



International Field Directors and Technologies Conference

March 10, 2011 Organizers Conference Call Notes:

Participating in the call, Betsy (Blunsdon), Kelly (Elver), Wayne (Hatcher), Lisa (Klein), Vince (Parker) Joyce (Sweeney), Rita (Thissen)

AGENDA:

1. Site update (if any)
2. Set Registration Fee
3. OTHER:
4. PROGRAM-Final call to move presenters/sessions. Please decide what presentations will be moved and where. (Regarding sessions with 4 or 2 presenters)

Next call is March 24, 2011

NOTES:

1. Site update:

- Joyce noted that she had forwarded the hotel reservation link to Rita K for the IFD&TC website.
- Joyce let us know that the first draft of the contract came from the Hilton yesterday. There are several components that she and Kelly still need to negotiate before it can be approved.

2. Set Registration Fee:

- We discussed finalizing the cost of the registration fee.
- We reviewed the spreadsheet for inclusion of all costs.
 - Invited Speakers: Wayne indicated that Census will most likely fund Bob Groves travel.
 - Rita T. will check in with Todd Park to determine if any of his costs need to be covered.
 - It was mentioned that Treasurer Bill Mockovak may need some of his costs covered due to budget issues, but this will be determined by both the financial situation of BLS and the guidelines for government employees and assistance.
 - We discussed a worst-case scenario that internet costs might be double the estimate.
 - We added in Kelly's travel expenses for the Florida site visit.
- Vince calculated what the highest cost per person would be, if Todd and Bill need their costs covered and internet needed to be accessible in twice as many rooms as expected. This maximum was determined to be approximately \$395.
- The ensuing discussion considered if it is better to offer a lower registration rate, borrowing against our reserves in order to offer a lower rate during hard times (which may be especially difficult for small shops to afford), or to cover our costs completely (and avoid running the risk of depleting our savings).
 - Joyce also mentioned cutting down some services, such as providing food at snack time, as a way to reduce costs.
 - Vince mentioned that having significant savings in the bank can cause us to owe more on our taxes as well.
 - With the potential additional costs mentioned above, we settled on \$380 as a tentative consensus as our recommendation (though not without some hesitation).

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Attention Rita Koontz, or Lisa Klein Co-Registration Coordinators

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- The group decided it would be best to ask Bill as Treasurer about how much a \$10-\$15 per person potential loss would deplete our savings, and what would remain (we would need to give Bill an estimate of how many people we expect).
- The group also acknowledged that Rita and Joyce, with their many years of experience, have additional insight into balancing the competing goals of depleting reserves vs. helping our attendees during tough economic times and additional discussion involving them may be advisable.
- As the greatest area of uncertainty is the total number of attendees that register and pay fees, we discussed that it might be helpful to have an estimate of how many people we can expect to register ahead of time.
 - Vince suggested that one way to do this might be to create an estimator, based on several years of data, that indicates how the total number of submissions relates to the final number of attendees (with the caveat that as attendance becomes more conditional on presenting that these numbers may be shifting).
 - The total number of 2010 attendees was not readily apparent to us, as the spreadsheet reflects several numbers (a high of 249).
 - The group thought that Bill may have the final numbers of attendees for recent years, and that it might be possible to retrieve the total number of submissions from Rita's records.

3. Other Issues

- Wayne informed the group that Tim Gabel is still listed as a speaker on the website and suggested that his name and photo be replaced by Bill's. We will ask Rita K. to make this update.

4. Finalizing the Program

- The group felt that for the most part, the issue of 2 and 4 person sessions had been addressed.
 - There was a bit of confusion (on the part of Lisa, who fell off of an email chain that Rita T. later forwarded) about which suggested program updates had been implemented and which had not yet been implemented.
 - Lisa will talk with Rita K. to make changes proposed by the committee.
 - Betsy suggested that it would be helpful for the Registrars to send an email recapping program edits/changes implemented and pending between sessions. The group agreed that this would be helpful.
 - In general, the 2 person sessions seem more problematic, because if one person does not come, it places a significant burden on the remaining presenter (and the program committee is a change is made at the last minute).
 - Kevin Tharp's name came up as someone who we would like to see join session 10F on instrument development. Vince will be following up with Kevin.
 - Rita T. is offline from 11am Friday through Sunday night, so may not be able to comment on the final program via email and said to proceed without her as needed.

Call concluded. Respectfully submitted, Lisa Klein, Co-Registrar

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