

*WebEOC Workshop Committee
Meeting
Minutes*

*November 9, 2010
Holiday Inn Express
Tyler, TX
10:00 am*

Agenda Items Discussed:

Review of Minutes from 9/16/2010

Workshop Committee Updates:

- Facility/Food/Theme/Sponsors Committee:
 - ❖ Facility Overview:
 - ❖ Ball Room Side: (to your left as you walk into the facility)
 - ✓ Each room has large big screen tv's
 - ✓ 3 – ball room will be used as classrooms
 - ✓ Set-up: Left side of the room – 8 rows: 1 – 8ft table with 3 chairs and PC's (24 people) Right side of the room – 9 rows: 1 – 6 ft and 1 8ft table with 6 chairs (54 people)
 - ✓ Sound equipment will be set-up in the back left corner
 - ✓ An instructor podium and projector will be set up in the front
 - ✓ The ball room walls will be open for the opening session on Wednesday. This set up will accommodate 234 people. Any overflow will have to stand during the opening session.
 - ❖ Side Rooms: (to the right as you walk into the facility)
 - ✓ Vendor set-up
 - ✓ Classroom set up for any over flow to accommodate 24 people (will be use for new user training and/or senior officials if low attendance on Tuesday)
 - ✓ Staff and IT Lounge
 - ❖ A help desk will be set up in the lobby outside the ballroom
 - ❖ Food Discussion:
 - ✓ Breakfast: We will use the hotels Bar (which will seat 100 – 125 people)
 - ✓ Lunch: We will use the hotels Bar and Restaurant (each will seat 100 – 125)
 - ✓ Menu: Continental Breakfast on Tuesday, Wednesday, and Thursday. For those who want to eat a full breakfast, the hotel will give discounted tickets for the restaurant.

Lunch: Varieties for “Box Lunches” on Monday, Tuesday, and Wednesday.
Buffet Lunch on Thursday.

Box lunches include: Sandwich, cookie, chips, a piece of fruit, and a drink
Prices for the box lunches begin at \$10.95

Buffet prices begin at \$16.95

- ❖ Vendors: we will look at different levels of sponsorship

- WebEOC Administrator’s Quarterly Conference:
 - ❖ We will host the TWIRP WebEOC Administrator’s Quarterly Conference on that Monday in conjunction with the WEBEOC Workshop, as many of the IT/ WebEOC Administrators for the State will stay over and help with the workshop
 - ❖ Administrators will need to come in on Sunday night
 - ❖ We will provide box lunches for them on Monday

- IT Tech Committee:
 - ❖ Discussed the Megas Production Bid
 - ✓ Need clarification on line item 10 – Computer Rental pricing
 - ✓ 2 – Bids submitted (Sound and Equipment)
 - ✓ Russell T will contact Richard w/ Megas to discuss the bids and needs for the workshop
 - ✓ DETRAC has purchased a USB duplicator so we will be able to put presentations and workshop information on USB drives

- Budget Committee:
 - ❖ ETCOG has \$21,000.00 set aside in their budget for WebEOC that they will contribute to the workshop.

- Registration Committee:
 - ❖ The committee decided to cap registration at 250 people
 - ❖ Discussed using PayPal and there are customizations that can be made to make the payment and registration process a lot easier
 - ❖ Discussed how log-in ID’s

- Classes/Instructors Committee:
 - ❖ Discussed not having the different tracks of classes, but teach the TWIRP 20 boards, that the entire State will be utilizing. All participants will be learn the same topics. Instructors will rotate classrooms.

- ❖ The full schedule will be determined at a later date.

- Speakers/Networking Committee:
 - ❖ Finalized letters to Ms. Butler and Chief Kidd – letters will go out next week
 - ❖ We will contact Dr. Lackey and Dr. Sanchez
 - ❖ Deaun has reserved the Blue Bonnet Room at the Rose garden for Wednesday night social hour

Workshop Committee Assignments for next meeting:

- ALL COMMITTEE MEMBERS:
 - ❖ We will need to set deadline dates for the following:
 - ✓ Save the Date Flyers
 - ✓ Brochures
 - ✓ Cut off dates for registration and fees
 - ✓ Sponsorship levels
 - ✓ Bring prospective sponsors list and contact information, so that we can get letters out asap

- Facility/Food/Theme/Sponsors Committee:
 - ❖ Finalize the workshop theme and designs

- Registration Committee:
 - ❖ Finalize the workshop registration process

- Class/Instructors Committee:
 - ❖ Discuss the TWIRP 20 Boards, what they are
 - ❖ Discuss potential instructors

- Speaker/Networking Committee:
 - ❖ Discuss the Wednesday night social hour
 - ✓ Set-up
 - ✓ Speaker
 - ✓ Program/Dinner plans

- IT Tech Committee:
 - ❖ Update from Megas Production

2010 Workshop Comments

- ❖ Discussed the comments from 2010 Workshop and ideas for improvements

Tour and discussion of Facility Set-up

Next meeting: December 14, 2010 – Regions Bank

Adjourn