



September 18, 2013 - 2014 IFD&TC Conference Planning Call:

Present:

Joyce Sweeney (Co-site Coordinator)
Christy Storey (Co-site Coordinator)
Rita Koontz (Co-registrar)
Kelly Elver (Co-registrar)
Rob Schofield (Small Shop Technical Organizer)
Julie Brown (Large Shop Field Organizer)
Amanda Richardson (Small Shop Field Organizer)

Absent:

Gina Cheung (Large Shop Technical Organizer)

AGENDA:

1. **Welcome to Amanda and Gina!**
2. **Site (as needed)**
3. **Review time-line (see attached)**
4. **Topic Lists for Call for Program Participation (see attached)**
5. **Target date for opening website for the Call for Participation. (Should we send a save-the-date e-mail in the mean time?)**
6. **Select January Meeting Date (Program and Registration Attends)**
7. **Other (Keynote speakers, closing session, Non-Profit Status).**

NOTES:

1. **Welcome Amanda and Gina:**
2. **Site**
 - Joyce reports that Carole (Carole Kindred, of JHG Marketing, 786 Lantern Way, Clearwater, FL 33765, carole@jhgmarketing.com who has been assisting IFD&TC with site selection for several years at no cost to the conference) has begun contacting hotels in the Fort Lauderdale area, including the Del Ray Marriott that the IFD&TC conference was located at last time we were in this city.
 - The contract with the Westin Pasadena has been signed for the 2014 conference.
 - Joyce updated us that there is a pending change to the way federal employee travel regulations work, which will prevent federal agencies from approving higher cost hotels for their employees. This will not have an impact this year, as the Pasadena hotel is offering the room rate of \$125, which is the current government per diem in that area, but will be an issue in the future.
3. **Review time-line**
 - We reviewed the time line and discussed upcoming work. Additional updates were made to the timeline and a new version will be sent along with these minutes. Please review for additional notes about tasks and their deadlines.
4. **Topic Lists for Call for Program Participation**
 - Last year's topic lists were distributed before the call.
 - Rob and Gina have a Tech Topic Advisory Group meeting scheduled for October 4, to be hosted by Gina in Michigan, with some members calling in to the meeting.

- Amanda and Julie will meet to plan the Field Topic Advisory Group meeting, hopefully to be held in the next two weeks.
- Kelly will review the conference evaluations that were shared with the organizing committee in July, and compile a list of comments relating to the program and share that with the Field and Tech Program people before their scheduled Advisory Group meetings.

5. Target date for opening website for the Call for Participation. (Should we send a save-the-date e-mail in the mean time?)

- Following the topic advisory group meetings, Field and Tech will share their lists with each other, review for overlap, and finalize their topic lists.
- Field and Tech organizers will then e-mail updated topic lists to the conference planning group for review.
- Once approved, Rita will have the web site updated and open the web site for the Call for Participation.
- Kelly will send a save-the-date e-mail to the attendee list in the mean time to remind them of the dates for submitting abstracts.
- Kelly will send the official Call for Participation as soon as the web site has been updated and opened. Target date for this e-mail is October 15, 2013

6. Select January Meeting Date (Program and Registration Attends)

- Dates were discussed for the January program planning meeting. The proposed dates include 2 full meeting dates, with a travel day at either end. Kelly will e-mail program organizers and propose dates between January 16 and January 20. Final dates will be announced at the next meeting.
- Locations will be discussed when dates are finalized.

7. Key Note Speakers

- Discussion was held regarding securing Key Note speakers. We may recruit up to 3 key note speakers, an Overall speaker for the first day, and possibly a Tech and Field Key note to speak opposite each other on the second morning of the conference.
- Discussion was held on how Keynotes are chosen, and Kelly will send around the list of potential key note speakers compiled to date.
- Additional discussion will take place on our next call.

8. Closing Session

- This item is added to the agenda to remind us to discuss possibilities for the closing session until we have arrived at a plan.

9. Non-Profit Status

- Joyce requested an update on the process of seeking Non-Profit Status
- Last year we set a goal of obtaining non-profit status by the 2014 conference, with the understanding that it may take longer, as it is a lengthy process. Rob provided some insight from Kurt Johnson at Penn who worked on this process for AASRO.
- Rita agreed to review notes and contact the IFD&TC Advisory Committee to ask about progress on the process.

TO DO List:

1. **Make a final decision on dates of the registration period.**
2. **Discuss potential key note speakers and finalize a plan for who to invite.**
3. **Select a location for the program meeting.**
4. **Send a Save the Date e-mail regarding Call for Participation soon.**
5. **Finalize topic lists and send to Organizing Committee for review.**

Call concluded. Respectfully submitted, Kelly Elver, Co-Registrar