

**Central Iowa NWA Meeting - February 21, 2008**  
**Pizza Hut, Ames, IA**

**Agenda Team Update (Dr. Gallus)**

- ~ Les Lemon was scheduled to be in attendance, however due to new conflicts he will not be able to attend. We hope to have him present at future meetings however.
- ~ Abstract deadline has passed with every open position in the agenda being filled. 10 poster abstracts were submitted and there is still potential for a few to come in late.
- ~ A rough agenda has been made and will be finalized in the coming days. It will also be posted online early next week once finished; some minor changes may still be made.

**Hotel Team Update (Rod Donovan & Dave Flory)**

- ~ The current contract states that our block has 65 rooms for Thursday and Friday night, with 10 on Saturday night. 80% of these must be filled for a total of 112 room night in order for us to meet our requirement. After the latest talks between Dave and the hotel staff, we have gotten them to adjust this to 10 rooms on Wednesday night, with 50 rooms on Thursday and Friday plus 2 or 3 on Saturday, giving us a total of 88 room nights needed to meet our requirement. This option shouldn't be a problem to fill up, latest numbers show that we have 41 room nights currently booked already. Also with this adjustment comes the option that we may add more rooms to our block if needed in a reevaluation two weeks before the conference. Room blocks and avoiding extra charges should not be a problem from this stand point.
- ~ The next issue with the hotel is government rate rooms and their availability. It seems as if they are not guaranteed in any way and in which case some attendees have been denied the government rate. The best option at this point is to inform government employees that cannot get the government rate to reserve rooms within our room block to guarantee that they have a room at the hotel. The government employee should then be sure to list that the government rate was not available when they are filling out their travel statement.
- ~ Our contract is once again up, meaning that we have the option to look at several other hotels that may hold our conference in the coming years. One thing that was mentioned is that we should include a section pertaining to government rates as they make up a sizable portion of our attendees. The back of the agenda listed several important dates such as Easter and ISU spring break that we need to avoid in future years. Hotels of interest include the Holiday Inn near the Jordan Creek Mall and Ames area hotels. All of these hotels, as well as the Sheraton will submit proposals in the coming month. If you have any other ideas on hotels that may be of interest for the conference please email either Dave or Rod with information.

## **Vendor Update (Chris Maiers)**

- ~ Rob Dale & Mike Gibson are two vendors that have already registered. Others are likely to register in the coming weeks.
- ~ COMET, which was previously going to supply the NWA with ~280 copies of their modules has now indicated that due to low funds and numbers of DVD's they will not be able to do so anymore. Several options are now open as to what to supply for promotional items. COMET orders the DVD's by the thousands in which the cost for the entire set is \$5.45 (\$3.40 for the first edition, \$2.05 for the second edition). This means that for us to provide them as promotional gifts it would cost \$952 for the first edition DVD's and an additional \$574 for the second edition DVD for a total of \$1,526. Previous years we have spent \$1875 for umbrellas and \$850 for laser pointers. However, we would like to keep costs down on the promotional item in order to provide snacks at the conference this year which has been an area of complaint for several years.
  - ~ Chris Maiers will be in touch with COMET in the coming days to see what kind of offer we may be able to get to provide the COMET DVD set as a promotional item.
- ~ Motion by Scott Lincoln, Seconded by Jeff Duda to table decision until information from Chris Maiers is received. Motion Passed.
- ~ Also of interest was the conference CD that contained many of the presentations given at the conference. It seems like several conference have went to providing these in an online format. The price of producing these is \$432, in which case could be saved by providing the presentations for download online.
- ~ Motion by Chris Maiers to eliminate conference CD production for this years' conference, Seconded by Bill Gallus. Motion Passed

## **Travel Update (Brenda Brock)**

- ~ Brenda was unavailable tonight, however everything is running smoothly and being accomplished.

## **Registration Update (Chris Schaffer)**

- ~ As of 5 PM tonight, there have been 41 people registered with several of them coming in the past couple of days. Of these 41 there does seem to be a good variety from all meteorology fields.
- ~ The registration team will likely be getting together soon to work through all of the operations that are likely to take place at the conference.
- ~ All of the products needed, folders, lanyards, name badges, etc. have either been purchased or were previously in good stock.

## **Electronics Update (Willard Sharp & Chris Maiers)**

- ~ Last year the hotel provided: 9x12' screen, microphones, internet connection
- ~ Last year the NWA members provided: projectors, laser pointer/clickers, etc.
- ~ Back up projector screens will be reserved by ISU students
- ~ The equipment needs will be evaluated with the hotel in the coming weeks to get everything setup.
- ~ Last years' total for electronic rentals was \$1797

### **Poster Update (Chris Conoan)**

- ~ The poster apparatus will be put together in the coming weeks, poster board has already been purchased. The only building materials still needed is PVC piping which is estimated to cost \$70 at a worst case scenario.
- ~ Scott Lincoln motions to spend up to \$70 on PVC, seconded by Karen Tarara. Motion Passed.

### **Scholarship Update (Bill Gallus)**

- ~ Only 5 applications were submitted this year, all are currently going through local review.
- ~ As in past years, Dan Miller (NWS Duluth) will be attending to present the scholarship. We will be providing 2 night's hotel, per diem and are waiving the conference fee for his attendance.

### **Website Update (Ben Schwedler)**

~ Flow charts were provided to display the possibilities of a future registration system and to also show the current registration system. The proposed system for next years' conference is a central database that can be accessed by password. This system would allow for an automated and a more streamlined registration system that the chapter feels is needed.

~ This proposed system would however require greater access to our current website that is provided by Freese-Notis Global Internet. Discussion with Freese-Notis on the possibility of greater access to the website will be accomplished in the upcoming month and the options will be presented at later meetings.

### **Treasurer Report (Chris Karstens)**

- ~ Microsoft Money was purchased for the price of \$20
- ~ Dell sent us a \$25 gift card with the purchase of our laptop; this may be used for later electronic purchases for the conference or chapter
- ~ Current Balance is \$11,046.04

### **Other News**

- ~ No updates on the concession stand fundraising possibilities. Mindy Albrecht will be working an event in the near future to see how it is operate and whether or not we should pursue.
- ~ Lecture Series at Iowa State is listed on the back of the agenda
- ~ Open House Saturday March 8 at the NWS in Des Moines. Everybody is welcome.
- ~ Next Meeting to be held at the Sheraton in West Des Moines on March 11<sup>th</sup>

Scott Lincoln motions to adjourn, Seconded by Bill Gallus. Meeting Adjourned.

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*Any questions regarding meetings minutes from February 21, 2008 can be directed at the Central Iowa NWA Secretary Jayson Prentice ([jaysonprentice@gmail.com](mailto:jaysonprentice@gmail.com))*

*Previous meeting minutes along with a copy of the agenda for this meeting can be found on the Iowa NWA web page at the following address: <http://www.iowa-nwa.com/minutes.php>*