page for sponsors and exhibition

- Online Registration
  - Adding invoice to accompany payment due confirmations
  - Simplifying handling of moderators/speakers
Website / Registration (Cvent)

On-Site Registration

- Configure check-in without payment
- Turn off setting that sends emails to attendees when scanning in/out of sessions
- Name badge (name larger, move bar code)
- Scanner training online before event and then daily mandatory meeting
Website / Registration (Cvent)

- Email Marketing through Cvent
  - Announce opening of registration
  - Reminder to register before early-bird and hotel deadline expires
  - Feature on keynotes, program and special event
  - Mobile app download when launched
  - Post-conference survey and availability of PDH certificates
  - 2020 dates and abstract opening/deadline
Mobile Session

- Curt/Mike A

- Update
  - Exhibitor interest?
Keynotes

- **Tuesday (2019)**
  - Welcome (County Supervisor Bill Gates 2018)
  - Opening Keynote (Pat Mulroy 2018)

- **Wednesday (2019)**
  - Operator Awards (2018)
  - Luncheon Keynote (AWWA/WEF 2018)

- **Thursday (2019)**
  - Gavel passing
  - Luncheon Keynote (Ted Cook CAP 2018)
Keynotes
Brenda Burman – Commissioner, Bureau of Reclamation
• Second call into Commissioner Burman’s Executive Assistant repeating AZ Water invite and requesting status (Favoring Commissioner Burman’s presentation for Thursday, 04/18/2019)

George Hawkins, former CEO, DC Water
• Accepted as Opening Session Keynote and other possible roles as time allows (e.g. YP Workshop participant and Workforce Development Panelist) – He may only be available for the one day (04/16/2019)
Panel 1
- Succession Planning/Workforce Development
  - Bob Hollander

Panel 2
- Update on Colorado River Water Resources
  - Tim Thomure

Panel 3
- Innovative Technology
  - Research Committee
Succession Planning/Workforce Development in the Water Industry (the final panel would be restricted to no more than four individuals)

- Bob Hollander (Facilitator)
- George Hawkins, Esq., Founder and President of Moonshot LLC; Professor of Practice, American University School of Public Affairs (accepted)
- Dr. Craig Urbanski, Director of Water Resources Technology Program – Gateway Community College – Have not yet contacted
- Ingrid Bella, Chair, BAYWORK (San Francisco Bay Area Regional approach to workforce issues) or Co-Chair Catherine Curtis
- Representative from military veterans job retraining programs
- High school programs (WestMEC)?
Panel 2

- Tim Thomure

Update on Colorado River water resources management (the final panel would be restricted to no more than four individuals)
  - Tim Thomure, Director, Tucson Water, AZ Water President-Elect (facilitator)
  - Tom Buschatzke, Director, Arizona Department of Water Resources
  - Ted Cooke, General Manager, Central Arizona Project
  - Jim Lochhead, Director, Denver Water
  - Brenda Burman, Commissioner, Bureau of Reclamation (if available beyond keynote)
Innovations in Water and Wastewater Treatment Technologies
(involve the Research Committee)

◦ Chair of the Research Committee (Facilitator)

◦ Bruce Rittmann, Arizona State University

  ◦ Regent’s Professor of Environmental Engineering and Director of the Biodesign Swette Center for Environmental Biotechnology at the Biodesign Institute, Arizona State University – Co-winner of the 2018 Stockholm Water Prize for his research on how microorganisms can transform organic pollutants to something of value to humans and the environment.

◦ Sally Gutierrez, Director, U.S. EPA’s Environmental Technology Innovation Clusters (ETIC) Office of Research and Development
▪ Update
<table>
<thead>
<tr>
<th>New Idea</th>
<th>Champion</th>
<th>Needs</th>
<th>Deadline</th>
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</thead>
<tbody>
<tr>
<td>Mobile Sessions (in Exhibit Hall)</td>
<td>Curt /Mike A</td>
<td>Exhibitor Buy-in and Coordination</td>
<td>Get buy-in from Exhibitors prior to Participant Registration Open</td>
</tr>
<tr>
<td>Manufacturer’s Demo Area (in Exhibit Hall)</td>
<td>Mike A</td>
<td>Space in Exhibit Hall</td>
<td>Brochure printing</td>
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<tr>
<td>Specialty Committee involvement in Technical Program</td>
<td>Technical Program</td>
<td>Communication</td>
<td>October 2018</td>
</tr>
<tr>
<td>Back-up Presentations (2-4)</td>
<td>Technical Program</td>
<td>Leadership buy-in, coordination from Program staff</td>
<td>Technical program finalized</td>
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## Technical Program Deadlines

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Call for Abstracts/Volunteers</td>
<td>Early July 2018</td>
</tr>
<tr>
<td>Abstract Submission Closes</td>
<td>October 12, 2018</td>
</tr>
<tr>
<td>Distribute Abstracts for Review</td>
<td>October 26, 2018</td>
</tr>
<tr>
<td>Abstract Scores Due</td>
<td>November 10, 2018</td>
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<tr>
<td>Arrange Technical Program</td>
<td>November 10 – 25, 2018</td>
</tr>
<tr>
<td>Board Approval of Program</td>
<td>Deadline December 18, 2018</td>
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</tbody>
</table>
Meeting Nov 2
- Speaker Notification
- Advertise and Outreach
- Sponsorship / Ad Review
- Press Release
- Launch Live Website w/ Registration

