

# SOUTH CENTRAL CHAPTER AICP Meeting Minutes

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Date: 3/30/10

Officers Present:      Doug Simino, President and Regional Director  
                           Joyce Ray, Vice President  
                           Carol Fuller, Secretary  
                          \_\_\_ Tyrone Settlemier, Treasurer  
                          \_\_\_ Clinton Grumbles, Past President  
Other (Specify) \_\_\_

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Type of Meeting:     \_\_\_ Chapter Meeting  
                           Officer's Call  
                          \_\_\_ Other (specify)

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Minutes:

This meeting was to finalize our chapter meeting plan for 2010. Following is an overview of the discussions.

## **Networking Reception- May 11<sup>th</sup> -Austin, TX DoubleTree**

Program: General networking session after the TDI Conference from 5-6:30pm in the foyer of the conference rooms. I am sending Angelia Johnson an email asking for her to advise by a particular date if there is any problem with us proceeding. I will also inquire if there is a problem with Wolters Kluwer placing a banner at the reception if we use the foyer by the TDI conference rooms.

Proposed menu: Cheese Display for 35 people @ 7.95 each, Veggie Crudites for 35 people @ 5.95 each, Fruit Fondue for 35 people @ 6.95 each. Bottled Water is \$3.50 and Soda is \$3, so we should offer something to drink- maybe 100-125 Sodas, spending \$300-\$375 on drinks. Cash Bar Bartender Fee is \$45.00 Per Hour with a Two Hour Minimum.

Budget: Service Charge and Taxes brings this to 1565.75 for the event. We can scale the food down to 30 people servings for each item and/or sodas for \$100 to get closer to the budget discussed yesterday at \$1200 for a total cost of \$1330.12. We will also allot about \$75-90 for gift cards for door prizes that will be announced every 30 minutes. I will draft the entry form and distribute to you all in April.

Marketing- Doug volunteered to make up flyers for the upcoming events and the Annual Conference through his company. We can also send out an e-blast via the AICP website and our chapter page. By the way, is the chapter page updated?

### **E-Day- July 28<sup>th</sup>-New Orleans, LA**

Program: I have contacted Rachelle Carter and asked her to assist us with planning for this since she is assisting with both the SERA and LA DOI conferences. We will have Wednesday afternoon for our E-Day and are looking at a self-funded (via ticket sales) luncheon, we need to find a compelling speaker to help with attendance. Afternoon speakers can include a speaker from the LA DOI, local regulatory counsel and possibly another regulator or two from the SERA conference. Rachelle will be able to offer assistance to ensure that we are not covering the material that the other 2 conferences are addressing. We may be looking at 12:30-5 pm for the E-Day. We need for each officer to think of potential speakers and topics, so that we can finalize the details in April.

Budget: Approximately \$2000 will be left in our account. Doug will apply for a chapter grant as well. We anticipate keeping expenses down to room rental and A/V fees as the conference fees will cover the luncheon and the speakers should all be in town during that time. Wolters Kluwer may also be able to offer financial assistance and/or free webinar capabilities, Doug will check with Bill Boyce.

Marketing: Flyers for Austin event, Save the Date reminder on chapter website and AICP E-Blast. We will also check with Rachelle for opportunities to co-market with SERA and LA DOI.

### **October 2010- Chapter Event**

To be determined at a later date.