

AWVSWA
Conference Planning Committee Meeting
Gassaway Community Center, Gassaway, WV
10:00 a.m.-2:00 p.m.

Welcome by Michael Grunau, AWVSWA Chair. He called the meeting to order at 10 a.m. Mike reported on the passing of Roger King, Wood County SWA Chair, on January 8, 2003. Mike had stated that Edgar Hooper had announced his plans to retire as Conference Coordinator in January 2002. At that time, it was decided to have co-coordinators to allow for a smooth transition. Under new business in the Executive Meeting we will be voting on the contract of Judy Lewis as Conference Coordinator.

Review of 14th Annual Conference

Registration Report – Judy Lewis, Conference Co-Coordinator reported that 194 individuals registered and 175 attended for an attendance of 90%.

Donor/Sponsor/Exhibitor Report Judy reported that \$40,735 has been collected to date. With outstanding invoices we have an expected income of \$43,600. We had 16 students/faculty from 4 colleges attending. Scholarships were raised in the amount of \$4,100. The expense for the students/faculty totaled \$2,994.08 resulting in a net income of \$1,105.92.

Evaluation Summary – H.R. Scott, Extension Agent Wood Co. reported that the 2002 conference was the highest rated. Everything was rated as good – excellent. The conference received over 80% approval.

Financial Report-Conference Education Fund-Curt Keese, Treasurer, AWVSWA Curt passed out financial statements from October 31, 2002 through January 31, 2003. The only outstanding invoices that he is aware of are Phase III of Edgar's contract and the bill from the Mountaineer Race Track and Resort. Mike gave Curt the bill in the amount of \$29,926.12. It appears that we should have a \$9,000-\$10,000 profit from the 2002 conference.

Visual Presentation – Dean Lewis, Photographer presented a PowerPoint presentation from the conference. It was decided to make copies of the presentation to be sent to all authorities as a recruiting tool.

15th Annual Conference

The 2003 conference will be held at the StoneWall Resort on October 26 – 28, 2003.

Discuss financial support In light of the current state budget situation, Gary Bledsoe asked if the state sponsorships we receive are assured. We do not know that

answer. Harrison County SWA has committed \$2000 to the conference. The question was raised if the DNR gave grants for educational funding. The comment was made that you have to be careful about what those grants can be used for. This year's conference will be our most expensive. Ron Singleton mentioned that it was too late to get in plant's budgets for the coming conference since they have already been set. The idea was mentioned about selling ads for inclusion in the program book. Paul Hayes can provide a green list. Sandy McClure Malcolm knows someone who deals in promotional items that would be interested in having a booth at the conference.

Set registration fee It was decided to keep the registration fee set at \$125. This fee would be the same for the registrant and the spouse. Stonewall Resort charges a fee of \$199 per person per day. This fee includes all meals, lodging, hospitality breaks, and use of conference rooms and equipment. We can change the amount the resort collects at check in with the balance being placed on the association's master bill. After much discussion, the room rate was set at \$85 double occupancy per person per night or \$135 for single occupancy per night.

Donors-Sponsors-Exhibitors

Develop conference theme Several possible themes were discussed. They included "No future in StoneWalling the Environment"; "Don't can the future"; "Stop Stonewalling, Start Recycling"; "Don't Stonewall the Environment" and "Breaking through the StoneWall to Aid the Environment". Wanting to have a positive spin and tying it in with the location, the theme of "Environmental Awareness at StoneWall" was chosen as the conference theme.

Discuss potential topics/speakers Since Dick Cooke, Chairman of the SWMB, was scheduled to be a fill in speaker for the Governor at last year's conference, he was selected to be the Keynote Speaker this year. A possible topic was SWMB comprehensive plans, how to do it.

Discuss possible tours Tours to be scheduled from 2:00 – 6:00 on Sunday. Bob Wines is to check on touring "Trus Joist" it is a division of Wearhouser Manufacturing, a wood manufacturing plant that produces engineered timbers. Burl Smith and Sandy suggested touring the City of Buckhannon Recycling and Transfer Station. The glass factory in Jane Lew was mentioned but was decided that would make a better tour for the spouses.

