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**Committee:**

**President** – **Matt Davidson**

Pacific Gas & Electric   
(925) 324-8201

**Vice President** – **Steve Slocum**

Williams   
(509) 316-6389

**Treasurer – Carol Wallace**

Puget Sound Energy  
(425) 457-5807

**Assistant Treasurer – Jeff Webb**

Avista Utilities  
(509) 495-4424

**Secretary – Scott Driscoll**

NorthWestern Energy  
(406) 497-3305

**Assistant Secretary – Nicole Jordan**

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(403) 630-1151

**Webmaster – Scott Henrich**

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(925) 519-4718

**Assistant Webmaster – Tushar Shah**

Eagle Research

(304) 549-2512

**Membership- Craig Lam**

Endress+Hauser   
(720) 597-5807

**Assistant Membership – TBD**

**Event Schedule Coordinator- Mike Legittino**

Western Gas Technologies   
(630) 253-7011

**Assistant Event Schedule Coord. – Maz Bijan**

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**Publicity – Michael Garvey**

VRG Controls

(847) 847-4841

**Vendor Liaison – Ken Goodwin**

PCE Pacific, Inc

(425) 466-4460

**Vendor Liaison – Rick Mooney**

Honeywell

(425) 466-4460

**Section Chairpersons:**

**Measurement – Jon Jensen**

Enstar  
(907) 232-7415

**Regulation – Lamar May**

Williams  
(801) 574-0829

**Gas Quality & Odorization – Jani Kikuts**

San Diego Gas & Electric

(619) 372-2875

**Best Practices/General Interest – A’lynn Shields**

WBI Energy Transmission

(406) 939-1338

**RNG & Hydrogen – Roya Borman**

Pacific Gas & Electric

(925) 719-6389

**Hands-On – Russ Nishikawa**

Intermountain Gas Company  
(208) 631-6537

**Roundtable – Julie MacLennan**

Spartan Controls  
(604) 809-2231

**2025 WGMSC Fall Board Meeting**

**September 22 – 25, 2025**

**Hyatt Regency San Francisco Airport**

**Burlingame, CA**

**Board Agenda**

**Monday, September 22**

*Opening Reception and Dinner*

* 6pm – Reception (9th Floor Vista, Room 9052, see attached)
* 7pm – Dinner (9th Floor Vista, Room 9052)



**Tuesday, September 23 – Board Meeting**

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**7:00 am – 8:00 am** **Breakfast (Sandpebble DE)**

**8:00 am – 9:45 am Ministerial and Organizational (Sandpebble ABC)**

1. Call to Order – Davidson
2. Safety Discussion – Shahab
   1. AED at the front desk.
   2. Emergency = Dial 55 on black phone



1. Anti-Trust Guidelines – Driscoll
2. Membership Updates – Lam
3. Treasurer’s Report – Wallace 
   1. Update on Treasurer Position
4. Spring 2025 Roundtable Budget Review – Davidson
5. Fall 2025 Board Meeting Budget Review – Davidson
6. Review of Minutes from Roundtable Board Meeting – Driscoll
7. Bylaw Updates and Discussion – Davidson
8. Website Updates and Discussion – Davidson (Garvey)
9. Facebook/Instagram/LinkedIn Advertising – Davidson
10. Spokane Dates Review – Slocum
    1. Spokane Fall Board Meeting - Historic Davenport Hotel: 10/05/2026-10/08/2026
    2. Spokane Spring Roundtable - Historic Davenport Hotel: 05/03/2027-05/06/2027
    3. Spokane Fall Board Meeting - Davenport Grand: 10/04/2027-10/07/2027
    4. Spokane WGMSC at the Spokane Convention Center: 05/01/2028-05/04/2028

