

CWEA P3S Committee Meeting

February 3, 2010

Meeting Minutes

Meeting Location

Long Beach Hilton Hotel
701 West Ocean Blvd. Long Beach, CA 90831

Those in attendance onsite

Michael Simpson – P3S Committee Chair/LA BOS, Bill Garrett – LACSD, Joe Petchuk – City of Santa Monica, Preeti Ghuman – LACSD, Julie Taylor – CWEA, Alec Mackie – JWC Environmental, Marci Donohoe – CWEA, Ken Hanks – LACSD, Doug Rands – LACSD, John Boyd – LACSD, Ching Loong – LA BOS, Karen Ingalla – LA BOS

Those attending using the teleconferencing line

None-No teleconferencing was set up.

Meeting General Notes

This meeting was not a full P3S Committee meeting, instead it was a business meeting for the 2010 P3S conference organizers held at the conference location for the main purpose of conducting a walk-through inspection and familiarization with the hotel facility. There was no technical session presentation for this meeting.

BUSINESS MEETING

Meeting was called to order at 11:30 AM by Simpson

Conference Items:

➤ **Hotel Worker Union Notes:** Julie Taylor reported that Union organizers had contacted CWEA Staff, Board of Directors members, and P3S Committee members via phone calls and emails requesting that the upcoming P3S Conference be moved to a different venue. The Long Beach Hilton Hotel Management and Union Organizers (“Unite Here”) are currently at odds over attempts to unionize Long Beach Hilton Hotel workers. Union Organizers recently crashed the January 2010 CWEA Board of Directors meeting being held in San Diego in their attempts to persuade CWEA to move the P3S conference to a different venue. Union organizers have told Taylor they may picket the P3S conference should it not be moved. Hotel Management presented a brief history and summary of the conflict, and expressed their intent to insure the conference takes place as smoothly as possible. CWEA staff, the CWEA Board of Directors, nor P3S conference organizers are willing to move the conference to a different location.

➤ **Conference Attendance:** Marci Donohoe reports there are currently 100 attendees registered. This is only 2 less than had registered for the 2009 P3S conference in Monterey at the equivalent

point in time. 19 exhibitors have signed up (88% of goal) plus 6 door prize donations have been made.

➤ **Conference Outreach:** Alec Mackie will arrange for a single one-day conference attendance certificate to be given away as a door prize at the upcoming SARBS annual awards dinner which will be held on Saturday, 2-13-10. This will be done as a way to publicize the conference to SARBS members and encourage SARBS members to attend the P3S conference.

➤ **Vendor Chair Report:** Julie Taylor announces sponsors and vendors won't be allowed to speak at conference luncheons as has been past practice due to concerns that such activity jeopardizes CWEA's non-profit status. Mackie says either he or his assistant will speak for the sponsors/vendors at the luncheons and ask each sponsor/vendor to stand and be recognized instead. Mackie reports EPA has agreed to be a conference sponsor but has yet to pay.

➤ **Reminder Emails:** Julie Taylor will send at least one more e-mail blast reminding CWEA/P3S members to register for the conference. Preeti Ghuman comments that many conference speakers are not CWEA members, and as a result haven't received the emails reminding potential attendees to register for the conference. Ghuman suggests that in the future conference brochures be sent to speakers to insure they know to register for the conference.

➤ **Session Chair Report:** Ghuman reports EPA's Peter Silva will not be attending the conference to participate in the opening session, instead a replacement EPA speaker will be sent in his place.

➤ **Dueling Ships Event:** Bill Garrett states all attendees who wish to participate in this event will have to sign a liability waiver. Event attendees can sign up for the event upon registration or at the conference. Attendees will be bused to the dock in private buses hired by the conference committee. Attendees will have the option of receiving a free dinner at a dockside restaurant should the ships run out of space. However, this option will not be publicized in advance of the event. All ship contracts have been finalized and signed. Light dinner will be served on board the American Pride vessel, with attendees who wish to ride aboard the Curlew allowed to get food at the American Pride and then bring it aboard the Curlew.

➤ **Volunteers:** Michael Simpson reports a need for a registration chair person who will be responsible for stuffing registration envelopes that will be distributed to attendees as they arrive at the conference. This person will also be in charge of finding and scheduling volunteers to man the registration desk (0800-1600 hours daily) to assist the CWEA person(s) onsite. Donohoe states she'll reach out to OCSD and see if they can provide someone. She may also approach Jeff Carter of United Water Burbank (UWB) to see if he can provide any volunteers in this regard (as UWB has done in the past).

➤ **Audio Visual Equipment:** Ching Loong of LA BOS will coordinate and handle set-up of all AV and computer equipment at the conference. Ghuman will provide 2 sets of laptop computers and digital projectors from the LACSD. LA BOS will provide 3 projectors and 4 laptops. 3 microphones will be set up for the Day 2 panel discussion at 1015 hours.

➤ **Signs and Posters:** Ken Hanks reports signs will be set-up in front of each room. Signs directing attendees to room locations will also be set-up. 11" x 17" sponsor signs will be posted. "Teepee" signs for each speaker will be made and placed on head tables for all conference speakers. Alec

Mackie reports EPA has agreed to be a conference sponsor but has yet to pay. As such, signage for their sponsorship won't be prepared until payment is made.

➤ **Meal and Room contract issues:** Bill Garrett reports enough lunches will be ordered to insure that the required \$40,000.00 is spent on food as outlined in the conference contract with the hotel. Garrett reports current reservation data indicate the committee is only 6 off the minimum number of room night guarantees specified under the contract. This is however, 25% lower than historic records at comparable points in time for prior P3S conferences. Garrett is expecting some no-shows as well. The hotel has extended the conference special registration rate deadline from 1-28-10 to 2-5-10.

➤ **L.A. Live Event:** Michael Simpson reports rain will cancel the event. He would also appreciate RSVP's from those who plan to attend.

➤ **Cast Party for Conference Organizers:** Simpson reports a contract has been signed with the Parker's Lighthouse restaurant in Long Beach for a dinner event on Monday, 3-1-10. Garrett suggests the event be moved to the Conference Chair's room at the Hilton Hotel to save money. Simpson responds that its too late now to do this as the contract with the restaurant has been finalized and signed.

➤ **Hotel walk-through:** An approximately 30-minute walk-through of the hotel conference room area and facilities was conducted with hotel managers.

Next Meeting (Simpson)

The next P3S Committee meeting will be at 7:30am at the P3S Conference in Long Beach on Tuesday, 3-2-10.

Meeting adjourned at 1240 hours

Respectfully Submitted,
John Boyd
Secretary, CWEA P₃S Committee