

IESAF Annual Meeting

Planning Committee – Conference Call

July 28th at 10am

1-877-455-8099 Code: 4488

Attendees: Tera, Tiny, Phil, Dick, and Lynn

1. Review Progress on Agenda
 - a. Update from Tiny, etc. – program mostly confirmed, but need to follow up with ICL on counterpoint to Jay. Phil will draft a short summary of the program for the brochure.
 - b. Field Trip info from Lynn – committee agreed that we would pursue the field trip. Lynn is going to check into some school district options for buses as well as the cancellation policy on contracts. Current contractor price is \$850 for 2 twelve person vans. Tiny will be visiting the area this week to look for sites and evaluate the route for transportation. Tiny will also write a short summary of the field trip for the brochure.
 - c. Submit for CFE appraisal – the committee felt Friday, Aug 1st was a reasonable deadline to have the program confirmed for CFE evaluation.
2. Review Budget – need to add field trip option to budget, but otherwise the most recent version is unchanged.
3. Review Registration and Communications
 - a. Brochure Info due August 1. See attached schedule and needs.
 - b. Online registration system – Tera gave a brief summary and will provide more information when Lori returns.
4. Sponsorships and Exhibitors
 - a. Review Vendor Requirements.
 - Who should we contact? –see attached list
 - How much should we charge? For one day, \$100-125 seemed like a reasonable prices for vendors.
 - How many tables available? Outlets? Tablecloths? Charge? – Lynn thought there was approximately 20 spaces available for both vendors and posters.
 - b. Review Sponsorship Levels.
 - Flat rates or individual items (eg coffee break, icebreaker, etc.) - the committee felt that having sponsorship levels may be less complication although upper tier may be for specific event, i.e. coffee break.
 - Letter? – Tera will work out system for vendors and sponsors, then ask Steve if he's willing to draft a letter.
5. Foresters' Fund
 - a. Ask for donation items in brochure. – need to follow up with Mark. Dennis Parent and Bill Love might be resources.
6. Miscellaneous Items
7. Next Call

Inland Empire SAF Annual Meeting

Tasks and information needed to put the conference flyer together

--Please send to Lori Rasor (rasor@safnwo.org) by **August 1**--

Cover blurb invitation to attend meeting: Program Committee (**maybe Phil? w/ Tera**)

- 100 words needed (the short version)
- 250 words needed (the long version, will use if space allows)

Logo and Photos: All

- Logo
- Selection of local photos for potential use in flyer; needed in .jpg format; include photo credit and short caption

Agenda: Program Committee (**Tiny**)

- Send word file of agenda, themes, subthemes, times, include name of talk, speaker, speaker title, company/organization and location if possible. The amount of speaker information provided will depend on space availability.

Field Trip Descriptions: Field Trip Committee (**Tiny**)

- Include description, departure/arrival times, where to meet, cost, what it includes (box lunch?), info on what to wear (example: Be prepared for wet, uneven ground and a half-mile hike...so bring suitable walking shoes or boots, as well as rain gear and a jacket.). Perhaps include who the leader of the tour is.
- Northwest Office needs specifics on trips to answer questions.
- Need minimum/maximum tour numbers.

Location/Lodging/Directions: Facilities Chair (**Lynn**)

- Info on location of meeting, include name, address, phone number, website.
- Include room rate information and deadline for room block.
- Other Lodging options (if appropriate): Include names, addresses, phone numbers, websites, rate (plus tax), and date reduced lodging rate becomes subject to availability.
- Student lodging options: # of students/room allowed? Local campgrounds? Other options

Continuing Forestry Education Credits: (**Chris Schnepf**)

- Potential wording: This program has been reviewed and is approved for xx CFE credits by the Society of American Foresters. Good to have in brochure instead of saying info will be available on site. (Break down credits if needed, especially if offering one-day rates.)

- Will there be other credits offered, such as professional logger, Wildlife Society or other credits pertinent to potential attendees?

Poster Session: Are we having one?

- Need a paragraph describing type of posters being solicited (related to the theme only or expanded topics?), deadline for poster submission/abstracts and who send them to, note when the posters will be up (full conference or just parts of it; will there be a special viewing time?).

Vendors: Vendors Chair (Steve McConnell)

- Need short blurb and include contact.
- Will there be a separate vendor registration form?
- Be clear on what's included with a table: number of people, meals, banquet, field trips, etc.

Foresters' Fund: FF Chair (Mark Swanson)

- Is there a silent auction? Raffle? Should members bring items? Could potentially include a blurb.

Sponsorships: Sponsorship Chair (combined with vendor chair)

- Include short blurb and contact.

Miscellaneous: (Tera)

- Anything else oddball that needs to be included?

Registration Form: Registration Committee; will need budget to work from

- Will there be spouse/guest registration separate from regular registration?
- Is a one-day fee available? If so, which days and what does it cover?
- Is the field trip included in registration fee? Is there just one field trip that all attendees go on?
- What is the early bird deadline?
- What does full registration include?
- Include space for vegetarian option and/or dietary needs.
- Are any items ticketed? Banquet?
- Will include spots for name, business/organization, address, city, state, ZIP, phone, fax, email. Spot for guest/spouse if that will be offered.
- Payment information. Lori will fill this info out.

Miscellaneous items to consider:

- How will speakers be treated? Do they need to register and pay or are they all comped? Make sure they are included in meal count somehow.
- Same with Exhibitors and Sponsors.
- How will spouses be treated? Do they get all meals with fee? Etc.

2014 Inland Empire SAF Annual Meeting

October 26-27-28, Palouse Divide Lodge, Princeton, ID

Registration Timeline

What	Date	Responsibility
Conference Call to confirm details of meeting	May 13	Annual Meeting Committee
Save-the-Date constant contact message to members	Week of June 2	Tera and Serena
Program, budget, other tasks completed	July 31	All committees
Flyer developed	August 1-15	Registration Committee
Flyer available for distribution via electronic means	August 15+	Lori /Mark
Flyer printed and hard copy mailed to members	August 18 print August 21 mailed	Lori
Members receive flyer and submit registration to Northwest Office	September 1	
Reduced rate lodging at various hotels end	Need date	
Early Bird Registration rate ends	Need date	
Lodge needs meal counts how many days in advance?	Need date, confirm when meal counts are needed	
Annual Meeting	October 26-28	

Note: Lori on vacation July 23-August 1

Sponsor List:

1. Northwest Management, Inc.
2. Bureau of Land Management
3. Idaho Department of Lands
4. Hancock
5. Stimson
6. Molpus
7. Potlatch
8. Idaho Forest Group
9. Inland Forest Management
10. Inland Empire Paper
11. Blue North
12. TriPro
13. US Forest Service
14. Wilbur Ellis
15. Big R Bridges (Colorado)
16. Helicopter service providers
17. Vaagen Bros.

Vendor List:

1. Idaho Firewise
2. WSU Extension
3. UI Extension
4. NRCS
5. Nutrition Coop
6. IFG