

**Back To Basics T&E  
SEPTEMBER 2007**

**11 July 2007---MINUTES—highlighted areas are new minutes in addition to Action items.**

Meeting kicked off at

**Attendees:** Capt Hancox, Terry, Mike, Carl, John, Monty, Matt, Lt Col Hoihjelle, Trish

**Co-chairs:** Trish and Kirk, Military Co-Chair is Brad Sumter

**Team Availability issues:**

Brad may deploy in September.

Mil Liaison update: Still need one if Brad deploys.

**SUMMARY:**

- **Location/Date:** Sheraton 10-12 September (Name change to Crown Plaza—will update website, et al.)
- **Costs:** All agreed. Plan on 75 attendees for budgeting purposes. Breakfast/break/Lunch is \$55 plus 27.5% per day. Also add room costs. We need to have head count 3 days in advance.
- Spoke with Megan on the cost of conference rooms/exhibit rooms, she said we won't have any conference room fee (100 per day/ 100 for dinner) if we spend over \$7,500 w/o tax in food and drink. I will budget not to have the \$300 in cost.

<b>Guest Speaker</b>
97.50 for Military or Government (no membership included)
125.00 for ITEA members
147.50 for Non-ITEA members
<b>Only one discount PER organization, even if split 45 min time to 2 blocks.</b>

<b>Attendee Cost</b>
Military / Government - 195.00 (no membership included)
ITEA Member - 250.00
Non ITEA Member 295.00
Banquet Only Max will be \$45.00 for budgeting purposes (Banquet included in above prices. \$45 was agreed to at the 11 July meeting. Mike will update the website to advertise people may attend the dinner only.
-- Banquet will be beef and if they ask for a veggie.

<b>Exhibitor Cost</b>	<b>Chapter Sponsor</b>	<b>Non Chapter Sponsor</b>
10 x 10 Booth	500.00	750.00
10 x 15 Booth	750.00	1000.00
10 x 20 Booth	1000.00	1500.00
20 x 20 Booth	1500.00	2000.00

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**DISCUSSION:**

- **Sponsor/Exhibitor update (Terry)--**
- **Corporate Sponsors:** Each of us needs to try to get 3.
- **Exhibitors:** In addition to booth the company can do a 5 min. advertisement (won't be on schedule) for the 6 Breaks: 1-12 Spots

Below is just a list of companies. **We need to update the website with who sent what to whom, who accepted, and include if company needs a plaques for sponsor or exhibit. This will help Brad get plaque or just add an engraving year to the old one. Below is just an ideas list. See website in minutes below:**

- BAH (John)
- Camber (Trish)—sent for Exhibit and sponsor
- Westech (Terry)
- Ducom
- Arma
- MITRE (Phil Kirchner) - Rob Schmitt added, not sure of spelling. Tim Cerniglia knows him I think
- SAIC (Barry Fancher/Walton/Mark Smith/Wes Clark)
- RSIS (Bogenrief)
- Northrup (Mick Anna)
- CSC (Colen/Gayle White)—Trish and Terry sent for Exhibit/Sponsor
- Combat Training Solutions (colon)
- Boecore (Kathy Boe)
- Sparta (Doc Klodnicki)
- Scitor
- TBE (John Walsh)
- SYS Technologies? (Matt Johnston)
- SI Intl (Plummer?)
- Intecon (CT Trafton?)
- LMC (Les Nelson)
- Harris (Bobby Veazy)
- ARINC
- Boeing
- Raytheon
- BAE (Phil Andreski)
- Honey Well (Neal Wolford)
- Ciber (Russ Scott)
- Realization (Duke)—Trish sent forexhibit/sponsor

- **Reservations/Website (POC: Mike Sansone): ALL NEED TO UPDATE**  
Campaign for Sponsors/Exhibitors - prevent duplicate by referring to list, at :  
[http://www.itea-rmc.org/itea\\_member/Sponsor\\_Solicitation\\_List.doc](http://www.itea-rmc.org/itea_member/Sponsor_Solicitation_List.doc) . Send

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Mike Sansone your solicitation list to keep list up-to-date **Password is: 2007ITEA** (Case sensitive). Update the solicitation sheet to include if company needs a plaques for sponsor or exhibit. This will help Brad get plaque or just add an engraving year to the old one.

