

Manufacturers and Associates Council (MAC)

Standard Operating Procedures

August 11, 2010

Goals

1. Maintain continuity with associate members and general AWWA membership.
2. Provide a voice for manufacturers and associate members to the executive board.

Committee Membership

1. Tony Bilek, chair, Mc2 Inc.
2. Chris Johnson, Bert Gurney Associates; Brad Harris, Layne Western, and Jon Harger, Vessco

Timeline/Deadlines

1. Prepare, mail and post exhibitor invitations, contracts and sponsorship forms for fall conference first week of August.
2. Contract with AAA Rentals (or other) for fall conference booth rentals in August.
3. Coordinate with fall conference hotel and booth rental agency for setup and teardown schedule in August.
4. Accept, log and coordinate exhibitor contracts and fees with the fall conference “lead” association — August through November.
5. Prior to the fall conference, secure Best of Show award for presenting at conference banquet.

Deliverables

1. Coordinate the Best of Show Award judges at the fall conference.
2. Present raffle/bingo prize at fall conference banquet.