



## Meetings Advisory Committee Call: April 20, 2017 2pm Pacific / 5pm Eastern

### Attendees:

- X Sarah Kalika (MAC co-chair)
- X Maddie German (MAC co-chair)
- X Heather Clark (meetings manager)
- X Gary Luce
- Dale Andrews
- Kathy Troost
- X Rick Kolb
- X Yolanda Natividad (HQ)
- Denise Brosie (HQ)
- X Kevin Richards (T)

### Call Summary

Heather has found and is incorporating the new images for the field trips and guest tours

- MODERATOR TRAINING –Progress Update
  - MAC to prepare a formal Moderator training session (likely online course) that will be required prior to person being chosen as a moderator.  
**Need to emphasize that we have a 20 minute block-** intended to include 15 minute talk, yellow from 15-18 minutes, red comes on at 18 to transition.
  - The goal is to make sure moderators are aware that 20 minutes is the maximum allowed for each presenter. If light is red, moderator cannot allow a Q&A period. This continues to be a problem; MAC is tasked to help provide some solutions.
    - Alert future AM Planning Committees to this issue- pass info along to speakers that talk is 15 minutes only
    - Suggestion to include into guidance: “If you only have 2

- minutes left - just move on, no questions.”
- Moderators will need to additionally attend a briefing during the speaker breakfast?
- Reinforce presentation length in the call for abstracts – make it clear that this is a 15 minute talk (with 3 mins for questions).
- Suggestion for a Verbal reminder at opening session to adhere to time limits (by meeting chairs, and/or AEG President)

\*\*\*\*Sarah plans to run the training webinars in August? – we can set them up and possibly get other leaders for alternate dates at the June meeting

- Updated Moderator List for 2017 Annual meeting – MAC to review. Do we have this list yet? Timeline?  
Usually Technical Session committee invites / puts out a call. Or a speaker within that session. Goal: early August to have a moderator list for 2017. Start (multiple) moderator training sessions as soon as we have list to advertise to. 10-15 minute training session
- Heather / Planning Committee updates:
  - Field-trip only registration option has been removed for 2017 and moving forward.
  - Single-day registration removed?
    - Single-day needed in some cases for 2018 meeting (single-day symposium for NOA, for example). Discussed on 2018 committee call that we might keep for 2018 but ensure that it's a significant amount such that it's not abused.
    - Extra events / single day symposia on Fridays? Only offer single-day registration on Friday.
  - Exhibitor packages: Heather has re-worked exhibitor packages for 2017. Heather and 2018 sponsorship chair (Garry Maurath) to put together info for 2018, using 2017 as base.
  - **So far it's been working very well.** Heather has sold 5 exhibitors thus far for 2017- includes a full registration with most packages.
  - **2017 Planning is going smoothly**
  - **2018 Planning -** minor budget changes, MYBM @ hotel,

registration fee higher, free lunches and field trip included

- Emily was to start a list, to survey likes and dislikes from exhibitors for past 2 annual meetings. Progress? Volunteer to put together survey questions?
  - Good to start after the 2017 AM, because of new packages this year. (use for 2018)

### Follow up on Action Items:

- Preparation of a Meetings Handbook / Guidelines – Any additional feedback?
  - Advertise that we have created this- Insider article will direct people to the AEG News article. Yolanda says it will be out in the April Issue
  -
- Keep on Radar: Presentation Tips for Annual Meeting Presenters
  - Sarah presented 3 webinars, had 3 attendees. Slides are posted on aegweb.org and were also on aegannualmeeting.org
  - With better advertisement next year, we might get some more people, let's plan to do some again in August / September
    - \*\*Sarah to send slides / link to Heather & info paragraph\*\*
- Prepare a “justify your meeting attendance” flyer similar to AGU's –
  - Jeannie working on a design for flyer. She budgeted \$150. HQ to make edits annually. Sarah to follow up, progress update? Idea: Try to get something ready for the summer edition of AEG NEWS?
    - . Sarah to follow up with Jeannie. Plan to include with june AEG news 2017 AM insert

### Notes:

Heather has finished and not received any comments on the Annual Meeting Planning Guide.

