

FAMIS Meeting

FAEDS Conference

Attendance: Bruce Patrou, Bill Bush, Doug Dillard, Lavan Dukes, Bill Nimmons, Jim Dunn,
Tom Moore, Candy Garcia, James Goines, Barbara Brennan , Rick???

Bruce Patrou calls meeting & welcomes everyone

Introduction is made of new FAMIS members

- Jim Dunn – St. Lucie
- Tom Moore – Clay
- David Lesnek – Manatee
- Bill Nimmons – Leon

Bruce Patrou completes handing out new FAMIS shirts.

Steve Muzzy has left Brevard County and has left the board

Ron Larber has changed positions. He was not present because he was presenting.

FAMIS Website is discussed and brought up onto screen.

- Domain has been moved
- May go into members area and request for user & password
- Site will validate against district/consortium employee
- Increase value of organization and collaboration

Bruce Patrou shares systems survey that he sent out to districts. It ask districts for the type of student & system systems that they have, how long have they had it, modules that they're using, phone, website, contact information, filter(s), network security, storage and email. Bruce shares some of the information survey results from districts that have responded. This is a way of districts sharing and showing areas of success. Non-district organization will not be able to view this information.

James Goines goes over Financial Report (cash accounts, recap of conference, etc)

- FAMIS profited about \$19K from the conference
- This will give us the opportunity to move to a better location even if we don't have full participation that we want.
- Our total balance is about \$47K

Doug Dillard shares handouts this discuss location for next year's FAMIS Conference

- Reviewed details from June's conference

- The Doubletree was the only choice that we had this past June. They had the biggest conference rooms
- Conference was held in Tallahassee so it would coincide with the DOE Database Workshop. The location of the conference made it convenient DOE personnel to attend and present.
- Sessions were crowded and the rooms were overfilled
- The vendor room was very small. The vendors were push out to lobby

Doug Dillard searched through the Doubletree website and was able to find a brand new FSU facility. Doug proceeded to hand out information of the facility.

- The facility is attached to car garage.
- For a total of \$150 for all 3 days, parking lot attendants will be made available to ensure and guarantee that parking spots are available for the day.
- The facility is located about a mile from the Doubletree next to the Civic Center
- The entire atrium area would be a good area for the vendors
- Reviewed floor plans of facility. Went over layout of rooms – not big, compatible. We do not want a repeat of what we encountered from the last conference.
- Place vendors down the hall from room 214 down through the atrium (1800 sq ft)
- Extra electricity may be laid out and not a problem. Can place extra outlets/plugs for the vendors.
- Will be able to fit 25 tables but it can fit more – looking at 35-40 for the conference
- The auditorium has a 30 x 10 video wall
- Monitors in rooms are included in the price of the room
- There are wireless microphones available. No additional charge for use.
- They'll be charging us for the vendor tables with skirts. Charge will be \$25/table. Doug will confirm if it's a one-time charge. The Doubletree charged us for the tables per day.
- Looking at \$12K for the rooms alone. Doug continued to share break of all costs including for event and catering services, etc

Doug recommended charging \$25 for attendance. Bruce P. suggested a non-refundable charge. Bill Bush suggested \$35 or maybe even \$50. Attendees are getting their money's worth and more.

Bill motioned to vote of having conference at the FSU Conference Center first, serving lunch second and the \$35 registration fee third.

Doug Dillard stated that our profit margin would be \$13K without lunch, about \$6300 with lunch.

Doug Dillard referred to contract for facility. Apparently it has a 5 day cancellation with no penalty. Doug verbally confirmed but he will read through it just to make sure.

Bill Bush motioned for vote to have conference at the FSU Conference Center. Barbara Brennan seconded motion. All in favor and motion carried.

The topic of lunch was discussed. Doug Dillard will make sure to keep it under \$18 plus tax and gratuity. Everyone likes the idea of a buffet than serving food. We can a carver if we want too. Servers are \$25/hour. Discussed use of plastic utensils versus real utensils.

Bill Bush suggested that to let Doug Dillard determine if we're going to use the carver and plastic utensils. .

Bill Bush motioned to serve lunch with a cap of \$18. Rick ??? seconded motion. All in favor. Motioned carried.

Registration was discussed again. It was determined to charge a \$35 registration fee to attend the conference. No matter if they show up for the entire conference or not.

Tom Moore is in favor of registration but what he's concerned about is the registration fee being non-transferable.

Lavan Dukes stated that any DOE person will not register. They will already have their own name tags.

Discussion continued about registration fee and name tags. Name tags will already be printed before the conference begins. Any walk-ins and registration fees that are transferred, their name tags will be written in with a marker.

Motion was modified and expanded.

Bruce Patrou motioned for a \$35 conference registration fee. The registration fee will be non-refundable and it's transferable. We'll continue to use PayPal (\$3 processing fee per registration). DOE and district presenters, steering committee and FAMIS board members will have their registration fee waived. Bill Bush seconded motion. All in favor. Motioned carried.

Doug Dillard will handle registration payments. Payments may be made via PayPal or mail it to James Goines.

Doug Dillard moves to next topic. Sponsor levels for conference. At this point he has no recommendations to adjust fees. Doug has spoken to vendors and they've stated that the sponsor registration for FAMIS are inexpensive compared to other conferences.

Topic of vendors attending the conference as an attendee was discussed. Max Ulm came to the conference as a district representative not a vendor. Some vendors attended conference to only listen to presentations.

Bruce Patrou recommends that vendor fees be increased \$500 for Gold (\$4,000), Silver (\$3,000) and Bronze (\$1,500) levels and additional vendor representatives will be charged \$200 per.

Vendors with big displays that need bigger booths will need to purchase more than one booth (multiple spots). This will be indicated on the web site.

Candy Garcia motioned to increased sponsor levels by \$500 and additional vendor representatives will still be \$200. Vendor attending just the conference itself will be \$200. A vendor attendee category will be added to the web site. Bill Bush seconded motion. All in favor. Motioned carried.

Doug Dillard asked if we're providing vendors with registration information. Last year Bruce Patrou provided vendors email information. No more than that. We'll do that same thing again.

Doug Dillard discusses about the days in which the conference is scheduled on (M-T-W). For some districts, Sunday is a travel day. Doug asked what about having the conference on Tuesday, Wednesday and Thursday. Bruce Patrou he likes it the way it is.

Doug Dillard motioned for conference dates in June. Conference will begin on Monday at 12:30 PM and run through Wednesday afternoon.

Doug Dillard asked about providing breakfast items. Doug plans to make coffee available throughout the conference. Lavan Dukes stated the people will driving there and will probably pick something up for breakfast. We will not provide breakfast. It's an additional charge.

Bruce Patrou will talk to hotels about setting up blocks of rooms. Bruce will talk to Hotel Duval, Doubletree, Renaissance and Aloft. Bruce will try to get good room rates.

Flyers were handed out in order to hand out to the vendors attending the FAEDS conference to announce the FAMIS conference.

Bruce Patrou referred to a letter from Tom Moore (started it)in reference to online testing. There hasn't been much about funding. Bruce Patrou displayed lettered for members to read and review. Members made changes to the letter. Will send letter to Dr. Smith, FADSS, FAMIS Steering committee, FAEDS, FICTL, etc.

Scheduled next meeting at FETC in January, 2011 in Orlando on Wednesday, February 2nd in the afternoon. Bruce will find space somewhere to hold meeting. FAMIS will pay for one night.