The conference menu was discussed with the following selections being made: Breakfast both mornings will be **The Mountaineer** (Fresh Orange, Cranberry and Tomato Juice; seasonal fruits and berries; breakfast pastries, croissants, and muffins; jams, jellies and preserves, scrambled eggs, bacon, sausage, and home-style potatoes with freshly brewed regular and decaffeinated coffee, assorted teas). Lunch on Monday will be a **Hot Buffet** with three entrée's (Braised Swiss Steak with Red Wine Demi; Southern Buttermilk Fried Chicken with gravy; Eggplant and Portabella Mushroom Lasagna with Tomato-Basil Sauce; House Salad; Seasonal Vegetables; Rice or Potato; Hot Rolls and Dessert; and iced tea, regular and decaffeinated coffee. The **banquet dinner** will be a choice of roast prime

rib with garlic whipped potatoes, horseradish cream and natural jus or breast of chicken stuffed with spinach and parmesan, white cheddar risotto whole grain mustard demi. The registration form will reflect a dinner choice for the banquet. It will state that if no selection is made, the default dinner will be prime rib. We need to check with StoneWall to make sure the banquet is included in the meal costs and is not an additional charge. Tuesday's lunch will be boxed, **The Front Nine** (Cappacola Ham, Genoa Salami and Provolone Cheese on Ciabatta Roll; Antipasto Salad, Double Fudge Pecan Brownies and Iced Tea or Lemonade). Also need to check with StoneWall to see if a piano is available for entertainment during the exhibitor's reception.

In conference literature make sure to mention the resort has a 4 p.m. check in and an 11 a.m. checkout. We need to check with the resort to see if these times can be adjusted. A possible solution is to schedule from 7-8:30 on Tuesday for breakfast and check out. Literature also needs to remind guests that daylight savings time ends that day, be sure to adjust your clocks. It was mentioned that the facilities at StoneWall does recycle. We need to check with the SWMB or DNR about supplying tote bags for the conference. Nicole Hunter mentioned that the American Plastics Council is willing to donate binders.

The DNR has approached the association with the idea of merging the Governor's Conference with our annual conference. DNR wants to get out of the conference business due to the amount of time and resources in planning their conference. They are willing to provide topics, assistance and funds. Before the annual meeting, a location for the 2004 conference must be decided. Mike will draft a letter to member authorities informing them about the possible merger and that at the March meeting, a decision will be made. This will be discussed further in the executive meeting immediately following this meeting.

Since last year's conference was Edgar Hooper's last as Conference Coordinator, H.R. Scott felt the association should do a formal letter of recognition for all the work he has done in getting the association off the ground and planning conferences. Mike stated that he had planned to have Edgar and Ann attend this year's conference as guests with all expenses paid and to be honored at the banquet. It was also mentioned to include a tribute in the program book. H.R. reminded the group that they had honored Ed Collins at last year's banquet that had helped organize and fund the association with Edgar. Mike felt that it wasn't right to honor Edgar last year while he was still working as Conference Coordinator and wouldn't be able to enjoy the evening.

The schedule was proposed as follows. Sunday registration is scheduled from 1:00 – 8:00. Tours are to be scheduled from 2:00 – 6:00 on Sunday. Exhibitor set-up is at 3:00. *"Taste of West Virginia"* buffet is scheduled at 7:00. A request was made to add vegetables to the buffet. Exhibitor's social hour is planned for 8:00 – 9:30. The Collegiate Environmental Network has a meeting scheduled for 8:00. Monday's registration is as follows: 7:00 a.m. registration. Breakfast will be 7:00-8:30. The conference opening will begin at 8:30

The meeting was adjourned at 1:50

The next Planning Committee Meeting will be March 16, 2003 at the Governor's Conference from 5:30 - 6:30 at the Embassy Suites in Charleston WV.

Attending the meeting were: Mike Grunau, Burl Smith, Bob Wines, Sandy McClure, Bridget Grounds, Gary Rogers, Nicole Hunter, Paul Hayes, Tom Heston, John Tuckwiller, Curt Keese, Ron Singleton, John Lichiello, Gary Bledsoe, H.R. Scott, Dean and Judy Lewis.