

Fall Conference Committee

Standard Operating Procedures

March 17, 2011

Goals

1. Conduct Fall Conference and encourage new attendees.

Committee Membership

1. Chair—elect
2. Other interested parties

Timeline/Deadlines

1. November — Attend joint planning meeting at previous conference
2. November — Sign contract for the next year
3. February — Schedule three: group planning meeting
4. March — Attend three: group planning meeting
5. March — Issue call for papers
6. March — Schedule planning meeting for papers
7. April — Hold planning meeting for conference presentations
8. April-August — Coordinate pre-conference workshop topics
9. May — Coordinate with director to inform National representative
10. July — Get draft of the program to the lead organization
11. July — Place draft agenda on Section website
12. August — Review contract
13. August — Review draft program before printing the mailing
14. August/September — Coordinate Fresh Ideas poster competition with students/Young Professionals
15. September — Obtain current mailing list and send mailing
16. September Board Meeting — Review program before printing conference booklet
17. September — Send confirmation and bio forms to speakers
18. September — Have the Awards Committee coordinate attendance of award recipients
19. September — Coordinate attendance of awards recipients' families
20. September — Make reservation at restaurant for pre-conference dinner
21. September — Purchase gift for AWWA dignitary
22. September — Organize audio visual equipment
23. October — Have the lead organization secure reservations for the visiting dignitaries
24. November — Assist lead organization in conference registration
25. November — Attend joint planning meeting for next conference

Deliverables/Activities

1. Fall Conference program
2. Fall Conference planning and coordination

Standard Procedures

1. Three association memo, June 1, 2009 (attached)

TO: APWA, NWEA and NS-AWWA Executive Boards
 FROM: Bruce Dvorak
 RE: Below is what was selected by the Three Associations related to split of Fall Conference income (and other associated issues)
 DATE: June 1, 2009

I recommend the three associations update the memo of agreement for the joint fall conference. This update should include an updated future conference schedule including lead organization designation. There are four additional items that I suggest the three associations add to the memo:

1. Documentation of a refund policy.
2. Documentation of how a loss would be distributed,
3. Documentation of Distribution of Scholarship Donations, and
4. Documentation of how the net proceeds are distributed.

Refund Policy

The three associations will not provide a refund on conference registration fees unless contacted at least seven days before the first day of the conference.

Specific individual exceptions (e.g., death in immediate family) can be made by the lead organization. This policy is intended to minimize the risk of a large financial loss if inclement weather causes many attendees not to attend, but we are contractually required by the hotel to pay up to 50 percent of the anticipated costs.

Distribution of a Financial Deficit

In the highly unlikely event of a net financial deficit for the conference, the deficit will be allocated to the three organizations at a percentage equal to the average net proceeds allocation percentage from the previous two years.

This policy means that the lead organization will not be liable for all of a loss if due to circumstance beyond the control of the organizations (inclement weather, mass cancellation of vendors, etc.).

Distribution of Scholarship Donations

The registration form allows individuals to make donations to the scholarship fund of any of the organizations. Scholarship donations should be noted in the conference registration spreadsheet, and before the net proceeds for the conference are distributed, scholarship donations should be given as a line item to the appropriate Association’s scholarship fund. When a scholarship donation is given, however a specific target organization is not designated, the donation should be split equally between the associations.

Distribution of Income

Below are two possible methods of distributing the net proceeds. Only one should be selected. I prefer the first. Both methods are not hard to determine using the spreadsheet Kathleen Alexander prepares after each conference.

After all expenses have been paid, the net profit from the conference will be allocated to the three associations as follows. The single conference registrations for one of the three association’s conferences should be allocated to that association. All full conference and exhibitor registrations will be equally between the associations. Mathematically this will be:

Conference Registration	Variable	Example
APWA only	A	35
AWWA only	B	88
NWEA only	C	111
Exhibitors	D	109
Full Conference	E	134

$$F = A + B + C + D + E = 477$$

Income Distribution:

$$APWA = \text{Profit} * (A + ((D+E)/3)) / F$$

$$AWWA = \text{Profit} * (B + ((D+E)/3)) / F$$

$$NWEA = \text{Profit} * (C + ((D+E)/3)) / F$$

Assuming there is \$30,000 to divide, with the example numbers in the above table the allocation to each association will be:

$$APWA = \$30,000 * (35 + ((109+134)/3)) / 477 = \$7,296$$

$$AWWA = \$30,000 * (88 + ((109+134)/3)) / 477 = \$10,629$$

$$NWEA = \$30,000 * (111 + ((109+134)/3)) / 477 = \$12,075$$