**9:45 am – 10:00 am BREAK**

**10:00 am – 12:00 am Section Chair Updates**

1. Tentative list of speakers and topics by October 31
   1. At least strive to finalize the list of classes by then.
2. Confirm speakers and topics by January 1
3. Papers due February 1
   1. No special format required
   2. Bio not necessary, speaker could perhaps include a headshot in the paper.
4. Feedback on papers due back to presenters March 1
5. Final Paper and/or Presentation due by April 1
6. Section chairs need to provide 2-3 sentence course description for the app (SLC feedback)
   1. Consider adding “Target Audience” to course description
7. Make sure presenters avoid a sales pitch (except Hands-on)
8. Classrooms
   1. Hands-on – 6 (Sandpebble rooms and Bayside A, plus storage room)
      1. Bayside B for hands-on temporary storage
   2. Classrooms – 8
   3. Bringing our own projectors or renting?
   4. Regency Ballroom can be converted to Regency B (U-shape for Roundtable) with both partitions up, needs 1 hr to change (during exhibit hall hour)
   5. Will need 1 hr before lunch on Thursday to change Regency



* 1. Any power needs for classrooms?

1. Measurement Section
   1. Measurement Section Chair – Jon Jensen
   2. Measurement Section Vice Chair – Matt Miller
2. Regulation Section
   1. Regulation Section Chair – Lamar May
   2. Regulation Section Vice Chair – David Platt
3. Gas Quality & Odorization Section
   1. Gas Quality & Odorization Section Chair – Jani Kikuts
   2. Gas Quality Section & Odorization Vice Chair – Tom Bagley
4. Best Practices/Current Challenges Section
   1. Section Chair – A’lynn Shields
   2. Section Vice Chair – Signe Lippert
5. RNG & Hydrogen Section
   1. Section Chair – Roya Borman
   2. Section Vice Chair – TBD
6. Hands-On Section
   1. Hands-on Section Chair – Russ Nishikawa
   2. Hands-on Section Vice Chair – Roland Buckner
7. Roundtable (RT) Section
   1. Roundtable Section Chair – Julie MacLennan
   2. Roundtable Section Vice Chair – TBD

**12:00 pm – 1:00 pm Lunch (Sandpebble DE)**

**1:00 pm – 2:10 pm Show Schedule and Room Layout (Sandpebble ABC)**

1. Schedule of Events - Davidson
   1. Monday, May 4
      1. Curtin Exhibit Hall and Registration booth setup 7am-4pm
         1. Vendors can set up booths 12pm-4pm (pending delivery of materials)
      2. Registration: 2pm – 6pm – NEED VOLUNTEERS
      3. Exhibitor Area/Cocktail Hour: 4pm – 6pm, Tentative start time (CPA covering?)
      4. Board Dinner and Reception: 6pm – 9pm
   2. Tuesday, May 5
      1. Registration: 7am – 8am – NEED VOLUNTEERS
      2. Breakfast: 7am – 8am
      3. Opening Remarks: 8am – 9am
         1. Matt D, standards
         2. Austin Hastings, VP Gas Engineering, Pacific Gas & Electric Co
      4. What’s New (Only 1 offering, sponsorship): 9am – 10am
         1. Assistant Secretary (Nicole Jordan) to coordinate
      5. Meet & Mingle/Exhibitor Area: 10am – 11am
      6. Classrooms: 11am – 11:50am
      7. Lunch: 12pm – 1pm
      8. Classrooms: 1:10pm – 3pm
      9. Break/Exhibitor Area: 3pm – 3:30pm
      10. Classrooms: 3:30pm – 4:20pm
      11. Exhibitor Area/Cocktail Hour: 4:30pm – 6:30pm **\*\*NOTE VENDORS WILL BE ASKED NOT TO PLAN DINNERS BEFORE 6:30pm TO SUPPORT EXHIBITION TIME\*\***
   3. Wednesday, May 6
      1. Breakfast: 7am – 8am
      2. Exhibitor Area: 7am – 9am
         1. Announcements in Exhibit Hall at 8am
      3. Classrooms: 9am – 11:50am
      4. Lunch: 12pm – 1pm
      5. Classrooms: 1:10pm – 3pm
      6. Break/Exhibitor Area: 3pm – 4pm
      7. Exhibitor Area/Cocktail Hour: 4pm – 5pm
         1. Can possibly extend bar service to 5:30?
      8. Begin Loading Buses: 4:30pm
      9. Vendor Night (Hornblower): 6:30pm – 9:30pm
   4. Thursday, May 7
      1. Breakfast: 7am – 8am
      2. Exhibitor Area Open: 7am – 9am
         1. Announcements in Exhibit Hall at 8am
      3. Exhibitor Tear-Down: 9am – 12pm
      4. Classrooms: 9am – 11:50 am
      5. Lunch, Awards, Spokane Presentation and Closing Remarks: 12pm – 1:30pm
      6. Closeout Board Meeting: 1:30pm – 3pm

