****

**2016 Roundtable and Spring Committee Meeting, May 2-5**

**Anaheim Marriott Hotel - 700 w. Convention Way, Anaheim, CA 92801 (714) 750-8000**

**http://www.marriott.com/hotels/event-planning/business-meeting/laxah-anaheim-marriott**

|  |
| --- |
| **Board Officers:****President** **Michael Bermel, P.E.**Southern California Gas(213) 224-5331**Vice President** **Tim Wold**Intermountain Gas(208) 377-6152**Treasurer****Carol Wallace**Puget Sound Energy(425) 457-5807**Secretary** **Bryan Niebergall**Questar Gas(801) 324-3419**Webmaster** **Scott** HenrichMeter, Valve & Control Inc(925) 519-4718**Booth Registrations** **Tim Wold**Intermountain Gas(208) 377-6152**Membership** **Kevin Shuttlesworth, P.E.**  NorthWestern Energy (406) 497-2171**Publicity** **Michael Garvey**VRG Controls(847) 796-0025**Section Chairpersons:** **Measurement** **Jeff Webb** Avista Utilities(509) 495-4424**Regulation** **Albert Gillespie** FortisBC Energy, Inc.(250) 703-6819**General Interest** **Jeremiah Ross**Williams Northwest Pipeline (801) 584-6839**Hands-On** **Darren Larsen** City of Ellensburg(509) 962-7227**Roundtable** **Al Michini**  Williams Northwest Pipeline(801) 584-6827 |

Board Member General Agenda For Roundtable Event Week General (DRAFT 4-20-16)

**Roundtable Event**

(Elite Ballroom 1-2 unless otherwise noted)

**Mon, May 2**

**6:00 pm – 7:00 pm Committee Reception**

**7:00 pm – 8:00 pm Committee Dinner**

**Tues May 3, (Elite 1-2 Room)**

**7:00 – 8:00 a.m. Breakfast**- provided: with Roundtable attendees

**8:00 a.m – 5:00 p.m. Roundtable** - *Lunch in Goldkey 1-2*

**Wed May 4, (Elite 1-2 Room)**

**7:00-8:00 a.m.** Breakfast with Roundtable attendees

**8:00 a.m. – 12:00 p.m** Roundtable

**12:15-1:15 pm** Lunch *(Buffet-Goldkey 1-2)*

**1:15-5:00 pm Board Meeting** (see detailed Committee meeting Agenda below)

**Thurs May, 4th**

**7:00-8:00 a.m.** Breakfast-provided

**8:00– 10:00 Board meeting**

**10:00-10:20 a.m** Break

**10:20-12:15 Board meeting (cont**.)

**12:15-1:15 p,m.** Lunch - provided

**1:15-2:15 Board meeting (cont)**

2:15-2:30 p.m Break

**2:30~4:30 pm Board meeting (cont)**

**4:30 p.m Adjourn Spring 2016 Committee Meeting**

**Detailed Board Agenda (DRAFT FOR COMMENT AS OF 5-20-16)**

**Wed May 4,**

**Committee Meeting**

(Elite Ballroom 1-2 unless otherwise noted)

**1:00-2:00 p.m. (Ministerial/Organizational)**

1. Call to Order *– M. Bermel*
2. Anti-Trust Issues *– C. Wallace (insert or ppt review)*
3. Reading of the Minutes (10/15) *– B. Niebergall* 
4. Approval of the Minutes *– All*
5. Agenda additions, changes *– All*
6. Changes in Committee Members *– Eubanks/Shuttlesworth*
7. Vote in New Members *– Shuttlesworth*
8. Check Updated Roster*- K. Shuttlesworth* 
9. By-law issues and handouts*-Niebergall*
10. Review Future Dates *– M. Bermel*
11. Approve Future Dates *- All*

**2:30-3:30 p.m. Finances**

1. Treasurer’s Report – Q1 2016 costs/balance - *C. Wallace/Ross <insert>*
2. Accounting Firm Performance/Direction (Legacy Discussion) *– Carol Wallace*
3. Update Forecast of 2016 RT costs – *J. Eubanks <insert>*
4. Projection of costs thru 2017 Short course – *J. Eubanks <insert>*
5. Proposed Registration cost for 2016/7 *– J. Eubanks/Bermel*
6. Progress report on hotel and site performance and any gap issues (Bermel and all)