- We are not doing E-commerce or Pay pal—no credit cards.
- We are going to post that people need to pay ahead of time by mailing in the payment to the address and they will get an electronic receipt. I told Mr Johnson to bring the check with him, so he will stay that way.

- **Advertising /Publicity:** (free options - AFCEA, AFA, AOC, etc.) Flyer & E-mail (Mike & Kirk) UPDATE: **Ongoing**

- **Logistics** (AV, Paper Folder, Setup, Site) Chief Barton/MSgt Reeser:

- Tables – rent again
- Screen – Sheraton
- Projectors---need 2!! John said that he could get a projector.
- **UPDATE:** Got a hold of Chief, says he got under control .... Will need AV budgeted for. Last year was \$800.

- **Treasurer** (Frank Mindrup/Monty)

- Momentos for speakers? (POC?)—yes for all, Monty will order 12
- momentos for exhibitors/sponsors? (POC)—yes plaques (\$25)... Brad
- momento for Banquet speaker? (POC)—yes ... Brad (\$50)
- **STATUS:** Update the solicitation sheet to include if company needs a plaques for sponsor or exhibit. This will help Brad get plaque or just add an engraving year to the old one.

- **Lottery**—(Terry)—Terry said will be last week thing. Along with ITEA BOOTH IF need. WE will just track incase we need.

- **PANEL Chair Update --- Kirk Moen!!!** chair and write up question and rules of engagement. (Possible questions: Is integrated T&E even possible with space systems? How do we do integrated on-orbit testing?) Moderator: John

- **Protocol UPDATE::::** Capt Hancox is the POC for Col Sega.

- He is bringing Col Porter and 2 OSI agents. He wants beef for the banquet. A committee decision will be made on if we pay for all 4, just 2 or just 1.
- We will pay for Capt Hancox meal.
- Official follow up invite was mailed out.
- Banquet attire is business casual.
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- **BANQUET UPDATE: We will need to start a banquet update....**

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- **Banquet attire is business casual**
- The meat dinner costs from 31.95-34.95 plus the 27.5% tax. The dessert is included in cost and can be the mousse or cheesecakes (I'll go for the cheesecakes or any cakes). The 4 choices are:
  - a. NY STRIP
  - b. Prime Rib--
  - c. Filet mignon
  - d. Medallions of beef tenderloin

The NY strip and Prime Rib are the cheapest, if we go higher to the 34.95, we make NO money with a \$45 cost for an attendee of banquet only.

We can decide meat choices at a later date but wanted to let you all know that \$45 will not buy us much profit for banquet attendees only.

- We also need to remember that the room for dinner only holds 110, so we will need to track the number for banquet closely if we start getting banquet only reservations. **NEED TO DISCUSS:** Maybe we should not advertise banquet only for a while till we see how many symposium attendees we have? (we can talk about this on Wednesday) Or do we do personal General officer/Colonel level invitest?

**- AGENDA: See attached word document. As of 16 July, WE are all full ...now need to try others for backup or if you asked already we will talk about it at weekly telecons.**

**Additional briefers to try (if needed):**

IA (POC: Maj Sumter)

AEDC (POC: Maj Sumter)

Missile Defense a Tony Williams (POC: John)

SMC DT Squadron on base (POC: Trish)---requested...awaiting response

STTR/25 SCTS (POC: Maj Sumter)

NASA (POC: Trish)

DOT&E (POC: Trish—after we see if McQueary comes

Aerospace-- requested to be split in 2 at two different times but together would be 45 mins. They also acknowledged that one discount per organization and said that was not even a factor in their decisions. In addition they said they would prepare a back up incase someone falls out.