**END OF SHOW**

* 1. Summary:
     1. Exhibitor Area Time: 13.5 Hours
        1. Exhibition Only Time: 9.5 Hours
        2. Exhibition + Meals Time: 4 Hours
     2. What’s New?: 1 Hour
     3. Classroom Time: 12 Hours

1. Hyatt Regency Room Layout - Davidson/Legittino

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* 1. Exhibitor Space – Grand Ballroom
  2. Opening Remarks, What’s New, Thursday lunch, Closing Remarks/Awards – Regency Ballroom (remove partitions, add 30 table rounds, final lunch and closing remarks)
  3. Hands-On – Sandpebble Rooms (5) and Bayside B (1)
     1. Any additional power needs for Hands-On rooms?
  4. Hands-On Storage Room – Bayside A
  5. Roundtable – TBD, could be the converted Regency B (lose 1 hr on Thursday)
     1. Potential to use some of the Sandpebble rooms for RT classes
  6. Classrooms – Harbour AB, Regency B, Sequoia AB, Cypress ABC
  7. Final Board Meeting – Need to use a U-shape setup in one of the classrooms. Maybe Hyatt can flip one of the Harbour rooms during lunch.
  8. Boardroom – Boardrooms 1-3
  9. Board storage – Bottom floor conference office, we will get a key
  10. Conf rooms I don’t know what to do with – 6052, 7052, 8052, 9052
  11. Hyatt Sky Lounge – 9th floor room with view, vendors can reserve
  12. Poolside Pavilion – What to do with this room?
      1. 70 dBA after 10pm, music must end by 11pm. City noise Ordinance.
      2. Additional bar since we will overwhelm the hotel bar? Monday and Tuesday?
      3. Sponsorship opportunity?

**2:10 pm – 2:15 pm QUICK BREAK**

**2:15 pm – 3:30 pm Vendor Night**

1. Hornblower Cruise – Goodwin/Mooney
   1. Contract signed
   2. Downpayment submitted for Hornblower, $23,500. Estimated $72,522 due 4/15/26.
   3. Schedule, Wednesday May 6th
      1. Begin bus load out at 4:30pm. Buses line up in street between hotel and parking garage, close to Hotel elevators.



* + - 1. Note exhibit hall open 3pm-4pm, Happy Hour 4pm-5pm
      2. All buses loaded out, maybe 30 to 45 minutes
    1. Buses arrive at Pier 3 between 5:30pm to 6:30pm
    2. Mariachi band playing on top deck during arrival, cocktails provided on arrival, bars open
    3. Vendor night drink tickets handed out as attendees board the boat
    4. Hornblower cruise around the bay 6:30pm departure. 3 hour trip.
    5. Cocktails from 6:30pm – 7pm, tentative
    6. Dinner/Dessert 7pm – 9pm, tentative
    7. Buses returning to the hotel starting at 9:30pm, arriving around 10pm
    8. Flexibility in Hornblower cruise time, 6:30pm-9:30pm or 7pm to 9pm
  1. Entertainment
     1. Mariachi Band, $1000
     2. Hybrid DJ Ensemble, 1 DJ with 2 live accompanying musicians, $1500
     3. Roaming Magician during the trip, $985
  2. Transportation
     1. 10 buses, $12,500
     2. Signed contract with Umbrella Global Bus, located nearby.
     3. No downpayment. Payment due 7 days out. Can make changes to # of buses prior to that date.
  3. Vendor Night Guests
     1. Adult dinner $110, 3 drink tickets at $12 each, $135 per attendee with discount.
     2. Limited to the first 500 attendees, add to vendor night flyer.
     3. Guest fee = $50 or $75? $110 in SLC (22 registered)
     4. Ask if interested in attending vendor night during registration, also include opportunity to pay for one guest. Add note in registration about 500 attendee limit.

