

**LLC Managing Committee Meeting Agenda
Zoom Meeting**

January 10, 2022
3:00 PM

Committee Members (8):

Mike Boer (CAWG Past Director), Chair (July 1, 2021 - June 30, 2022)

John Aguirre (CAWG President), Jim Harbertson (ASEV Technical Program Director), Dan Howard (ASEV Executive Director), Anita Oberholster (ASEV Past Board Member), Bill Pauli (CAWG Past Chair), Tom Slater (CAWG Chair) Keith Striegler (ASEV 1st Vice President)

LLC Managing Committee Meeting Agenda

1. **Call to Order**
2. **Approval of January 10 Meeting Agenda**
3. **Approval of December 14 Meeting Minutes***
4. **New Business**
5. **Old Business**
 - a. COVID-19 Updates
 - b. Booth Sales Update
 - c. Registration Update
6. **Next Meeting Date and Time**
7. **Adjournment**

**documents attached*

**LLC Managing Committee Meeting Minutes
Zoom Meeting**

December 14, 2021
3:00 PM

Committee Members (8):

Mike Boer (CAWG Past Director), Chair (July 1, 2021 - June 30, 2022)
John Aguirre (CAWG President), Jim Harbertson (ASEV Technical Program Director), Dan Howard (ASEV Executive Director), Anita Oberholster (ASEV Past Board Member), Tom Slater (CAWG Chair) Keith Striegler (ASEV 1st Vice President)

Committee Members Not Present:

Bill Pauli (CAWG Past Chair)

Others Present:

Jenny Devine (CAWG Staff)

LLC Managing Committee Meeting Agenda

1. **Call to Order.** Mike Boer called the meeting to order at 3:02 PM.
2. **Approval of December 14 Meeting Agenda.** Mike Boer asked to amend the December 14 Meeting Agenda to add two items under New Business, 4. b. and 4. c. Jim Harbertson moved to approve the amended agenda. Tom Slater second, motion was approved.
3. **Approval of November 4 Meeting Minutes.** Jim Harbertson moved to approve the November 4 Meeting Minutes. Keith Striegler second, motion was approved.
4. **New Business**
 - a. **LLC Committee Member Terms.** Dan Howard stated that we have three members on the committee who terms end on December 31, 2021.
 - i. The ASEV leadership reappointed Jim Harbertson for his second term.
 - ii. The CAWG chair reappointed both Tom Slater and Bill Pauli for another term.
 - iii. Dan Howard confirmed that each LLC Managing partner appoints their own representatives.
 - b. **COVID Protocol Review.** Dan Howard mentioned what the COVID-19 Protocol is online, but we will take a moment to review today.
 - i. An email was sent out a week ago to all symposium registrants and it stated that everyone needs to provide a proof of vaccination or negative test per regulations. They can upload online prior to the symposium, and if they choose not to upload beforehand, they can show it onsite.
 - ii. Everyone will have to go through the Health and Safety Center located in the Hyatt Regency Ballroom, where they will receive an orange wrist band to wear throughout the symposium and take with them to the convention center to pick up their badge at registration.
 - iii. They will then be able to pick up their badge at the convention center.

- iv. They must keep their wrist band and badge for the entire symposium. If they lose their wrist band, they have to go through the health screening again.
 - v. Rules that we have in place currently through January 15, may become stricter (rumor). The 72-hour negative test rule may become 24 hours.
 - vi. **Masks:** There is a mask mandate for all indoor activities.
 - 1. Because no one was wearing their masks at the convention center during the Almond Conference, the city has asked us to beef up our security and announce to please keep our masks on.
 - 2. We will have masks available onsite for people who do not have any.
 - vii. **Communication:** Keith Striegler has heard from people that we have not communicated the protocols properly. Dan Howard stated that we have sent out communications, we want to be careful about not making it all about COVID, moving forward we will do a better job at communicating. Everything is on the website.
- c. **Proxy and COI.** They will expire by December 31. Dan Howard will reach out to everyone for new Proxies and COI.

5. Old Business

- a. **Booth Sales Update.** Dan Howard stated that we have sold 840 10 x 10 booths as of today; we have 8 10 x 10 booths left to sell. We budgeted 760 10 x 10 booths, so booth sales are good. The most we have sold in the past is 709 booths 10 x 10 booths.
- b. **Registration Update.** Dan Howard stated that we have 1300 people vs 2150 from the 2020 Unified at Cal Expo this time. Registrations are down by 40% from this time last year, we budgeted a 25% attrition.
- c. **Final Program Update.** Jenny Devine provided an update with regards to the program; we have a few holes left to fill and we hope to have everything wrapped up prior to the holidays. Panels are beginning to meet to start laying out their content.

6. **Next Meeting Date and Time.** The next LLC Managing Committee Meeting will take place on January 10 at 3:00 PM. We will schedule a time to meet in-person during Unified.

7. **Adjournment.** Tom Slater moved to adjourn the meeting at 3:34 PM. Jim Harbertson second, the motion was approved.