



05.22.07 AI 10b

To: CSWEA Executive Committee
From: Eric Evans
RE: 2008 81st Annual CSWEA Conference, Minnesota
Date: May 22, 2007

Doug Henrichsen is relocating to Des Moines, IA later this summer, and will be stepping down as the 2008 Local Arrangements Committee Chair. Eric Evans is taking the Committee Chair position in Doug's place. Doug has agreed to continue to help as an advisor to the Committee even after his move. Coordination is underway to transition the role and transfer paperwork to Eric.

A summary of Conference arrangements follows this discussion. This includes a list of Committee members, the preliminary schedule, and a layout of the hotel. The Conference will be held at the Sheraton Hotel in Bloomington, Minnesota as previously arranged.

A Committee conference call was held April 13th to regroup and follow-up on previous discussions. During the call, the preliminary Conference schedule was discussed. The committee deliberated on the number of exhibitor days; one versus two. It was argued that one exhibitor day allows for exhibitors to become more involved in the rest of the conference. Conversely, if there were only one day of exhibits, exhibitors may leave the conference afterwards compromising conditions in the hotel agreement. It was decided that we would make an effort to determine the intents of exhibitors if the conference schedule included one day of exhibits.

The concept of hospitality rooms provided by exhibitors during the latter part of the Meet and Greet has been suggested. Sheraton has a great open atrium that will be used for the Meet and Greet. This atrium has rooms surrounding it, which would be ideal for hospitality rooms. This is a concept that is being discussed with potential exhibitors and sponsors.

Entertainment was briefly discussed during the April conference call. One option is Stevie Ray's Comedy Club, which is located in the hotel. It is understood that Stevie Ray's Comedy Club would provide a private performance. The Committee members plan to attend a performance to learn more about the Comedy Club.

CSWEA 81st ANNUAL CONFERENCE SYNOPSIS

Local Arrangements Committee:

Name	Organization	Position
Dennis Lindeke	MCES	2007-2008 CSWEA President
Doug Henrichsen	HDR	Advisor
Eric Evans	HDR	2008 LAC Chair
Dave Raby	Howard R. Green Co.	MN Trustee
Jason Benson	AE2S	Technical Program
Rick Ashling	City of Albert Lea	WEF Director/MWAOA Rep/Printing
Kevin Regan	Engineering America	Exhibits/Sponsors
Phil Parsons	Parsons Engineered Products	Golf Outing
Patti Craddock	Craddock Consulting	Catering/Social Program/Entrmt
Kris Evans	Howard R. Green Co.	Registration, Bike/Run/Walk, Shirts
Jim Roth	MCES	CSWEA Past President, Golf Outing
John Glatzmaier	CH2M Hill	MN Section Vice Chair, General
George Sprouse	MCES	Student Design Team, General
Angela Kraft	MCES	General Audio/Visual/Signage

Dates: Monday, 5/19/2007 through Thursday, 5/22/2007

Location: Sheraton Hotel
Bloomington, MN

Technical Sessions: 48

Preliminary Schedule:

Approx. Times	Monday - 5/19/07	Tuesday - 5/20/07	Wednesday - 5/21/07	Thursday - 5/22/07
7:00 AM		Past Pres/AEE Bkfst & Run/Walk	State Section Bkfst's	
8:00 AM	Excom Meeting	Past Pres/AEE Bkfst & Run/Walk	State Section Bkfst's	Farewell Breakfast
9:00 AM	Excom Meeting	Opening Session/Keynote	Technical Sessions (3 ea)	Farewell Breakfast
10:00 AM	Excom Meeting	Technical Sessions (3 ea)	Technical Sessions (3 ea)	Excom Meeting
11:00 AM	Excom Meeting	Technical Sessions (3 ea)	Technical Sessions (3 ea)	Excom Meeting
12:00 PM	Golf Event	Exhibitor Luncheon	Association Luncheon	Excom Meeting
1:00 PM	Golf Event	Exhibits Open & Committee Meetings	Technical Sessions (3 ea)	
2:00 PM	Golf Event	Exhibits Open & Committee Meetings	Technical Sessions (3 ea)	
3:00 PM	Golf Event	Exhibits Open & Committee Meetings	Technical Sessions (3 ea)	
4:00 PM	Golf Event	Exhibits Open & Committee Meetings	Business Meeting	
5:00 PM	Golf Event	7S & Golden MH's & Exhibitor Reception	Nap time	
6:00 PM	Meet & Greet	Nap time	Social Hour	
7:00 PM	Meet & Greet	Social Event	Awards Banquet	
8:00 PM	Meet & Greet	Social Event	Awards Banquet	
9:00 PM	Meet & Greet	Social Event	Awards Banquet	
10:00 PM		Social Event	Awards Banquet	
11:00 PM			Awards Banquet	
12:00 AM	Lights out	Lights out	Lights out	