

UUGI Executive Board
August 2, 2006

MINUTES

I. The meeting was called to order at 9:00 a.m. MDT

Present: Debby Conrad, Holly Gordon, David Slater, Kristen Valyi-Hax, Natalie Palermo, Rob Brown, Pia Jones, Tom Gates, Karen Albright

II. Proposed Budget and Fees

Pia passed out a sheet for attendees to view, and the group began discussing the numbers. Pia thought that the printing numbers (which includes signs, CDs, binders, programs) will come down. We discussed other things such as security, exhibits, electrical charges, and AV fees. Pia recommended that the group get cancellation insurance, and that it should have \$1 million in liability insurance. We have a bit of a cushion.

We discussed the price of the conference for attendees. Last year, registration was \$450 with a \$25 fee, for a total of \$475. It was very important to the UUGI Executive Board that the fee for attending the conference for UUGI members should be less than for non-members. After discussion, the group agreed upon the following prices:

\$400 – UUGI member, Early Bird Registration, Users Track

\$450 – UUGI member, Regular Registration, Users Track

\$505 – UUGI non-member, Early Bird Registration, Users Track

\$555 – UUGI non-member, Regular Registration, Users Track

The price budgeted for food (\$185,000) does not include breakfast. The cost for a full buffet breakfast is \$48/person. Pia proposed that we go with cash sales. Attendees could purchase boxes of cereal, yogurt, coffee, etc. The hotel will want us to guarantee a certain amount, and Pia thinks we can reach it.

We will have a New Attendees' Lunch in a different location than the rest of the luncheon.

Pia will send out updated spreadsheets, and the UUGI Executive Board will send out membership information next week via e-mail.

III. Housing

We reviewed a sheet with pricing for the rooms. The price (\$144 per night) does not include internet access which is \$9.95 per night. A Resort Fee is also included, which is \$14 for the first person in a room, and an additional \$2.50 for each person after that. Taxes are 9.4 percent.

Pia thinks we ought to open housing registration early – around Sept. 1. Pia will make reservations for the Executive Board. The Conference Rates will be good for 3 days before and after the conference.

IV. Travel

Pia passed out a sheet that included travel information. There is a discount agreement between the SuperConference and American Airlines, which will give attendees a five percent discount off the lowest applicable published air fare, whether they fly to Colorado Springs or Denver. The discount code is the Star File Number A5227AH. The shuttle that runs between the Colorado Springs Airport and the Broadmoor costs \$30 roundtrip per person. Hotel valet parking is \$15 per day and hotel self parking is \$12 per day. Pia has also negotiated a deal with Avis Rental Car for attendees who wish to rent a car. Fees will be announced later.

Valyi-Hax asked about parking fees for people who stay off-site. Pia will investigate to see if the pricing noted above is the same.

Will e-mail alerts go out from UUGI or SirsiDynix? The Executive Board would like for them to go out from UUGI. We will post information in the newsletter and the forums and listservs.

V. Registration

We have opened registration early in the past, as early as the middle of October. However, we rarely see registrations until December, so maybe this year, we will schedule it for November 1. What do we do for people who want to pay early? We'll handle it case by case.

Albright asked about spouses. This year, we will not offer spouse meals.

We like the smaller 1-inch binders, and attendees also like the CD of presentations.

VI. Exhibits

Pia passed out a vendor list. Last year, Envisionware set up and sponsored the print stations. We rent the PCs. We need to add some vendors to the list such as Yankee Book Peddler and Recorded Books. There were a few other missing. We need to make sure that vendors will work with SirsiDynix products.

What about inviting Dell, Oracle, or Cisco? They'll usually sponsor a break, but they don't tend to come to these conferences.

The vendor fee is \$1500, and CODI charges \$700. Pia thinks that the \$1500 fee is too high and that we could lower it. Tom and Pia will discuss it.

VII. Evening Out

Last year, we had buses to take people downtown. We can do this again this year. The group discussed the night of the party. The UUGI Executive Board agreed that it is hard to justify staying an extra night to attend a party. We will have the party on Monday night and the evening out on Tuesday night.

VIII. UUGI Pre-Conference

We will have two pre-conferences, one on PERL (four hours) and one on Federated Searching (7 hours). The group decided that the pre-conference sessions will be open only to UUGI members.

We will have a separate registration time for people in the pre-conference to reduce impact on the main registration desk.

SirsiDyinx's pre-conference is about ready to be announced.

IX. User Track Program

The Executive Track will run all day Sunday and continue into Monday. On Monday, both tracks will eat together. After some discussion, the group came up with the following schedule:

Monday

8-10am	Opening Remarks
10:15am – 11am	UUGI Business meeting
11:15am – 12:15pm	Breakout session
12:15pm – 1:30pm	Lunch
1:30pm – 2:30pm	Breakout session
2:30pm – 2:45pm	Break
2:45pm – 3:45pm	Breakout session
3:45pm – 4pm	Break
4pm – 5pm	SIG meetings
5pm – 7pm	UUGI Executive Committee
7pm - ??pm	Party

Tuesday

8:15am – 9:15am	Breakout session
9:15am – 9:30am	Break
9:30am – 10:30am	Breakout session
10:30am – 11:15am	No-conflict vendor time
11:15am – 12:15pm	Breakout session
12:15pm – 1:45pm	Lunch/No-conflict vendor time
1:45pm – 2:45pm	Breakout session
2:45pm – 3:30pm	No-conflict vendor time

3:30pm – 4:30pm Breakout session

Wednesday

8:15am – 9:15am Breakout session

9:15am – 9:30am Break

9:30am – 10:30am Breakout session

10:30am – 11:15am No-conflict vendor time

11:15am – 12:15pm Breakout session

12:15pm – 1:45pm Lunch/No-conflict vendor time

1:45pm – 2:45pm Breakout session

2:45pm – 3:30pm No-conflict vendor time

3:30pm – 5pm Q&A and Closing Comments

We can have announcements made at lunch. We can also have a PowerPoint presentation giving relevant information during lunch. We may have Stephen Abraham speak on Sunday night.

Q&A questions must have a name. Questions must be turned in before the conference or the questioner must stand at the microphone. No handwritten questions will be accepted this year.

X. Evaluations

We need to get the surveys written sooner this year. SurveyMonkey would be a good option. The surveys should also be shorter. Karen asked for suggestions for questions for shorter surveys.

XI. Next Call

No call was scheduled at this meeting.

XII. Adjournment

The meeting was adjourned at 12pm MDT.