

Back To Basics T&E
SEPTEMBER 2007

8 Aug 2007----MINUTES

Meeting kicked off at 1610

Attendees: Mike, Trish, Monty, Chief, Lt Col Hoijhelle, Capt Hancox

HQ ITEA is coming to symposium for site visit and to run a booth.

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:

Hotel Reservations: We only have 6 people hotel wise signed up and 2 are Segal and his Mil Asst. Currently, that is 11 Room Nights. To avoid attrition, you need to pick up 5 more nights. Cut off date for sleeping rooms is August 13th (coming pretty quick). Megan extended the cutoff to 27 Aug. Currently, the attrition amount due would be \$720.00 if 16 room nights are not picked up.

Dinner: Are we going to advertise banquet only for \$50?

Meals: Need to decide meals on 15 Aug. 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 \$50 will not buy us much profit for banquet attendees only.

- o 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. We are not going to advertise banquet only yet.

Exhibits/Booths: We have only BAH, Westech and ITEA. We need to slash prices for booths. We don't want to go to gratis since the tables/booths need rented.

Exhibitor Cost	Chapter Sponsor		Non Chapter Sponsor	
10 x 10 Booth	500.00	\$60	750.00	\$210
10 x 15 Booth	750.00	\$65	1000.00	\$565
10 x 20 Booth	1000.00	\$70	1500.00	\$1070
20 x 20 Booth	1500.00	\$75	2000.00	\$1575

Back To Basics T&E
SEPTEMBER 2007

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.

- **Advertising /Publicity:** (free options - AFCEA, AFA, AOC, etc.) Flyer & E-mail (Mike & Kirk) UPDATE: **Ongoing WE ONLY HAVE 20 REGISTERED!!!!**

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

- Tables – rent again
- Screen – ONE from Sheraton
- Projectors---thought maybe 2 but John said that he could get a projector. If it fails we will have to ask hotel on the spot.
- Computer w/AV—Mike will get computer
- The quote came in at \$1833 with everything including the projector. Chief is researching outside agencies and Trish and he are going down to Sheraton on Monday to knock some AV off.

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

- Monty opened up the account for the symposium with my registration of \$250 and one sponsors money from Terry for about \$1000 as balance. NEED MORE MONEY. We are not getting the money.
- Momentos for speakers? (POC:Monty)—yes for all, Monty will order 12
- momentos for exhibitors/sponsors? (POC:Brad)—yes plaques (\$50). \$50 was agreed to at the 18 July meeting.
- momento for Banquet speaker? (POC: Brad)—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.

- **Protocol UPDATE::::**As of 8 Aug he is still attending. Trish is trying to think of backup, possibly someone from DOT&E

- AI: Need to find out what Dr Sega needs for AV.
- What will we now address/announce him as?
- Hotel still?
-

AGENDA:

- We need MDA briefer and backups.
- Need to get title of brief and speakers name, Trish sent email out for title and names.

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

Additional back up briefers, keep trying.

IA (POC: Maj Sumter)

AEDC (POC: Maj Sumter)

Missile Defense (POC: Trish) Trying Mr Marlowe or Susan McGovern. Dennis said he can't speak to the MD but will standby incase he has to do an opening day.

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

STTR/25 SCTS (POC: Maj Sumter)

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.

NEXT MEETING: NEED TO MEET in PERSON from now on. WEEKLY Wednesdays, next: 15 Aug/1600 Camber and Telecom.

Action Items:

Item	Suspense	POC	Status
Get computer loaded with AV stuff	7 Sep	Mike S.	
Find projector	15 Aug	John	
Find another projector	15 Aug	Mike S.	
Find an Opener (Col Beers can't) Asking Col (s) Rodriguez, Col Hyten and Col Morgan	15 Aug	Trish—still waiting on Col Hyten response. Gave heads up to Col Morgan	
Check on SMC Det DT briefer	15 Aug	Trish	
Check on AEDC briefer	15 Aug	Maj Sumter	
Check with Maj Sumter on IA	15 Aug	Trish	
Check with Bill Kralik, Mr Marlow, or Susan McGovern on MDA	15 Aug	Trish	
Get speakers name and title of brief to me and Terry	ASAP	John and Trish	
Update solicitation file on member login on ITEA website. Update sponsor/exhibit requests, results and if plaque needed and Ais.	15 Aug	ALL	
Decide about exhibits	15 Aug	Trish—we kept but slashed prices. Reassess situation on 15 Aug	
Decide food menu	15 Aug	Trish and all.	
Decide if going to advertise banquet only (\$50)	15 Aug	Trish and all	

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

Advertising /Publicity: (free options - AFCEA, AFA, AOC, etc.) Flyer & E-mail, Base bulletin Plaza elevator, poster board	15 Aug	Mike & Kirk Maj Sumter—checking Schriever BB Trish ---checking Pete BB Lt Col Hoihjelle	
Email out flyer to last years attendees	ASAP-	Trish	
Symposium Participants/Attendees		All	
Treasurer Update	15 Aug	Monty—work with Trish to update and stay within budget Monty—check mailbox weekly	
Submit all projected costs to support budget	ONGOING	ALL	
Program	1 Sep 07	Terry	
ITEA Banner/HQ ITEA visit	15 Aug	Terry	
Logistics (AV, Paper Folder, Setup, Site)	Update: 15 Aug Final plan: 15 Aug 07	Chief Barton/MSgt Reeser	
Lottery	7 Sep 07	Terry	
Memento - Banquet Speaker (\$50)	7 Sep 07	Maj Sumter	
Memento – Exhibitors & SPONSORS (\$50)	7 Sep 07	Maj Sumter	
Momento—all speakers	7 Sep 07	Terry told Monty to order 12 pen/pencils. Will give this to speakers.	
Name Tags	7 Sep 07	Sansone	
Protocol—need to know what AV support is needed for Dr Sega (Capt Hancox); Podium/microphone, HOTEL still; how will we announce him?	15 Aug	Capt Hancox	
Give final Head count to Sheraton	7 Sep 07	Trish	
Take Photos/get camera	10 Sep 07	Kirk	
Registration and miscellaneous (Week of)	10 Sep 07	Jamie Brown, Mike Sansone, Rob Schmitt, Tim Cerniglia, Dave Reynolds and Jeremy Kipp as available	
Check on Ogden OL for missileer attendees/briefer even	8 Aug	Lt Col Hoihjelle	Closed
Q&A Panel (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?)—Determine if a go!!!	25 July	Moen/John	Closed Not doing
POC for HQ AFOTEC brief Spot—Col Handy	25 July	Trish—	Closed
Check with Dennis Miller to speak on MDA	1 Aug	Trish	Closed

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

Update website for pay ahead of time via mail in check	18 July	Mike	Closed
Update website with banquet cost for banquet only of \$45	Delete from Website.	Mike	Closed
Check with Dupre again	25 Jul	Trish	Closed
Check on McQueary	25 Jul	John	Closed
Advertisements with Camber corporate (events list like BAH)	11 July	Trish	Closed
Flyer update (Name change, reservation info, payment methods)	15 Jun	Mike	Closed
Journal Ad Update	5 Jul 07	Mike	Closed
Update Chamber calendars	11 July	Monty	Closed
Bios - what to do with them	22 Jun 07	Trish—Dr Johnson secretary approved.	Closed
Follow-up w/ HQ 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
Back to Basics paragraph		Terry & John	Closed
Journal Ad	20 Apr 07	Sansone	Closed