



**Fall 2023 WGMSC Board Meeting
October 2 – 5, 2023
The Grand America Hotel
Salt Lake City, Utah**

Board Agenda

Monday, October 2 – Opening Dinner & Reception

Fontainebleau – 3rd Floor Meeting Level

- 6pm – Reception
- 7pm – Dinner

Tuesday, October 3 – Board Meetings

7:00 am-8:00 am Breakfast *Provence – 3rd Floor Meeting Level*

8:00 am – 9:45 am Administerial *Riviera – 3rd Floor Meeting Level*

1. Welcome – MacDonald
2. Safety/Environmental Minute - Platt
3. Anti-Trust Guidelines - Webb
4. Membership Updates – Lam
5. Treasurer’s Report – Wallace
 - a. Future of Treasurer Position
6. Bylaw Acceptance and Effectuation - MacDonald



Bylaws WGMSC - Fall 2022 Revisions.docx



Preamble to the Bylaws WGMSC - Fall

7. Roundtable budget review – MacDonald
8. Review of Minutes from Roundtable Board Meeting – Webb



WGMSC Board Mtg 4-6-23 Minutes.docx

9. Website presentation and review – Garvey and Seely
10. Website headshots - Seely

Committee:

President – Dan MacDonald

Dominion Energy
(801) 230-5843

Vice President – Matt Davidson

Pacific Gas & Electric
925-328-5763

Treasurer – Carol Wallace

Puget Sound Energy
(425) 457-5807

Assistant Treasurer – TBD

Company
phone number

Secretary – Jeff Webb

Avista Utilities
(509) 495-4424

Assistant Secretary – Scott Driscoll

Northwestern Energy
406-438-7858

Webmaster – Scott Henrich

Meter, Valve & Controls
(925) 519-4718

Assistant Webmaster 1– David Thai

SoCal Gas
(562) 233-7394

Assistant Webmaster 2-Roya Borman

PG&E
925-719-6389

Membership- Craig Lam

SICK, Inc.
(720) 597-5807

Assistant Membership – Chanda Cross

NW Natural
(360) 567-7468

Event Schedule Coordinator- Mike Legittino

Western Gas Technologies
(630)253-7011

Assistant Event Schedule Coordinator –

Arthur Bezdjian

Dominion Energy
801-558-7628

Publicity – Rick Mooney

Honeywell
(503) 432-5311

Assistant Publicity/Recruiting – Michael Garvey

VRG Controls
773-230-1543

Vendor Liaison – Ken Goodwin

PCE Pacific, Inc
(425) 466-4460

Section Chairpersons:

Measurement – Lamar May

Williams NWP
(801) 574-0829

Regulation – Mike Yoshitomi

Puget Sound Energy
(206) 423-7850

Gas Quality & Odorization – Kevin Harms

Fortis
250-809-7292

Best Practices/Current Challenges (General Interest) – Kelly Lang

Fortis BC
(250) 961-1622

RNG & Hydrogen – Steve Slocum

Williams NWP
509-316-6389

Hands-On – CJ Cornell

San Diego Gas & Electric
(858) 449-1942

Roundtable – Matt Vycital

Dresser
415-545-8070

11. Facebook/Instagram/LinkedIn advertising – MacDonald
12. San Francisco/Burlingame Dates Review – Davidson
 - a. Fall 2024 Board Meeting: 9/30/24 – 10/3/24
 - b. 2025 Roundtable: 4/28/25 – 5/1/25
 - c. Fall 2025 Board Meeting: 9/22/25 – 9/25/25
 - d. 2026 Short Course: 5/4/26 – 5/7/26

9:45 am – 10:00 am Break

Riviera – 3rd Floor Meeting Level

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

Riviera – 3rd Floor Meeting Level

1. Speakers and Topics were to be confirmed July 1
2. White papers are due November 1 – may need to adjust if speaker hasn't been identified
 - a. No special format required
 - b. Brief biography and headshot along with paper is preferred, but not required
3. Feedback on papers due back to presenters January 15, 2024
4. Corrected Paper and Presentation due back to board by April 1, 2024
5. Section chairs need to provide 2-3 sentence course description for the app
 - a. Consider adding "Target Audience" course description



