

**LLC Managing Committee Meeting Agenda
Zoom Meeting**

Thursday, January 26, 2023
12:00 PM

Committee Members (8):

Jim Harbertson (ASEV Technical Program Director), Chair (July 1, 2022 - June 30, 2023)
Mike Boer (CAWG Past Board Member), Natalie Collins (CAWG President), Tom Collins (ASEV Past President), Dan Howard (ASEV Executive Director), Anita Oberholster (ASEV 2nd Vice President), Bill Pauli (CAWG Past Chair), Tom Slater (CAWG Chair)

LLC Managing Committee Meeting Agenda

1. **Call to Order**
2. **Approval of January 26 Meeting Agenda**
3. **Approval of January 9 Meeting Minutes***
4. **New Business**
 - a. Unified Budget. Catering Budget Overage
 - b. 2023 Program Development Committee Chair Brief Discussion
5. **Old Business**
 - a. Registration Brief Overview
6. **Next Meeting Date and Time.**
7. **Adjournment**

**documents attached*

LLC Managing Committee Meeting Minutes
Zoom Meeting

Monday, January 9, 2023
3:00 PM

Committee Members Present

Jim Harbertson (ASEV Technical Program Director), Chair (July 1, 2022 - June 30, 2023)
Mike Boer (CAWG Past Board Member), Natalie Collins (CAWG President), Tom Collins (ASEV Past President), Dan Howard (ASEV Executive Director), Anita Oberholster (ASEV 2nd Vice President), Bill Pauli (CAWG Past Chair), Tom Slater (CAWG Chair)

Others Present

Jenny Devine (CAWG Staff), Jen Smalley (ASEV Staff)

LLC Managing Committee Meeting Agenda

1. **Call to Order.** Jim Harbertson called the meeting to order at 3:01 PM.
2. **Approval of January 9 Meeting Agenda.** Mike Boer made a motion to approve the January 9 meeting agenda. Tom Slater second the motion, motion was approved.
3. **Approval of December 12 Meeting Minutes.** Natalie Collins made the motion to approve the December 12 meeting minutes. Bill Paul second the motion, motion was approved.
4. **Old Business**
 - a. **Welcome Tom Collins back to the committee.** Jim Harbertson welcome Tom Collins back to the LLC Managing Committee.
 - b. **Final Unified Symposium Logo.** Natalie Collins reviewed the final Unified Symposium logo with the committee. The changes made were in the custom font and the color, which brought it more to life. It is clean and you get the concept of the show. We will do a soft rollout at the 2023 symposium, with a full roll out at the 2024 symposium. The response was very positive, and Brown Miller will develop talking points for the official rollout.
 - c. **Registration Update.** Dan Howard provided an update on registration. We currently have 3,400 registered, which in comparing it to 2020, we are slightly above to where we were at this same time in 2020. We are at 3,400 currently.
 - d. **Exhibit Sales Update.** Jen Smalley provided an update on the exhibit hall, stating that we are currently sold out with 15 companies on the waitlist. We have sold a total of 840 10 x 10 booth spaces.
 - e. **Sponsorship & Advertisement Update.** Jenny Devine stated that we have hit our overall goal for both sponsorships and advertisements. She is now working on finalizing the fulfillments.
 - f. **Final Overall Program Development Update.** Jenny Devine stated that the program is complete, with the last few speakers confirmed. She is continuing to work with the moderators and speakers on their panels and helping with getting the remaining speaker details in for the symposium.

- g. **Active Assailant Insurance Update.** Dan Howard stated that we officially have the insurance binder in hand, and the insurance is in-place.
- 5. **Next Meeting Date and Time.** In-Person Lunch Meeting, Thursday, January 26 at 12:00 PM, Hyatt Regency in the Capital Boardroom.
- 6. **Adjournment.** Jim Harbertson adjourned the meeting at 3:37 PM.