

**LLC Managing Committee Meeting Agenda
Zoom Meeting**

Thursday, February 4, 2021
2:00 PM

Zoom Meeting Details:

Join Zoom Meeting

<https://us02web.zoom.us/j/89373014837?pwd=Szh2TWxNS0REYnl3VE8wQlVPWFpMQT09>

Dial by your location

+1 669 900 6833 US (San Jose)

+1 408 638 0968 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 893 7301 4837

Passcode: 157450

Committee Members (8):

Keith Striegler (ASEV 2nd Vice President), Chair (July 1, 2020 - June 30, 2021)

John Aguirre (CAWG President), Mike Boer (CAWG Director), 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 Director)

LLC Managing Committee Meeting Agenda

1. **Call to Order**
2. **Approval of February 4 Meeting Agenda**
3. **Approval of January 8 Meeting Minutes***
4. **New Business**
 - a. 2022 Unified Program Development Committee Chairs
 - b. Session Video Availability for Promotional Use: Diversity & Herstory
5. **Old Business**
 - a. Registration Report
 - b. Final Exhibit Sales Update
 - c. Overall Symposium Feedback
6. **Next Meeting Date and Time**
7. **Adjournment**

**documents attached*

**LLC Managing Committee Meeting Minutes
Zoom Meeting**

Friday, January 8, 2021
2:00 PM

Committee Members Present

Keith Striegler (ASEV 2nd Vice President), Chair (July 1, 2020 - June 30, 2021)
John Aguirre (CAWG President), Mike Boer (CAWG Director), Jim Harbertson (ASEV Technical Program Director), Dan Howard (ASEV Executive Director), Anita Oberholster (ASEV Past Board Member), Tom Slater (CAWG Director)

Committee Members Not Present

Bill Pauli (CAWG Past Chair)

Other Members Present

Jenny Devine (CAWG Staff)

LLC Managing Committee Meeting Agenda

1. **Call to Order.** Keith Striegler called the meeting to order at 2:04 PM. He welcomed our new member, Anita Oberholster, to our committee.
2. **Approval of January 8 Meeting Agenda.** Tom Slater moved to approve the January 8 Meeting Agenda. Mike Boer second, motion was approved.
3. **Approval of December 10 Meeting Minutes.** John Aguirre moved to approve the December 10 Meeting Minutes. Tom Slater second, motion was approved.
4. **Old Business**
 - a. **Program Development Committee Update.** Jenny Devine and John Aguirre provided an overall update on the program. The program has officially been completed, with the final speakers to be confirmed. Jenny Devine is currently working with the panelists for the pre-recording schedule, which will take place the week of January 11 and January 18.
 - b. **Exhibit Sales Update.** Dan Howard provided an update on current exhibit sales. We now currently have 340 booths sold. He continued to state that they continue to promote the exhibit hall through eBlasts to previous exhibitors, through the newsletter
 - c. **Registration Update.** Dan Howard provided an update on registration. We currently have 118 3-Day/27 One-Day paid registrations compared to 363 3-Day/219 1-Day paid registrations this time last year. The newsletters go out to CAWG & ASEV members, past attendees and other contacts, which equals about 40,000 contacts. Geographical statistics are the same: 91% US; 2% Canada; 2% Mexico, etc. Further discussion.
 - i. Keith Striegler asked how we can reach out to the non-conventional attendees.
 - ii. Dan Howard stated that there is no early bird registration, so there is no financial incentive to register early.
 - iii. Tom Slater asked if we have reached out to the regionals.
 - iv. Anita Oberholster asked if we share the information through our social media platforms.

- v. Jenny Devine stated that we have promoted the symposium through Feathr to hit other targets than the same contact list. Muriel Miller with Brown Miller has been working with Feathr on pushing out ads throughout.
 - vi. Dan Howard's team is working on a flyer to send to all exhibitors to help promote, and a flyer will be put together for Jenny Devine to share with the regionals.
5. **Next Meeting Date and Time.** The next LLC Managing Committee meeting will take place on Thursday, February 4, at 2:00 PM.
6. **Adjournment.** Keith Striegler made a motion to adjourn the meeting. Mike Boer moved to approve. Anita Oberholser second. Motion was approved.