**3:30pm Adjourn for the Day, Arrive at Pier 33 by 6pm**

**Wednesday, September 24 – Board Meeting**

**7:00 am – 8:00 am Breakfast (Sandpebble DE)**

**8:00 am – 9:45 am Cvent App Discussion (Sandpebble ABC)**

1. Cvent App
   1. Contract 5/13/25 – 5/12/26
      1. 500 registrations
      2. Additional 50 for free (covering Fall Meeting)
      3. OnArrival Premium
      4. Event Builder – Complex
      5. $15,256.15 paid
   2. Registration
      1. Registration to open by November 19
      2. Save the date email via Cvent, early November
      3. Starting with 500 attendees, no waitlist.
         1. Can add a vendor night guest.
         2. Vendor night guests don’t count against the 500
         3. Possible to have over 500 in Regency Ballroom but will be tight.
      4. Interactive registration for booths
      5. Vendor sponsorships, separate from registration and booth reservation.
      6. Allow additional vendor night drink tickets to be purchased
      7. Allow additional main event drink tickets to be purchased
      8. Include instructions on downloading app ahead of show (on Cvent and WGMSC websites)
      9. Cvent website with additional details for the show, and links.
      10. Pay by credit card or check
      11. Group registration
      12. Single Day tickets
   3. During Show
      1. OnArrival, check in and badge printing
      2. Attendees check in to the classes they attend and then submit class reviews.
      3. Raffle entry from class reviews
      4. QR Code scanning at vendor booths, enter into general raffle or different raffle
      5. Work out raffle system. May need to export entry list to Excel, randomize, remove winning entries, and send back to Cvent.
      6. Announce raffle winners on the app
      7. Hands-on course sign up or leave it open?
      8. Need a good system for managing classes (sessions), updating classes, and updating speakers for classes, including app announcements for changes.
      9. Class schedule on the app
      10. Course descriptions, very important. Include target audience
      11. Speaker Bios and papers on the app, including keynote
      12. Hotel Floor Plan on app
      13. Submit
   4. Post-Show
      1. Feedback
      2. Summary report for each class showing ratings and comments, need better format.
      3. Cvent for future events? Discuss other options?

**9:45 am – 10:00 am BREAK**

**10:00 am – 12:00 am Main Event Topics**

1. Polo Shirts – Robinson
2. Trinkets/Goodie Bag – Robinson
   1. Certs handed out during registration. Anything else?
3. Raffle
   1. Digital raffle, winners announced on app
   2. Can announce the beginning of the raffle during exhibit hall hours
      1. Set up small stage with a mic, or wireless mic to walk around.
      2. Announcements at the beginning of select exhibit hall hours and mention that raffle winners will be shown on the app during the exhibit hall hours.
   3. Can have winners go to a central location for prizes or go to the specific vendor booth for the prize. Vendors need to be ready with the raffle gift in that case.
   4. Board members excluded from raffle?
   5. Slocum to reach out to vendors 2 months in advance for raffle gifts
4. Drink Tickets
   1. 3 drink tickets will be included in registration
   2. Additional tickets can be purchased. $10 each during SLC.
   3. Hosted bar for 2 hours, 4pm-6pm, Monday night. CPA paid for the whole thing last time. Do not use tickets during this event.
5. Moderator Assignments
   1. Assign through app. Update via app
   2. No packets, all electronic, except for speaker gift cards
6. Speaker Gift Cards
   1. Assistant Event Schedule Coordinator to manage?
   2. Amount and from where?
   3. Best track papers
      1. Hands-on and roundtable not included
7. Consider a photographer?
8. WGMSC event logo at SFO?
9. What to do with gas meter raffle cart? Display only? Business Card Raffle for gift card?