Sarah & Maddie to join 2017 Planning Committee calls (listen-in on behalf of MAC), possibly alternate attendance on calls.

They meet second Tuesday of the month 4pm Mountain Time. Sarah has been invited to at least one call, but wasn't able to attend. Maddie to be added to distribution list.

### **Next Meeting:**

Next Call:

**Thursday June 8, 2017 2pm Pacific / 5 pm eastern**

Recurring call- use previous call info  
**Meetings Advisory Committee**

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/779245701/>

**You can also dial in using your phone.** United States: +1 (224) 501-3212

Access Code: 779-245-701

### **Old Business & Action Items from previous BOD meeting (Fall 2015):**

Chapter Support Committee to compile list of short course speakers, MAC to provide meeting planning guidelines including profit sharing

Smaller events / short courses: how much revenue is usually brought in? Forms to fill out, liability requirements/etc, HQ involvement.

We suspect Chapters, as long as they are in good financial standing, might provide voluntary donation back to HQ. Recommended donation of \_\_\_%.

We need to revisit principle of donation or Chapters will probably not put on events.

Can we put together a "Fee for service" structure?

Dawn to relay the request for this to Yolanda, we will need to discuss how much different services would cost.

For smaller Chapters, a fee would hit them harder. Larger Chapters could potentially serve in a mentoring position? Prepare a list of helpers.

Liability waiver required to be signed for field trips, is it required for vapor intrusion type meeting events? Best practice is something out of the ordinary... AEG-sponsored field trips need to have a waiver.

Profit sharing should be proportional to use of outside resources- shouldn't HQ support be part of our dues paid?

Higher profit sharing if registration funds processed through HQ, then distributed to Chapter.

Liability insurance required, depending on venue – venue is tending to pass liability along to groups.

SCSC available to help – setting up venues, support, speakers, etc.

Larger events (Spring meetings):

Review of AGU's "Justify your meeting attendance"

- Request to discuss MAC holding a spreadsheet of past AM revenues Heather didn't get to see "final" numbers for a lot of past meetings, HQ can pull from 2013-present. Gary has since 2002. Greg Hempen's spreadsheet from either Gary, Julie, personal data- reasonably good summary. Data may be reasonably accurate, but not necessarily exactly accurate. Gary to pull spreadsheet together.
- MAC file storage now available on aegweb for committee members Greg's spreadsheet from Sept has been uploaded into MAC file storage
- Greater MAC involvement in AEG AM budgeted surplus amount recommendations based on upcoming AM location, work closer to provide input to AEG Treasurer
- MAC tips for AM speakers Sarah to put together, Heather to provide existing info
  - powerpoint presentation on how to create a great presentation
  - keep talk to 15 mins + 5 for questions
  - software versions used on AM computers to ensure compatibility
- MAC tips for AM moderators (flyer) Sarah to put together, Heather to provide existing info
- Suggestion 15 minute webinar (or self-guided) for speakers & moderators – offered several times in advance of AM
- Request from EC:
  - MAC committee to propose edits to annual meeting policy

to ensure that it is still compliant and in agreement with the nomenclature of the restated bylaws (new governance restructure). We have a deadline request of June 1<sup>st</sup> to get this to HQ and EC so the changes can be incorporated ahead of the 30-day for the annual meeting.

- Sarah to include policy in meeting notes [Emily to review & provide track changes edits](#)
- Work with Heather Clark to ensure that our future AM documents and guidelines that she distributes as the Meeting Chair are also updated prior to the 30-day cutoff for the annual meeting. [We think Annual Meeting planning guide updating is what is referred to.](#)
- Annual Meeting Planning Guide update (Heather)
  - Outline prepared & will be attached to meeting notes