

**PDC Committee Meeting Minutes**

**Date:** August 10, 2018

**Time:** 9:05 am – 10:15 am

**Attendees:**

Jim Flint, Chairman (jflint@eastcomassoc.com)

Judy Smith (dsmith3872@twcny.rr.com)

Ed Palmer (edpalmer4991@aol.com)

Jeanette Kinsella (JeanetteKinsella@gmail.com)

**Other Committee Members Not in Attendance:**

John Raflowski (jraflowski@ocmboces.org)

Amy Frye (Amy.Frye@itt.com)

Ken Waldby (ken8\_000@hotmail.com)

Patty Cerio (PCerio@CiTiboces.org

Eric Fickbohm (fickbohmej@cdmsmith.com)

Glenn Murdock (gmurdock@grangercompanies.com)

**CEU Status**:

* Awaiting short bio and brief description from 2 speakers. Both have been requested multiple times. Workarounds were discussed for both.
* Following is from the application: “Note that the application must be submitted at least four (4) weeks prior to the educational event. No applications will be reviewed / accepted with less than 4 weeks’ notice.” Although August 30th is 4 weeks before the event, we would really like to get the application to national by August 23rd at the latest!

**Exhibitors and Sponsorships:**

* So far for exhibitors we have: Dig Safely NY, Industrial Hearing, Premier Safety, Eastcom, Occupational Safety Consultants, and Galson.
* Snail mailing was done and resulted in one registration.
* If any committee members know of anyone who might be interested in being a vendor, either send them an e-mail with a link to our exhibitor registration page or give Jeanette and/or Ed their contact information.

**Attendee Status:**

* 13 attendee registrations have been received. 10 paid on line and 2 will be sent invoices.

**Marketing:**

* Flyer was completed. Attached is the final version.



* Ed gave Jim the pictures from last year’s PDC for use in his video spot(s).
* Jim & Glenn met with the ad agency and worked out an advertising plan. Jim has not heard from them since the meeting. He will follow up with Glenn.

**New Business:**

* Committee agreed that all committee members will have a polo shirt to wear to the conference. Glenn & Jim will agree on a vendor, color, and style; will call you for your size; and order.
* We will give each speaker a framed certificate and a small gift. Jim will get gifts for 7 speakers and Judy will make up the certificates and frame them.
* Bob Andres volunteered to man the ASSE booth. Jim accepted his offer.

**Action Items:**

* Judy continues to send out weekly e-mail reminders.
* The following is carried over from the July 13th meeting: To get the most out of the afternoon workshop, we discussed sending an e-mail to all registered attendees the week before reminding them to bring their written emergency management plans. We will discuss with presenters Patty & Ken before.
* Jim will order polo shirts for all active committee members.
* Judy will update Exhibitor Registration page to delete reference to early bird prices.
* Judy will add the agenda to the website.
* Judy will develop the booklet handout for attendees and Jeanette will print.
* Jim will get lanyards for attendee and speaker name tags and let Judy know the size so she can print the inserts.
* Judy will order booth stuff from national and CSP.
* Judy will send flyer to Genesee Valley & Capital regions for inclusion on their website and/or mailing.

**Next Meeting:** Week of August 27th. Jim will e-mail invitation to all once he determines which day and time during that week is best for the most committee members.