Realization—asked for speaker and exhibit/sponsor--I haven't heard from them so only going to ask for attendance and exhibit now.

AFMC (POC: Trish)---Chris Greek sent a "no" they cannot support....

Space Pro shop—

AFMC/Missile guys?

**NEXT MEETING: Weekly 18 July/1600 Camber and Telecom.**

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**Action Items:**

<b>Item</b>	<b>Suspense</b>	<b>POC</b>	<b>Status</b>
Update website for pay ahead of time via mail in check	18 July	Mike	
Update website with banquet cost for banquet only of \$45	<b>Hold...we need to talk!!!!</b>	Mike	
Update solicitation file and send to Mike Sansone to update the link on the website of sponsor/exhibit requests, results and if plaque needed.	Update: 18 July	<b>ALL</b>	
<b>Advertising</b> /Publicity: (free options - AFCEA, AFA, AOC, etc.) Flyer & E-mail, Base bulletin Plaza elevator, poster board	Update: 18 July	Mike & Kirk Maj Sumter—checking schriever BB Trish ---checking Pete BB	
<b>Last year's attendee list to Kirk Check to see if was emailed out?</b>	ASAP-	Trish	
<b>Q&amp;A Panel</b> (Draft Q's, determine participants, rules of engagement, Sample Qs: Is integrated T&E even possible with space systems? How do we do integrated on-orbit testing?)	Update: 18 July	Moen	
Symposium Participants/Attendees		All	
Treasurer Update	18 July	Monty—work with Trish to update and stay within budget Monty—check mailbox weekly	
Submit all <b>projected costs</b> to support budget	ONGOING	<b>ALL</b>	
<b>Program</b>	1 Sep 07	Terry	
<b>ITEA Banner</b>	1 Aug	Terry	
<b>Logistics</b> (AV, Paper Folder, Setup, Site)	Update: 18 July Final plan: 15 Aug 07	Chief Barton/MSgt Reeser	
<b>Lottery</b>	7 Sep 07	Terry	
<b>Additional Projector</b>	7 Sep 07	John	
<b>Memento</b> - Banquet Speaker (\$50)	7 Sep 07	Maj Sumter	
<b>Memento</b> - Exhibitors & SPONSORS (\$25)	7 Sep 07	Maj Sumter	
<b>Memento—all speakers</b>	7 Sep 07	Terry told Monty to order 12 pen/pencils. Will give this to speakers.	
<b>Name Tags</b>	7 Sep 07	Sansone	
<b>Protocol UPDATE</b>	18 July	Diana Keeler/Capt Hancox	
<b>POC for HQ AFOTEC brief Spot</b>	18 July	Trish—going down the chain...	
<b>Give final Head count to</b>	7 Sep 07	Trish	

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<b>Sheraton</b>			
<b>Take Photos/get camera</b>	10 Sep 07	Kirk	
<b>Registration</b> and miscellaneous (Week of)	10 Sep 07	Jamie Brown, Mike Sansone, Rob Schmitt, Tim Cerniglia, Dave Reynolds and Jeremy Kipp as available	
Advertisements with Camber corporate (events list like BAH)	11 July	Trish	Closed
<b>Flyer update</b> (Name change, reservation info, payment methods)	15 Jun	Mike	Closed
<b>Journal Ad Update</b>	5 Jul 07	Mike	Closed
<b>Update Chamber calendars</b>	11 July	Monty	Closed
<b>Bios</b> - what to do with them	22 Jun 07	Trish—Dr Johnson secretary approved.	Closed
<b>Follow-up w/ HQ</b> for ITEA pitch slides (needed for brief to Det 4) Sansone - Sent email to Terry to remind to follow-up w/ HQ	19 Jun 07	Terry	Closed
Banquet Speaker (Dr. Sega requested)	22 Jun 07	John	Closed
Kick off speaker—Col Beers	11 July	Trish	Closed
<b>Back to Basics</b> paragraph		Terry & John	Closed
<b>Journal Ad</b>	20 Apr 07	Sansone	Closed