

PSD 2012 Local Arrangements Committee Meeting, 6/21/2011

Attending: Linda Douglas, Roger Upham, Mary Engelmann, Stan Nichol, Ken Harris, Karen Dahl, Evan Boyd, Dick Haskett, Heather LaVallee

Roger handed out Agendas and copies of minutes from the previous meeting. There were no corrections to the minutes. Roger read a summary of the survey taken at the Des Moines Conference.

Several names (Kristen Harvieux, Dick Grant, Jerry Condon) were suggested to coordinate the food service with the hotel. Negotiations need to be done earlier to line up with the hotel. This person also needs to work with Registration about meal tickets and other possible arrangements.

The hotel is charging \$25000 for food and we need to cover that cost through fees paid for registration. The costs for workshops, ambience, worship, entertainment, registration, and children and youth programming also are paid for from these fees.

Heather will coordinate the workshops for our conference. She will probably need 3 – 4 people helping to assure that everything works smoothly. An advantage of workshop presenters bringing their own laptops/projectors is that they are sure they work and are comfortable with the equipment.

Several survey respondents suggested that meals be offered for those that attend the conference for Saturday only. If there is a “day rate” it would need to include a cost to cover breakfast, lunch, and dinner. This may be difficult to do given that meals will be served “plate style” at our conference.

Stan suggested that a better alternative may be to lower the overall cost of Registration so there is an increase in the number of people registering and fewer “walk-ins.” Evan said that there may not be a long term benefit to lowering the overall conference cost when future conferences are considered. He will do a high/low budgets based on projected attendance and abiding by hotel requirements. In addition there may be extra hotel costs for connecting our sound system to theirs and/or for web streaming. Including a cash bar at the Friday night Coffee House may add some extra income.

For Ambience Karen suggests a \$500 budget. She would like to use enlarged photographs to put in places to help set the mood of the conference. It was suggested that children and youth wear similar tie-dye shirts and the adults working with them wearing different tie-dye shirts. This is a clear way for parents to identify the people assisting their children.

Karen has offered to take charge of Publicity and will ask someone else to do the writing.

For the Friday night Banner Parade the group would like each banner to have a clear association with a church or fellowship. An effort will be made to have the banners carried by people representing different ages and family groups. It is also suggested that there is a PowerPoint or screen introduction for each banner. This will include the name of the church or fellowship and a

picture that represents that congregation. We need people to coordinate receiving the banners, the audiovisual presentation, and making sure they are all hung. The hotel has people that will hang the banners and we will be charged for this service.

Local press coverage is the responsibility of the Local Arrangements Committee.

Ben Wallace from the Program Committee and another computer savvy person from Kansas City may be resource people for making sure that computer, sound, and other electronic systems are functioning properly.

We need to have a preliminary budget ready in August. Evan will need approximate dollar figures before August.

David Heath may be our worship liaison.

After the June 5 meeting of the Program and Local Arrangements Committees Victoria suggested getting a veteran to give the sermon at the Sunday morning service.

Robin (Chair of the Program Committee) said that the next meeting of the Program Committee will be on July 23 in Ames, Iowa. Roger is planning to attend and extended an invitation to others to join him.