Meeting Dec 14
- Program Deadline (12/18)
- Conference Logistics
- Audio/Visual
- Poster Competition
- Panel Review

Meeting Jan 11
- BBQ Review
- Signs
- App Update
- Career Fair Review
- Manufacturer Happy Hour

Meeting Feb 8
- TBD

Week of March 25
- Moderator Training
- Session Monitor Training

Conference April 16 - 18
- The Big Show!
## Task List

<table>
<thead>
<tr>
<th>Role</th>
<th>Members</th>
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<tbody>
<tr>
<td>Conference Chair / Board Liaison</td>
<td>Bob Hollander</td>
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<tr>
<td>Planning Chairs</td>
<td>Craig Caggiano, Chair, Clayton Freed, Vice Chair</td>
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<tr>
<td>Past Chair</td>
<td>Curt Courter</td>
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<tr>
<td>Event Coordinator</td>
<td>Lisa Culbert</td>
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</tbody>
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## Task List

<table>
<thead>
<tr>
<th>Task</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Keynote, Program &amp; Panel</td>
<td>Bob Hollander</td>
</tr>
<tr>
<td>Moderator</td>
<td>Tom Braatelien</td>
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<tr>
<td>YP Committee Liaison</td>
<td>Nashita Naureen</td>
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<td>Exhibitor Liaison</td>
<td>Mike Ambroziak</td>
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<td>IT</td>
<td>Shana Schwarz</td>
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<tr>
<td>Registration Chair</td>
<td>Tricia Cook</td>
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<td>Awards Chair</td>
<td>Sarah Rogowski</td>
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<tr>
<td>Conference Program</td>
<td>Debbie Muse</td>
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<tr>
<td>Task List</td>
<td>Responsible Party</td>
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<tr>
<td>Manufacturer Liaison</td>
<td>Mike Ambroziak</td>
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<tr>
<td>Student Poster Session</td>
<td>Nashita Naureen</td>
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<tr>
<td>MFR Events</td>
<td>Mike Ambroziak</td>
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<tr>
<td>Operator Training</td>
<td>Doug B</td>
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<tr>
<td>Check In/Proceedings</td>
<td>Tricia Cook / Shana Schwarz</td>
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<tr>
<td>Job Fair</td>
<td>Dan Quintanar</td>
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<tr>
<td>Sponsorships</td>
<td>Gretchen Director &amp; Event Coordinator</td>
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# Task List

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
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<tbody>
<tr>
<td>BBQ</td>
<td>Towanda / Lisa Culbert / Sub-com.</td>
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<tr>
<td>App</td>
<td>Amy Baker</td>
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<tr>
<td>Meter Mania</td>
<td>Arthur Lomeli / Towanda Heape</td>
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<tr>
<td>A/V and Room Setup</td>
<td>Larry Hanson</td>
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<tr>
<td>Regulatory Outreach</td>
<td>Kevin Chadwick</td>
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<tr>
<td>Signs</td>
<td>Maria Brady / Mike Caruso</td>
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<tr>
<td>Website</td>
<td>Clayton Freed / Shana</td>
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<tr>
<td>Task</td>
<td>Responsible Parties</td>
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<tr>
<td>Breakfast/Lunch PPTs</td>
<td>Melissa Darr / Event Coordinator</td>
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<td>PDHs</td>
<td>Richard Sacks / Steve Wedwick</td>
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<tr>
<td>Survey/Feedback</td>
<td>Damien Tonnelle / Clayton (Vice Chair)</td>
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<tr>
<td>Photography</td>
<td>Anupa Jain, Bob Goff</td>
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<tr>
<td>Fresh Ideas</td>
<td>Lisa Melton</td>
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<tr>
<td>Technical Session</td>
<td>Clayton Freed / Nashita / Specialty Committees</td>
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<tr>
<td>Layout</td>
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<tr>
<td>Golf Tournament</td>
<td>Director / Mike A</td>
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</tbody>
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Lunch Sponsor

WILSON ENGINEERS
<table>
<thead>
<tr>
<th>When</th>
<th>Sponsor</th>
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<tbody>
<tr>
<td>May</td>
<td>Hazen and Sawyer</td>
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<tr>
<td>June</td>
<td>Construction Products Marketing</td>
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<td>July</td>
<td>Black &amp; Veatch</td>
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<tr>
<td>August</td>
<td>Carollo</td>
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<td>September</td>
<td>Garver</td>
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<td><strong>October</strong></td>
<td><strong>Wilson</strong></td>
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<tr>
<td>November</td>
<td>MGC</td>
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<td>December</td>
<td>HDR</td>
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<tr>
<td>January</td>
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<td>February</td>
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<td>March</td>
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