**3:30– 4:00 p.m. Discussion of Roundtable Event** - effectiveness and gap issues, if any *(Wold/all)*

**4:00-5:00 p.m Review of proposed 2017 facility layout and Tour - if needed**

Venue Discussion and parking lot site issues

**5:00 p.m.** **Adjourn for Day**

**Thursday, May 5** (All functions in Elite Room 1-2)

 **Committee Meeting**

**7:00-8:00 a.m. Breakfast (provided)**

**8:00 – 10:15 a.m. Committee Meeting (Chairperson Report Outs).**

 Final class topics, speakers, assignments, speakers, topics, needs. (looking for lock):

1. Measurement *(Webb/Yoshitomi) <insert>*
2. Regulation *(Gillespie/Davidson) <insert>*
3. General Topics *(Ross/Buckley) <insert>*
4. Hands-on *(Larsen/Shah) <insert>*
5. Roundtable *(Michini/Goodwin)* <insert>

Agree on final number of classes and time slots (leader, who, what when-gate keeper)

**10:15-10:30 a.m Break**

**10:30-11:15 a.m Course basic content discussions.** *(Metering and Regulation Chairs)*

**11:15 a.m-12:15 p.m Discussion of vendor issues, activities and related coordination/leads:**

* 1. Vendor Booths-coordinator/scheduler *(Tim Wold/Webmaster)*
	2. Vendor Communications-general *(Tim Wold/Henrich)*
	3. Vendor Night (Jim Prunty – update) *(Jim Prunty)*
	4. Drink tickets coordination (vendor Rep) *(Jim Prunty)*
	5. Whats new presentations coordinator (vendor rep) *(Jim Prunty)*
	6. Prize coordination/solicitation/raffle tickets *(Jim Prunty)*
	7. Other
	8. Hands on shipping and logistics

**12:15-1:15 pm Lunch (provided)**

**1:00 -3:00 p.m. Detailed Line items for coordination and leadership**

* + - 1. Gift cards and thank you pack for speakers  *(Jim Eubanks)*
			2. Class Packets for moderators *(Jim Lew)*
			3. Moderator assignments *(Jim Lew)*
			4. Classroom AV (projector) *(SCG-Eubanks)*
			5. Speaker Bios *(Jim Lew)*
			6. Binders for attendees (content and prodction) (SCG)
			7. USB drives (assembly and burning) *(Jim Lew)*
			8. Gift item with Logo (backpacks. Etc) *(SCG/SDGE)*
			9. Registation booth manning and training *(Tim Wold and Henrich)*
			10. Coordinate projectors for each room *(Jim Eubanks/SCG)*
			11. Keynote speaker *(Bermel)*
			12. Closing speaker *(Bermel/Wold)*
			13. Presentation review and awards (Bermel/SCG)
			14. Posting of papers on web site *(Scott Henrich)*
			15. Shirt for board members *(Bermel/Designate)*
			16. Room signs *(bermel designate)*
			17. Certificate of Completion *(Niebergall)*
			18. Other missing major line items *(Committee)*
			19. Name badges (RT and SC) (Bermel-Designate)
			20. Name placards (RT and SC) (Bermel-Designate)

**3:00-4:30 p.m. Parking lot issue and Agenda add items**

**4:30 Ajourn**

**Thursday, October 8 (Elite Room 1-2)**

**7:00 – 8:00 Breakfast**

**8:00 – 10:00 Committee Meeting (Cont.)**

1. Exhibitor Evaluations - *J. Lew/M. Bermel*
2. Topics for May 2016 Round Table *– New Vice Chair*
3. Accountabilities for 2016 Roudtable *– M. Bermel*
4. Vendor Night Program and Venue *– James Prunty*
5. Distribution of Attendees Names and Email Addresses. *All-did we close issue?*
6. Web Site Update Need new Chair/Pres, etc. – *M Bermel*
7. Constant Contact Issues (Name of Registrant, Booth and attendant) - *M. Garvey*
8. Shared Directory for Committee Members to Access

**10:00 – 10:15 Break** (No refreshments provided)

**10:15 - 11:00 Wrap-up Discussion, Announcements, Roundtable, Parking Lot issues**

**11:00 Adjournment**