

AGS Board Meeting – May 18, 2010

1. Call to Order 11:36 am.

Board Members present (minimum 7 for quorum):

Anchorage

Tom Homza
Dave Hite
Sunny Remmy
Laura Silliphant
Dick Garrard
Al Hunter
Ken Helmold
Rick Levinson

Fairbanks

Marwan Wartes

2. Approve minutes: Laura motioned to approve minutes, Ken 2nd; motion passed unanimously.

- Introduce Sunny Remmy – new Fundraiser Chair. DOG employee working with seismic data.
- Tom Morahan asked if we can meet in June – **Meeting set for June 15, 11:30**

3. Treasure's Report (Al Hunter):

- Shell donation total \$2,000; \$1000 to each scholarship
- Conference costs and profits about even.
- Website fee \$275 for 5 months
 - Discussion about needing more access to editing website. It would be nice to be able to add documents, announcements, or calendar items without having to go through a second person.
- Applying for Rasmuson Foundation Grant \$15,000 for scholarships.
- Should we have Foraker give presentation/training at first meeting in September? Need to ask Tom Morahan.
- Made up expenses budget for 2010-2011
 - PSAAPG/AGS/SPE conference costs (Dave H.)
 - We will receive approximately \$15,000 for meeting
 - Add Field trip costs to Healy
 - Add Core workshop costs
 - Website costs?
 - Add UAF student van transportation.
- New tax law requires names of all Board Members each year.

4. Technical Conference Review (Ken).

- Good speakers – Big thanks for giving talks.
- Planetarium visit was great
- Only hiccup was food issue – remember to order coffee and donuts next year
- Following years need to list posters in program with schedule

VOTE: Laura moved to postpone the AGS conference for 2011 because of PSAAPG/AGS/SPE conference. Instead, conference will be held 2012 in Fairbanks. Rick 2nd, motion passed unanimously.

5. PSAAPG/AGS/SPE Conference (Dave Hite).

- Looking for conference theme ideas
- Looking for session topic ideas and chairs
 - North Slope geology – Marwan
 - Regional Arctic Geology – Houseknecht
 - Upper Cook Inlet Geology (and special volume) – Hite
- Co-chair is dropping out and going to be replaced soon
- AAPG has chosen Michelle Mayfield Gentzen (www.conferencedirect.com) as meeting consultant. Her cost is \$11,350, of which we are responsible for ~12.5%.
 - She comes highly recommended
 - She says she will save us ~\$12,000 on meeting costs.

VOTE: Dick Garrard motioned that we support hiring Michelle Mayfield Gentzen as meeting consultant, recognizing that we will share 12.5% of her \$11,350 cost as presented in the attached document. Rick Levinson 2nd, motion passed unanimously.

- Advertizing has already been setup for GSA Anaheim conference

6. Other.

- Laura said she has mostly filled out Pick-Click-Give PFD application. Missing a couple board member addresses.
- Cost is \$50 for application and \$30 for certificate of compliance.

1:09 pm Adjourn: Laura motioned the end of the meeting by leaving, Rick 2nd by leaving, motion passed unanimously by everyone leaving.

Thanks to all volunteers for a great AGS season. A special thanks to Tom Homza for providing clear leadership and productive board meetings. See you all in June with our new president Tom Morahan.

PARTIAL MEETING MANAGEMENT PROPOSAL

For the Pacific Section of AAPG and the Western Region of SPE Meeting MAY 6-10, 2011

Introduction

As a past Director of the Convention Department for the American Association of Petroleum Geologists, Michelle Mayfield Gentzen brings 20 years of experience to the AAPG Pacific Section with a Specified Meeting Management proposal.

Meeting Consultant Qualifications

Michelle Mayfield Gentzen, with more than 20 years in the meetings and conventions management industry, brings that experience for complete logistical planning and budgetary management for both domestic and international meetings. Events have ranged from corporate executive retreats for 25 to association conventions for 10,000. Meeting management includes hotel/vendor negotiations, committee/volunteer organization, VIP arrangements, education programs, audiovisual, catering, etc. She spent 20 years at AAPG with the last 10 as the Director of the Convention Department. She is currently self-employed as an associate representative of ConferenceDirect – the most respected hotel contract negotiating company in the industry that provides hotel site selection and contract negotiation at no cost (<http://www.conferencedirect.com>). Michelle also works as a Meeting Consultant with GEM, Global Events Management.

Thanks [for passing on the comment from an attendee and former officer of the Association]; that is indeed a compliment we can be proud of. But please keep in mind we are being guided by YOU.
- Ralph Richardson, General Chair, 2009 GCAGS Convention

Thanks ...GEM is worth every penny we are paying, and more. I greatly appreciate your professionalism in keeping on top of all this for us!
- Don Burdick, General Co-Chair, 2009 AAPG Mid-Continent Section Meeting

Additional References

Available upon request.

Investment Schedule - MMG

General Project Management Detail	Type of Fee	Per Item
Hotel/Meeting Room Logistics	Fixed	\$2,350
Food & Beverage Coordination	Fixed	\$1,775
Audiovisual	Fixed	\$1,800
Vendor Selection Assistance	Fixed	\$1,650
Special/Social Events, VIP, Hospitality, Miscellaneous	Fixed	\$1,475
Budget Assistance	Fixed	1,300
Other (Special Events, Budget, Vendors, VIP, Entertainment, Misc.	Fixed	1,400
Subtotals		\$11,750
Discounts		Mgmt Fees
Discount offered April 2010	(\$2,000)	\$9,750
Onsite Meeting Management <i>(\$400 per day for 4 days)</i>	Fixed	\$1,600
TOTAL		\$11,350

I would like to sincerely thank you as representatives of Pacific Section of AAPG and the Western Region of SPE for the distinct opportunity to partner with your organizations to produce the highest caliber annual convention of its kind. I am committed to working with you to see that we bring a very cost effective meeting as well a premier education to fulfill the organization's strategic goals and objectives.

50%
P. AAPG
AGS
25% of
50%

Please do not hesitate to call on our assistance at any point during your review of this proposal.

I look forward to the opportunity of being your partner for the 2011 convention!

Sincerely,

Your Meeting Management Representative
Michelle