

## **HOTZONE Conference Steering Committee Conference Call**

### **Minutes 3/20/2014**

Committee Members Present: A quorum of the conference committee members participated on the conference call.

1. Reviewed steering committee: The committee made a few additions and replacements on the current list and updated the member's information. The most recent updated list can be found on the Conference website. You must log into the committee members portion of the site.
2. Benny Howard gave a financial report which can be found on the website along with a copy of these meeting minutes. In general we have approximately \$175,000 in the bank.
3. Benny also addressed the new website and has most things updated on the site. There was a general discussion about trying to get the registration lists and scholarship lists into the same format which would simplify correlating information at the conference.
4. Laura Gehrig will present the statistics from the 2013 conference classes at the May 1, Committee meeting in Houston. Hillary Gafford will help Laura so that the statistics are similar to reports made for previous conferences.
5. The committee next addressed last year's conference and some of the committee's concerns.

Hotel- It was noted as in the past we are still having problems getting the hotel to increase the room block for the national reservation phone number as the conference fills the commitment. It was also noted, as in the past, the Hotel was billing attendees on their credit cards even though they were on scholarships, some credit cards getting maxed out preventing attendees from using them for meals

Speakers- everything went well last year with the exception of one speaker who will not be invited back because of plagiarism issues. Bob Royal noted that we had 80 other applications to speak at last year's conference.

Bob also acknowledged that the call for speakers for the 2014 conference will go out by May 1, 2014

Bob started a discussion pertaining to a new CIMA Tract; CIMA is not having their training at the same time as Hot Zone as in years past and they have suggested that they

could have a new tract at the Hot Zone Conference. It was unanimously approved by the committee for Bob and David Wade to pursue this addition to the conference. The LEPC tract was discussed as to if we will be proceeding with one in 2014. After the conference call, exchanging emails, Steve Mason (EPA) has agreed to again work with David Wade on the LEPC tract.

There was a general discussion about some of the new classes we could be having for 2014.

Vendors- everything worked well last year and Chris Foreman noted that we only have 11 booths open for 2014. There was a discussion about getting CTEH to participate in the conference both as a vendor and with some speakers. Members of the committee are reaching out to the company.

Store- there was a few problems with the store having contracted that out for the first time in 2013. There are some concerns about how hard the contractor worked to sell "Hot Zone" material and the fact that he opened late on one occasion.

AV/proctors- we covered all the classes well but we still had to do a little prodding; we all need to remember that there is a lot of help needed setting up for the keynotes, dinner and closing.

6. We are trying to get registration for the 2014 conference open by May 1, on the website.
7. Next Meeting May 1, 2014 1:00 PM 2<sup>nd</sup> floor board room Crown Plaza.