



12.6&7.07 AI 11d

To: CSWEA Executive Committee
From: Doug Henrichsen
RE: WEFMAX 08 Hosted by CSWEA
Date: November 19, 2007

WEFMAX 08 will be hosted by CSWEA from March 13 to 15, 2008 at the Sheraton-Bloomington Hotel & Conference Center in Bloomington, Minnesota. WEFMAX is designed to be a WEF/MA exchange meeting. The WEF and MA (CSWEA) responsibilities are shown on the attached document. A summary of the MA (CSWEA) activities and responsibilities are summarized below for further discussion.

- *Hotel Selection and Contract. Completed.*
- **Meeting Rooms.** *Preliminary space has been reserved.* This activity will be refined as the WEFMAX date gets closer.
- **Hotel and City Information.** Information will be gathered from the Sheraton in the near future to send to WEF for this item.
- **Thursday Reception & Friday Dinner.** *Room space has been reserved at the Sheraton.* More planning will take place on this activity, as needed.
- **MA Exchange Session.** Coordinate and facilitate the MA Exchange.
- **Meeting Expense Receipts.** To be completed following WEFMAX '08.



WEFMAX – WEF/MA Exchange Meetings

2008 Meetings

February 21-23
North Carolina WEA, Asheville, NC

March 13 - 15
Central States WEA, Minneapolis, MN

March 27 - 29
Pennsylvania WEA, Philadelphia, PA

May 1- 3
WEA of Texas, Austin, TX

May 7 - 9
Alaska WWMA, Anchorage, AK

RECEIVED
OCT 31 2007
HDR Engineering, Inc.

WEF & MA Meeting Responsibilities

WEF Responsibilities

- **Budget** - \$6,000.00 per meeting- covers all meeting and social function expenses, based on 45 meeting attendees. Expenses incurred due to increased attendance will be covered by WEF.
- **Promotion** - Distribute information on Exchange Meetings via the WEF Web site, mailings to Member Associations and E-Briefs. **(December 2007)**
- **Agenda** - Develop the agenda for the business meeting with input from the host MAs. **(December 2007)**
- **Registration** - Manage registration for all meetings. Provide weekly registration reports to host MAs. Supply name badges for all meeting attendees. **(January 2008)**
- **Meeting Materials** - Gather meeting materials and distribute with a final agenda to all registered meeting attendees. **(Two weeks prior to each meeting)**

Host MA Responsibilities

- **Hotel Selection and Contract** - Conduct site visits and select appropriate hotel. Sign contract for the meeting specifications, following a review by WEF. Send a copy of the signed hotel contract to WEF
- **Meeting Rooms** - Negotiate and reserve appropriate meeting space.
- **Hotel and City Information** - Submit hotel & city information to WEF for web site & promotions.
- **Thursday Reception & Friday Dinner** - Plan the Thursday reception and Friday dinner, coordinating with WEF. **(6 weeks prior to the meeting date)**
- **MA Exchange Session** – Coordinate and facilitate the MA Exchange Session.
- **Meeting Expense Receipts** - Forward receipts for all covered meeting expenses incurred. **(No later than three weeks following the meeting.)**