



## *International Field Directors and Technologies Conference*

January 27, 2011 Organizers Conference Call Notes:

Participating in the call, Betsy (Blunsdon), Kelly (Elver), Lisa (Klein), Rita (Koontz), Rita (Thissen), Vince (Parker)

### AGENDA:

1. Bylaws Committee update
2. Site update
3. Conference Program meeting update
4. Registration fee compilation discussion
5. 2012 Volunteers discussion
  - a. OTHER: 2011 Special Event

### NOTES:

1. Bylaws Committee under the leadership of Grant Benson e-mailed to the Advisory Committee and IFD&TC Registrar, draft documents (Charter and Bylaws) on 12/16/2010. In January the Advisory Team accepted the task of initial review and comments of preliminary documents and proposed edits/revisions have recently been sent to Grant for discussion with the committee. Grant and the committee have set a goal to have a second draft of the documents ready for review by the entire organizing team (this includes treasurers and advisory) in mid-to late February
2. Joyce (Sweeney) and Kelly (Elver) working with Carole Kindred of JHG Marketing, Tampa Bay Office, 786 Lantern Way, Clearwater, FL 33765, Phone (727) 443-5511 conducted a site visit of six (6) hotels in Orlando area for the 2012 IFD&TC conference. Once catering menus are reviewed and other items related to site Joyce and Kelly will present information to the organizers for discussion.
3. Betsy (Blunsdon) noted that the program organizers, Betsy (Blunsdon), Wayne (Hatcher), Rita (Thissen), Vince (Parker), and registration coordinators, Rita (Koontz) & Lisa (Klein) met at the RAND facilities in Santa Monica for a meeting to draft the 2011 IFD&TC preliminary program. Revisions and updates will continue until IFD&TC 2011 conference registration begins in early March. Rita (Koontz) will send out "acceptance messages during the first week of February and send out an updated preliminary program to the program committee for review and continued work. One hundred twelve submissions for both field and tech were received for review.
4. Discussion of costs that drive the registration fee continues. AV bids have been received and confirm costs will be \$8-\$10 thousand. Other costs are being calculated and will be forwarded to Vince (Parker) for updating with a goal of a firm registration fee by the end of February for opening registration in early March.
5. Rita (Koontz) will forward for review a list of volunteers, list of small and large shops and volunteers who have already served. Review of this information as well as participation in IFD&TC will result in a short list of candidates to approach to fill the small shop field and large shop tech openings on the program organizing team. Discussion ongoing for the next couple of months.
6. OTHER:
  - a. Special Event. Discussion continues regarding the affordability and the organization of a special event as part of the 2011 conference. Kelly (Elver) will take on the task of exploring some suggestions for further discussion by the organizing team.
  - b. Next call is February 10, 2011, call ended. Respectfully submitted, Rita Koontz