

*WebEOC Workshop Committee
Meeting
Minutes*

*December 14, 2010
RAC-G Office
Tyler, TX
10:00 am*

Agenda Items Discussed:

Review of Minutes from 11/9/2010

Motion to approve: Deaun Stinecipher

Motion 2nd by: Mike Smith

Workshop Committee Updates:

- Facility/Food/Theme/Sponsors Committee:
 - ❖ Discussed Tentative Date Change for the Workshop: Vendor set-up
 - ✓ Due to the combined Homeland Security and Hurricane Conference scheduled for the week following our workshop, we discussed possibly changing the workshop date to:
 - ❖ June 6-8
 - ❖ Food Discussion:
 - ✓ Hotel will not do box lunches unless you are not breaking for lunch
 - ✓ Lunch: The hotel will serve plate lunches for \$10.95 on Tuesday and Wednesday
 - ✓ We will still have the use of the hotel's restaurant and bar for lunch
 - ✓ Breakfast: Continental set-up outside in the hallway; Full breakfast will be served in the restaurant and workshop participants will be offered a coupon
 - ❖ Sponsors/Vendors:
 - ✓ Discussed possible sponsors/vendors for entity
 - ✓ Levels of Sponsorship:
 - Set-up for hallway: 8 Vendors (2 per RAC)
Radiant
Esi Lab
 - Sponsorship Fee: \$500.00 or option to sponsor a meal (2 – breakfast; 2 – lunch) with a free booth space plus advertising (plug your company in all emails and an ad in the agenda.

- ❖ New Logo: Yellow background w/ Purple writing – presented by Deaun
 - Add: MACC and EMTF to the web
- ❖ New Theme: “Untangling Emergency Operations”
- ❖ Shirts: Brenda presented information on workshop shirts:
 - Color: Purple and Yellow
 - Logo: Use last years
 - Price: \$15 - \$18 (includes shirt + embroidery)
 - Deaun checking on pricing from the Lighthouse for the Blind – non-profit company)
 - Order: 50 shirts
 - Suggestion: Have additional T-Shirts ordered
- IT Tech Committee:
 - ❖ Discussed the Megas Production Bid
 - ✓ Audio Quote is pricing okay
 - ✓ Equipment Quote – Russell will check to see how much the quote will come down due to the workshop days being reduced
 - ✓ Suggestion: Have everyone bring their own laptops and possible rent 20 laptops
 - ✓ Suggestion: Hire a technical team/set-up team
 - ✓ Suggestion: Consider out-sourcing people to help with the registration
- Budget Committee:
 - ❖ The committee had a conference call and presented a tentative budget based upon figures generated from the IT Tech quotes submitted and expenses from last year’s workshop.
- Registration Committee:
 - ❖ ET-COG sponsoring \$10,000.00 towards registration
 - ❖ Registration Fee for the workshop: \$100.00
 - ❖ Discussed registration process:
 - ✓ PayPal has the ability to create needed fields for registration
 - ✓ Russell and Aaron will present a list of fields to the committee at the January meeting and any needed fields will be added to the list
 - ✓ Apparent needed fields (based on problems from last year’s workshop):
 - Require companies/entities/agencies to list each person they are paying for
 - Require a phone number
 - ET-COG field for the 1st 100 people

- Classes/Instructors Committee:
 - ❖ Discussed teaching the TWIRP 20 Boards (20 most common/standards boards)
 - ❖ Instructors will rotate classrooms, participants will stay in the same room.
 - ❖ Suggestion: 1 ½ - 2 hour sessions
 - ❖ Suggestion: New Users:
 - ✓ As a prerequisite for New Users – participate in RAC-F's Disaster Training Tuesday Webinar (January and February) were WebEOC is taught

- Speakers/Networking Committee:
 - ❖ The committee has decided not to have Social Hour during the workshop

Workshop Committee Assignments for next meeting:

Suggestion: We need to begin putting committee assignments and information pertaining to the workshop in WebEOC - Mission Task Board

- ALL COMMITTEE MEMBERS:
 - ❖ Vendor Updates

- Facility/Food/Theme/Sponsors Committee:
 - ❖ Set the menu for the workshop meals (Loretta)

- Registration Committee:
 - ❖ Present a list of fields for the PayPal Registration set-up

- Class/Instructors Committee:
 - ❖ Decide on the schedule and time-frame of the classes

- Speaker/Networking Committee:

- IT Tech Committee:
 - ❖ Present other IT quotes
 - ❖ Present classroom – lay-out options

Next meeting: January 20, 2010

Adjourn