



12.6&7.07 AI 10a

To: CSWEA Executive Committee
From: Doug Henrichsen
RE: 2008 Annual Meeting - Minnesota
Date: November 19, 2007

The 2008 Local Arrangements Committee has developed the following schedule for the conference. The dates of the conference will be from Monday, May 19 to Thursday, May 22, 2008. A site tour of the Sheraton Bloomington Hotel & Conference Center will be held for the Executive Committee during this session.

The anticipated expense and income balance sheet (or budget) is also attached.

2008 CSWEA Conference at a Glance

Sheraton South Hotel - Bloomington, MN

Registration Hours		
Monday, May 19	Hotel - Lobby	4:00 - 7:00 pm
Tuesday, May 20	Hotel - Grand Ballroom Foyer	8:00 am - 4:00 pm
Wednesday, May 21	Hotel - Grand Ballroom Foyer	8:00 am - 4:00 pm
Monday, May 19, 2008		
Executive Committee Meeting	Hotel - Vista Room, 2204	8:00 am - 11:00 am
Golf Outing	Braemer Golf Club	11:00 am - 5:00 pm
Bike Trip	TBD	TBD
Meet and Greet	Hotel - Garden Court	6:00 pm - 10:00 pm
Exhibit booth's set up, 8 x 10's	Grand Ballroom C & E	2:00 pm - 12:00 am
Tuesday, May 20, 2008		
Exhibitor's displays set up	Grand Ballroom C & E	6:00 am - 12:00 noon
Past Presidents/AAEE Breakfast	Edina Room	7:30 - 8:45 am
5 K Walk/Run	TBD	7:00 - 8:45 am
Conference Welcome	Ballroom West	9:00 - 9:05 am
Keynote Address	Ballroom West - Dr. James Barnard	9:05 - 10:00 am
Technical Sessions: A, B, C.	Bloomington, Veranda E & W rooms	10:15 - 11:45 am
[Three concurrent sessions, 3 papers each session]		
Exhibitors Luncheon	Grand Ballroom C & E	12:00 - 1:00 pm
Exhibits Open	Grand Ballroom C & E	1:00 - 5:00 pm
Section Committee Meetings	Bloomington, Veranda E & W rooms	1:00 - 4:00 pm
Exhibitors Reception	Grand Ballroom C & E	4:00 - 5:00 pm
7S's	Bloomington Room	5:00 - 5:30 pm
Golden MH's	Bloomington Room	5:30 - 6:00 pm
S & YP's meeting	Veranda East/Atrium?	5:00 - 5:30 pm
Social Event	Bush Lake Park Reserve. Picnic + Blues	6:00 - 9:00 pm
Wednesday, May 21, 2008		
State Section Breakfast Meetings	Atrium 7 & 8, Edina rooms	7:30 - 8:45 am
Plant Operations Session: D.	Bloomington Room [5 papers]	9:00 - 11:45 am
Morning Break		10:30 - 10:45 am
Technical Sessions: E, F.	Veranda East & West rooms	9:00 - 11:45 am
[Two concurrent sessions, 5 papers each]		
CSWEA Luncheon	Ballroom East	12:00 - 1:30 pm
Collection Systems Session: G.	Bloomington Room [4 papers]	1:45 - 4:00 pm
Afternoon Break		2:45 - 3:00 pm
Technical Sessions: H.	Veranda East room [4 papers]	1:45 - 4:00pm
Student Paper Session I:	Veranda West room [4 papers]	1:45 - 4:00 pm
CSWEA Business Meeting	Bloomington Room??	4:10 - 5:00 pm
Banquet Social Hour	Grand Ballroom Foyer	6:00 - 7:00 pm
CSWEA Awards Banquet	Grand Ballroom C & E	7:00 - 9:00 pm
Banquet Entertainment	Grand Ballroom C & E	9:00 - 10:00 pm
Thursday, May 22, 2008		
Farewell Breakfast	Bloomington - Paul Douglas, TV meteorologist	8:30 - 10:00 am
Executive Committee Meeting	Hotel - Vista Room, 2204	10:00 am - 12:00 pm
Plant Tour	Metro Plant, St. Paul	10:30 am - 12:00 pm

