

NWEA 2009 Annual Conference
DRAFT - PLANNING MEETING - DRAFT
Wednesday Feb 18, 2009 10:30 a.m. – 11:30 a.m.
changes to dave.james@unlv.edu by Feb 13 2009
 Conference Call # 1-866-203-7023 ID# 6579350

Wednesday February 18 2009

NWEA 2009 CONFERENCE MEETING

10:30-11:30 a.m.

SPB Utilities Offices – North
 Montgomery Watson – South

Facilitator: Dave James **Type of meeting:** Planning

AGENDA ITEMS

Topic	Chair / Coordinator	Time allotted
Catering Strategy – Low cost meal breakeven point is 175 registrations/30 vendors. Medium cost meal breakeven point is 200 registrations/ 35 vendors	Leslie – speaking for Dave	
Draft conference budget – Low cost meal total estimated costs are \$59,000. Medium cost meal estimated total costs are \$64,000	Leslie – speaking for Dave	
Review - revised conference program schedule – still need session chair for Project Delivery and Continuing Education/Professional Development	Leslie – speaking for Dave	
Rod and Drape contract status	Tom, Jake	
Need chairs for a) prizes, b) events	Leslie	
Contract status – revised due date for hotels – double billing for exhibition hall for Wed April 15 removed	Dave and Linda	
Publicity, recruitment status - – pushing registration forms to email lists : APWA? ASCE? ASCE student chapters? NSPE? SAME? Others?	Angela MacKinnon?	
Exhibitors and Vendors – registration forms, push emails	Tom Rura, Jake Jacobson, Tim Eklund	
Advertising – Reminders to CWEA, AWEA	Linda Peterson, Keni Whalen, Starlin Jones	
Bowling tournament – proposed to expand scope of social activity, have at hotel on evening after 1 st day	Jake Jacobson	
Sponsorships – need a chair	Angela?	
Review of Sessions – changes <u>since Feb 3 underlined</u>	Possible coordinators	
Circuit Rider – pump maintenance – confirmed – Tues all day April 14	Linda & Kirk Peterson	
Grade III/IV operator training – confirmed – Wed all day April 15	Linda & Kirk Peterson	
Collections workshop – confirmed – Tues & Wed all day April 14-15	Jake Jacobson	
Nonpoint – Tues <u>PM</u> April 14	Angela MacKinnon,	
Project Delivery - Tues <u>AM</u> , April 14	Need a chair	? indicates not confirmed
Disinfection – Tues AM April 14	Bill Shepherd, Jeff Mills	
Saving money – Wed PM April 15?	Leslie Long	
Open sessions? Calls for papers – <u>Wed AM & PM</u> , April 15	Dave, Linda Angela,	
Wastewater Recycling/Reuse – Tues PM? April 14	Mary Carr Portillo?	
Continuing Education and Professional Development –Wed AM April 15	Jennifer McMartin, Kirk and Linda Peterson	

Membranes – Tues AM April 14
Watershed, SCOP. Lake Mead, Wednesday AM April 15

YP careers panel discussion Wed AM, April 15

Biological Nutrient Removal, Tuesday AM April 15
Exams and proctors – Thurs AM April 16
Managers' panel – Saving money Wed PM April 15
Construction Inspection – We PM April 15
Training classes – Exhibitor Area
Executive Board meeting Tues PM April 14
Certification Board meeting Tues PM April 14
Open Sessions

SSSSS vote and induction

WEF Dignitary – need to arrange hotel room, pick up at airport, local transport and entertainment

Website

Registration and Business services for conference

Rooms and suites for use by NWEA staff and guests – we need to start a list of who needs rooms

Greg Turner, Jeff Mills
Maria Stosich, Lynn Orphan
Hannah Wilner, Eric Leveque
Margaret Regan
Jennifer McMartin
Leslie Long
Leslie Long
Tom Rura
Linda Peterson
Bill Shepherd
Angela MacKinnon, Dave James
Dennis Hugh
Leslie Long
Suey Huey
Linda and staff
Linda?

Awards committee:

Rick Warner, Lee Siekerka

Nomination Committee

Linda Peterson to form committee –
Chaired by Past President

WEFMAX COORDINATION

Eric Leveque

Next Conference committee Meeting Date – Wed March 4, 2009 10:00 am – 11:30 am

Milestones by next meeting – Conference program sessions finalized and abstracts under review. Conference flyers and registration materials sent to all email lists. Initial vendor solicitation emails and phone calls completed.