2024 Basic Class List
Rev. 2_09-27-23.xlsx

6. Measurement Section
 - a. Measurement Section Chair – Lamar May
 - b. Measurement Section Vice Chair – Rex Allen
7. Regulation Section
 - a. Regulation Section Chair – Mike Yoshitomi
 - b. Regulation Section Vice Chair – Maz Bijan
8. Gas Quality & Odorization Section
 - a. Gas Quality & Odorization Section Chair – Kevin Harms
 - b. Gas Quality Section & Odorization Vice Chair – Yani Kikuts
9. Best Practices/Current Challenges Section
 - a. Section Chair – Kelly Lang
 - b. Section Vice Chair – A'lynn Shields
10. RNG & Hydrogen Section
 - a. Section Chair – Steve Slocum
 - b. Section Vice Chair – Chris Nelson
11. Hands-On Section
 - a. Hands-on Section Chair – CJ Cornell
 - b. Hands-on Section Vice Chair – Russ Nishikawa
12. Roundtable (RT) Section

- a. Roundtable Section Chair – Matt Vycital
- b. Roundtable Section Vice Chair – Rehan Shahab

12:00 pm – 1:00 pm Lunch *Provence – 3rd Floor Meeting Room Level*

1:00 pm – 2:30 pm Show Schedule and Room Layout *Riviera 3rd Floor Meeting Room Level*

1. Schedule of Events

- a. Monday, April 29
 - i. Golf Tournament and/or Facility Tours: 9am – 2pm (TO BE DISCUSSED LATER IN AGENDA)
 - ii. Registration: 2pm – 6pm – NEED VOLUNTEERS
 - iii. Exhibitor Area/Cocktail Hour: 5pm – 7pm
 - iv. Board Dinner: 7pm – 8pm
- b. Tuesday, April 30
 - i. Registration: 7am – 8am – NEED VOLUNTEERS
 - ii. Breakfast and Opening Remarks: 8am – 9am
 - 1. Judd Cook, VP & GM Dominion Energy Utah/Wyoming/Idaho
 - iii. What's New (Part I): 9am – 10am
 - 1. Assistant Secretary (Scott Driscoll) to coordinate
 - iv. Meet & Mingle/Exhibitor Area: 10am – 11am
 - v. Classrooms: 11am – 11:50am
 - vi. Lunch (in exhibition area): 12pm – 1pm
 - vii. Classrooms: 1pm – 2:50pm
 - viii. Break/Exhibitor Area: 2:50pm – 3:30pm
 - ix. Classrooms: 3:30pm – 4:20pm
 - x. Exhibitor Area/Cocktail Hour: 4:30pm – 6:00pm ****NOTE VENDORS WILL BE ASKED NOT TO PLAN DINNERS BEFORE 6pm TO SUPPORT EXHIBITION TIME****
- c. Wednesday, May 1
 - i. Breakfast (in exhibition area): 7am – 8:30am
 - ii. What's New (Part II): 8:30am – 9:30am
 - iii. Exhibitor Area: 9:30am – 10am
 - iv. Classrooms: 10am – 11:50am
 - v. Lunch (in exhibition area): 12pm – 1pm
 - vi. Classrooms: 1pm – 2:50pm
 - vii. Break/Exhibitor Area: 2:50pm – 3:30pm
 - viii. Classrooms – 3:30pm – 4:20pm
 - ix. Exhibitor Area/Cocktail Hour: 4:30pm – 5:15pm
 - x. Vendor Night (Olympic Oval): 5:15pm – 11pm
- d. Thursday, May 2
 - i. Breakfast (in exhibition area): 7am – 8:30am
 - ii. Exhibitor Area: 8:30am – 9:00am
 - iii. Exhibitor Tear-Down: 9am – end of day

- iv. Classrooms: 9am – 11:50 am
- v. Lunch, Awards, San Francisco Presentation and Closing Remarks: 12pm – 1:30pm
- vi. Closeout Board Meeting: 2pm – 3pm

END OF SHOW

- e. Summary:
 - i. Exhibitor Area Time: 12.5 Hours
 - 1. Exhibition Only Time: 7.5 Hours
 - 2. Exhibition + Meals Time: 5 Hours
 - ii. What's New?: 2 Hours
 - iii. Classroom Time: 12 Hours
2. Room Layout and Contract - [Planner Toolkit - The Grand America Hotel | Salt Lake City](#) – MacDonald/Legittino



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- a. Exhibitor Space – Grand Ballroom
- b. Opening Remarks, What's New, Closing Remarks – Imperial Ballroom AB
- c. Hands-On (all Grand Ballroom level) – Imperial Ballroom C, Imperial Ballroom D, Murano, Venezia, Envoy, Savoy
- d. Roundtable – Grand Salon
- e. Classrooms – Vienna, Tuscany, Riviera, Provence, Milano, Hermitage, Fontainebleau, Audubon
- f. Boardroom – Embassy
- g. Board storage - Sussex