2008 CENTRAL STATES WATER ENVIRONMENTAL ASSOCIATION ANNUAL MEETING								
May 19-22, 2008								
<u>Expense Summary</u>								
DATE	ACTIVITY	Responsible Person	2007 Count	2008 Count (Est.)	2008 Fee	2008 Expenses	2007 Actual	Comments
	<u>Expenses:</u>							
	Executive Board Meetings (22nd Floor)							
	Board Meeting Room (May 19)					\$500	353.65	Breakfast and coffee
	Board Meeting Room (May 22)					\$0		Water
19-May	Golf Outing	Phil Parsons		50	\$100.00	\$5,000	6,395.92	Self-supporting
19-May	Monday Meet & Greet	Doug Henrichsen					1,359.25	
	Room Rental					\$0		
	Appetizers (Medley I)			75	\$20.00	\$1,500		
	Beer (2 Kegs-\$350 each)					\$700		Need Cash Bar-Check to see if there is a charge
20-May	5k Run/Walk	Kris Evans		20	\$10.00	\$200	166.68	Self-supporting
20-May	Past Presidents' & AAEE Breakfast			50	\$17.00	\$850	322.55	How many people? Sit down is \$15 to \$17/person
20-May	Keynote Speaker Room	Dennis Lindeke				\$200	153.49	Provision to provide hotel room to speaker
20-May	Technical Sessions							
	Coffee / Pastries	Doug Henrichsen				\$1,800	1,651.00	Need better info on this
20-May	Exhibits							
	Exhibit Booths	Kevin Regan				\$7,500	7,074.86	
	Exhibit Committee Expenses	Kevin Regan				\$500	124.00	
	Exhibitor's Luncheon (Sandwiches)		236	250	\$17.50	\$4,375	3,744.00	Check into sandwich bar
	Exhibitor Reception/Social Hour					\$1,000	714.45	
	Exhibits - Deck Marshall	Kevin Regan				\$200	122.00	
	Exhibits - Door Prizes					\$500	393.27	
	Exhibits - Microphone					\$175		
20-May	7S Meeting (Beer Needed)					\$200		
20-May	Social Event	Patti Craddock					7,352.50	
	Room Rental					\$0		No event at hotel
	Social Meal (Catered Picnic)		144	150	\$15.00	\$2,250		Divine Catering at \$12/person plus beverages
	Picnic Shelter					\$300	1,590.00	Shelter Reservation Fee
	Transportation/Shuttle (To/From Hyland Park)					\$800		1 bus (45 people) for 4 hr minimum=\$400
	Entertainment (Blues Band)					\$400		
21-May	State Section Breakfasts	Doug Henrichsen		150	\$18.00	\$2,700	2,087.21	Buffets are \$13 - \$18 per person/ Assume 150 @ \$18/person
21-May	Technical Sessions							
	Coffee / Pastries					\$1,800		Need better info on this
21-May	Association Luncheon	Doug Henrichsen	126	150	\$17.50	\$2,625	2,378.45	
	Coffee / Soda Breaks / Cookies					\$2,000		Include cookies
21-May	Awards Banquet	Doug Henrichsen					3,706.20	
	Room Rental					\$0		
	Banquet Meal		116	125	\$35.00	\$4,375		
	Entertainment (Comedy Sportz)	Patti Craddock				\$1,750		Fixed fee, verified
22-May	Farewell Breakfast Speaker							
	Breakfast Meal			100	\$20.00	\$2,000	1,706.46	In 2007, upgraded farewell breakfast to ensure food & beverage minimum
	Farewell Breakfast Speaker	Dennis Lindeke				\$0	154.24	Paul Douglas, no fee
	Miscellaneous							
	Signs	Doug & Eric				\$0	0.00	
	Microphone	Eric Evans				\$0	124.00	
	Lecture Hall Audio Visual	Eric Evans				\$1,500	787.75	
	Projection Screens	Eric Evans				\$960	99.00	
	Spouse Program		18	25	\$30.00	\$750	528.78	Self-supporting
	Technical Program Committee					\$800	318.15	
	LAC Shirts	Entire Committee		20	\$20.00	\$400	2,580.00	
	Administrative	Eric Lecuyer						
	Bank Charges (Pay Pal Fees)					\$1,250	1,147.23	
	Registration Expenses					\$750	20.00	
	Printing / Postage					\$5,000	5,123.55	
	Publicity					\$250	0.00	
	Technical Program Mailing - Call for papers					\$1,000	755.23	
	Food & Beverage Subtotal (Sheraton Only)					\$26,425		Committed to \$25,000 food and beverage purchase
	Food & Beverage Service Charge (27%)					\$7,135		Mandatory service charge
	Total Food & Beverage (Sheraton)					\$33,560		
	TOTAL EXPENSES:					\$65,995	\$53,033.87	
						REVENUE:	\$102,975	\$94,318.63
						REVENUE SUBTOTAL:	\$36,980	\$ 41,284.76
						SPONSOR REVENUE:	\$10,000	8,000.00
	NET INCOME:					\$46,980	49,284.76	