**12:00 pm – 1:00 pm Lunch (Sandpebble DE)**

**1:00 pm – 2:30 pm Exhibitor Discussion (Sandpebble ABC)**

1. Contracted with Curtin Convention for exhibition services
   1. 100 8x8 booths
   2. Exhibitor package will all be online and made available to those registered as vendors
   3. Exhibitor package includes link to Encore for additional AV services (WGMSC provides foundation power for all booths)
   4. 3 registration tables in Grand Peninsula Foyer
   5. Curtin can provide high tops in exhibit hall, need to add to the diagram
   6. Once exhibit hall is finalized, Hyatt will update diagram with tables and bar locations (Cvent diagrams)
   7. Podium with mic in exhibit hall



1. Booth selection at registration
   1. Limit how many booth spaces can be purchased?
   2. Visual reservation system via Cvent.
2. “Premium” booth discussion
   1. Front facing booths offered at a premium
3. Booth reservation inclusions
   1. Drink Tickets
   2. Attendee registration separate or included with booth reservation?
4. Sponsorship Offerings
   1. What’s New presentation (how many in 1 hour?)
   2. Recognition/Award during opening remarks
   3. Recognition during exhibit hall hours
   4. Logo on digital signs
   5. Logo on physical signs
   6. Logo on swag bag
   7. Large banner in Foyer
   8. Top Golf Swing Suite
      1. Needs to be reserved ahead of time.
   9. Logo on name tents in classrooms and in exhibit hall
   10. Logo on the Cvent App, splash page
   11. Tiered Sponsorships similar to SLC – less tiers but more opportunities per tier
   12. Number of offerings, amounts
   13. Other opportunities for what’s new in the app

**2:30 pm – 2:45 pm BREAK**

**2:45 pm – 4:00 pm Registration Discussion**

1. Registration opens by November 19
   1. Save the Date email to all Cvent contacts early November
   2. Finalize class listing before registration opens so we can display the class offerings
   3. Event Flyer created by November 1 – Mooney
2. WGMSC 2026 Cost Spreadsheet – Registration Fee
   1. $30,000 deposit
   2. Credit application to be submitted in February. Pay any remaining balance 2 weeks before the main event.
3. Discounts offered for early registration
   1. Can consider the same early bird pricing as the Roundtable: $100 off to the end of Jan, $50 off through Feb, Full price in March and April.
   2. Offer discount for staying at the Hyatt? Didn’t need to for the Roundtable.
4. Single Day Tickets?
   1. Offer at a little more than a 3rd of the registration fee.
   2. Allow for all three days
   3. Offer in November, or early 2026?
   4. Offer to only those relatively close to the event?
   5. Different color badges for each day.
   6. Does not include Vendor Night admission.
5. Final headcount for meals and events due to the Hyatt by April 29. Close registration then.
   1. Final date to cancel registration, 4/1/26
6. Rooms must be booked by April 20, to be included in block and pricing
   1. Negotiated rate is $249/night
   2. Block includes 3 days pre and post
   3. Updating room block requirement. Originally set for 260/day but that also sets the guaranteed number of rooms allotted for the event block. Hyatt is flexible, but will need to increase the numbers to guarantee attendees the discounted rate. Davidson
7. Hotel Amenities
   1. 19 comp’d rooms – who gets them?
   2. Upgraded Rooms
      1. (2) Premier Suites
      2. (2) Bayview Suites
      3. (8) Business Suites
   3. 4 Welcome Amenities
   4. 10 parking passes
   5. $15 discounted daily parking otherwise (confirm how attendees can get this)
   6. 15% discount at 3SIXTY bar/bistro (excluding alcohol)
   7. Top Golf Swing Suite $50/hour (check time limit, potential sponsorship)

**4:00pm Adjourn for the Day**

**Thursday, September 25 – Board Meeting**

**7:00 am – 8:00 am Breakfast (Sandpebble DE)**

**8:00 am – 10:00 am Continued Discussions and Wrap-Up (Sandpebble ABC)**

1. Review of Minutes/Notes/Action Items - Davidson

**10:00 am ADJOURN MEETING**