2:30pm – 2:45 pm **Break** *Riviera – 3rd Floor Meeting Level*

2:45pm – 4:00pm **Monday and Vendor Night** *Riviera - 3rd Floor Meeting Room Level*

- 1. Monday Before Show
 - a. Golf Tournament - Legittino
 - i. Location
 - ii. Sponsorships
 - iii. Add to registration page
 - iv. Promotional flyers
 - b. LNG tour - MacDonald
 - i. Dominion could likely sponsor transportation and meals
 - ii. Limit headcount to 50
 - iii. Add to registration page

- 2. Vendor Night, all contracts signed – Goodwin
 - a. Olympic Oval is rented out from 4pm – 11pm on Wednesday, May 1 (\$32,500)
 - i. Attendees ready by 5:15 at bus loadout
 - ii. Buses depart by 5:30pm
 - iii. Arrive at Oval by 6:15pm
 - iv. Cocktails from 6:15pm – 7:00pm, Open Curling
 - v. Dinner from 7pm – 8pm with remarks from Derek Parra, SLC Olympic medalist
 - vi. Speedskating Demo from 8pm – 8:30pm
 - vii. Figure Skating Demo from 8:45pm – 9:00pm
 - viii. 9pm – 11pm Open Skate and Curling
 - ix. Buses will begin returning to the Grand America at 10:00pm and every 15 minutes until 11pm.
 - b. Caterer – Have Party Will Travel (\$50,000)
 - c. Transportation – LeBus (\$10,500)
 - a. 10 coaches with 520 passenger capacity

4:00pm Adjourn for Day

Wednesday, October 4 Board Meetings

7:00 am-8:00 am Breakfast *Provence – 3rd Floor Meeting Level*

8:00 am – 9:45 am Cvent App Discussion *Riviera – 3rd Floor Meeting Level*

- 1. Cvent Application
 - a. Registration
 - i. Registration to open by November 15 at latest
 - ii. Utilize Cvent
 - iii. Interactive registration for booths – allows exhibitor to select booth
 - iv. Allow vendor to select “What’s New?” as part of registration package
 - v. Allow additional vendor night tickets to be purchased
 - vi. Drink ticket purchases (to be discussed later in agenda as well)
 - vii. Include instructions on downloading app ahead of show
 - b. On Site
 - i. Same setup as Victoria, though we need to confirm rooms/speakers ahead of time
 - 1. Hotel does not allow for signage so we need to make sure rooms/courses are correct on app – who will manage this throughout show?
 - ii. Event in a Box, badge printing
 - iii. Utilize for course evaluations?
 - iv. Course descriptions
 - v. Speaker Bios and papers

- vi. Hotel Floor Plan
- c. Post-Show
 - i. Feedback
 - ii. Interested Vendors
 - iii. Interested Presenters

9:45am – 10:00am Break *Riviera – 3rd Floor Meeting Level*

10:00am – 12:00pm Show Odds and Ends *Riviera – 3rd Floor Meeting Level*

1. Polo Shirts – Seely
2. Trinkets/Goodie Bag - MacDonald
 - a. Sponsorship opportunity?
3. Raffle
 - a. Electronic randomizer instead of barrel
 - b. Virtual Passport instead of course evals to be entered into raffle
 - c. Stay in same spot (not move throughout exhibit hall)
 - d. Davidson to reach out to vendors 2 months in advance for raffle gifts
4. Drink Tickets
 - a. 3 drink tickets will be included in registration
 - b. Additional ticket purchase handling
 - c. Consider open bar for first hour on Monday night to drive booth traffic
 - d. Vendor Night drink ticket handling
5. Course Evaluations
 - a. Discussion on going electronic through app
6. Moderator Assignments
 - a. Assistant Event Schedule Coordinator to manage?
 - b. Assign through app
 - c. No packets, all electronic
7. Speaker Gift Cards
 - a. Assistant Event Schedule Coordinator to manage?
 - b. Amount and from where
 - c. Best track papers
 - i. Hands-on and roundtable not included

12:00 pm – 1:00 pm Lunch *Provence – 3rd Floor Meeting Level*

1:00pm – 2:30pm Exhibitor Discussion *Riviera – 3rd Floor Meeting Level*

1. Contracted with JP Display for exhibition services
 - a. 104 10x10 booths

Thursday, October 5 – Board Meetings

7:00 am -8:00 am **Breakfast** *Provence – 3rd Floor Meeting Level*

8:00 am – 9:45am **Wrap-Up and Carryover Discussion** *Riviera – 3rd Floor Meeting Level*

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

9:45am **ADJOURN MEETINGS**