Central States Water Environmental Association Annual Meeting								
May 19-22, 2008								
Preliminary Budget								
	2007	Early Registration			Late Registration			TOTAL
	Number	Number	Fee	Subtotal	Number	Fee	Subtotal	
INCOME								
Exhibits	70	70	550	\$ 38,500	10	600	\$ 6,000	\$ 44,500
Electrical Hookup		35	75	\$ 2,625		75	\$ -	\$ 2,625
Exhibit Presentations	14	10	30	\$ 300		30	\$ -	\$ 300
FULL CONFERENCE PACKAGE -								
<i>(Includes Meet & Greet, Technical Sessions, Exhibits, Exhibit area lunch, Exhibit Area Social, Social Event, State Section Breakfast.</i>								
WEF MEMBER	100	100	350	\$ 35,000	5	375	\$ 1,875	\$ 36,875
NON MEMBER	5	5	375	\$ 1,875	5	400	\$ 2,000	\$ 3,875
RETIRE	2	2	125	\$ 250		125	\$ -	\$ 250
STUDENT	10	10	75	\$ 750		75	\$ -	\$ 750
FULL SPOUSE PACKAGE		25	30	\$ 750		30	\$ -	\$ 750
1-DAY CONFERENCE REGISTRATION (Tuesday)	30	20	150	\$ 3,000		150	\$ -	\$ 3,000
<i>(Includes Tuesday Technical Sessions, Tuesday Exhibit Session, Exhibit area lunch, Exhibit area social)</i>								
1-DAY CONFERENCE REGISTRATION (Wednesday)	30	20	130	\$ 2,600		130	\$ -	\$ 2,600
<i>(Includes Wednesday Technical Sessions, Wednesday Association Lunch)</i>								
EXHIBIT ONLY REGISTRATION (Tuesday)		20	50	\$ 1,000		30	\$ -	\$ 1,000
<i>(Includes Exhibit area lunch, Exhibit area social)</i>								
MEALS AND EVENTS								
Golf Outing - Monday	48	50	100	\$ 5,000		100	\$ -	\$ 5,000
Past Presidents Breakfast - Tuesday								
5K Walk/Run - Tuesday	10	20	10	\$ 200		10	\$ -	\$ 200
Annual Banquet - Wednesday	150	20	50	\$ 1,000		50	\$ -	\$ 1,000
Farewell Breakfast - Thursday	75	10	25	\$ 250		25	\$ -	\$ 250
TOTALS:								
				\$ 93,100	\$ 20		\$ 9,875	\$ 102,975
				\$ 102,975				
				\$ 65,995				
				\$ 36,980				
				\$ 10,000				
				\$ 46,980				