



**INTERNATIONAL PUBLIC MANAGEMENT
ASSOCIATION for HUMAN RESOURCES**



Facilitating communication and the exchange of ideas among Central Region chapters of IPMA-HR

**IPMA-HR BOARD MEETING AGENDA
Wed, Sep 21, 2022
10:00 – 11:00 am**

IPMA-HR Central Region Officers (2022-2023)	
President – Jamie Chism	In Attendance
President Elect – Coy Hillstead	Absent
Treasurer – Shawn Aulgur	In Attendance
Secretary – Allison LeMay	In Attendance
Past President – Jennifer Gabbard	In Attendance
Exec Board Rep – Amy Blake	In Attendance
Members at Large – Shanton Fountain	Absent
Members at Large – Becky Lewis	In Attendance
Members at Large – Tara Schmitter	In Attendance
Members at Large – Lorraine Wesley	In Attendance

Agenda Items

I. Welcome and Roll Call

II. Approve Minutes – Next time

- a. Executive Board Representative motioned to approve. Past President seconded the motion. Minutes are passed on unanimous approval.

III. Treasurer’s Report – Shawn

- a. Today’s Checking Balance -\$16,840.45
- b. Savings Balance – \$6,712.74
- c. Total: \$23553.19

IV. Other Business, Updates and Future Topics

- a. Wild Apricot website is back up
- b. Treasurer updated Treasurer’s report in drop box
- c. Custom Meeting Planners Proposal
 - a. Past President to gather additional information from the Meeting Planner:
 - i. Invite Meeting Planner to attend next Board meeting
 - ii. Solicit mobile app quote from the Meeting Planner
 - iii. Solicit quote for main speakers available for hybrid option with live streaming and recorded
 - iv. Confirm that the \$15/registant pricing is for all registrants over 120 (and not inclusive of all registrants)
 - v. Demo the conference website at the next meeting
 - vi. Continued access to data if services are discontinued
 - b. Board consensus to move forward with the Meeting Planner
- d. Plan to continue Board discussion to potentially move from Wild Apricot in a future meeting. Web platform price is approximately \$3,780/year (\$350/mo at



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- a. There are options to reduce the contact list and therefore reduce the cost of the platform
- e. Carry to future meeting
 - a. Develop collateral for future local chapter outreach
 - b. Executive Council Representative to reach out to the national for attendance of national webinars and for written collateral to central region to repurpose for recruiting material
 - c. Executive Council Representative will contact the other regional board members to find out what their doing
 - i. Western and Southern regions are not struggling
 - ii. Central and Eastern region membership is declining
 - d. Outreach/Partnership ideas
 - i. ILCMA
 - ii. SHRM
 - iii. IPMA

V. Next Scheduled Central Region Board Meeting

- a. October 4, 2022 – 4:00pm CST

VI. Adjournment

- a. September 21, 2022 at 10:34 am central



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Hi Jamie,



Site Selection for the 2023 Annual Conferences: Chicago IL

Request for Proposal, Site Analysis and Contract Negotiation

- Research potential hotel properties and/or conference centers – search based on feasibility as dictated by meeting specifications
- Development and submission of a complete Request for Proposal (RFP)
 1. A proposal will be developed based on meeting specifications and factors that are important to the organization in a potential site/venue.
 2. Submission of Request for Proposal to all potential hotel/conference center venues in the Chicago downtown area
- Develop a comprehensive summary that outlines and compares proposed facility's features, benefits and costs to previous costs. This comprehensive summary will be submitted to the planning committee for consideration.
- This facilities comparison will outline
 1. Availability of Preferred Dates
 2. Sleeping Room Rates
 3. Complimentary Upgrades and Accommodations
 4. Meeting Space Assignments and Rental Fees, if applicable
 5. Estimated Food and Beverage Pricing and Minimums, if applicable
 6. Exhibitor / Sponsor Fees
 7. Audiovisual Pricing
 8. Shipping, Receiving and Drayage
 9. Internet Capabilities and Fees
 10. Security
 11. Staging
 12. Parking
 13. Hotel Amenities
 14. Attrition and Cancellation Clauses
 15. Incidental Fee (i.e. service charges, gratuities, taxes, etc.)
- Assist with determination of top two facilities/venues in order to move forward with initial negotiations
- Initiate negotiations in specified aspects of the proposal in order to achieve the best overall comprehensive contact for the client
- Client will sign hotel contract.

Hourly Rate - \$90 plus expenses



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Planning Meetings and Consultation Services / Facilities

- Custom Meeting Planners will assign a dedicated conference coordinator to be available via Zoom, WebEx, telephone/text, and email to work with the conference committee in planning the 2023 IPMA-HR Central Region Annual Conference. Day and time to be mutually agreed upon.
- During the planning meetings, the CMP conference coordinator will provide their input and expertise upon request from the members of the conference committee.

Conference Marketing

- Assist with development of theme and design materials/files as directed by the conference committee. (graphic design fees additional)
 - Assist with design and proofing of conference marketing announcements for potential attendees and sponsors which may include the following:
 - Save the Date email*
 - Save the Date email with preliminary speakers included*
 - Conference registration open email*
 - General registration reminder emails* – registration increase and hotel cut-off date
 - Sponsor opportunities email for the 2023 Conference
 - Assist with coordination and preparation of registration brochure/mailer and on-site conference materials (graphic design fees additional)
 - Obtain bids for printed conference materials, if applicable
 - Assist with order and delivery of printed conference materials
 - Assist with mobile app research and development and pricing, if applicable. (purchase, design and management fees of mobile app additional)
- *Email database of attendees provided by conference committee

Exhibitors / Sponsorships and Marketing

- Design an online template to process sponsorships*
- Provide confirmation receipt via email to sponsorship representative
- Monitor daily sponsorships
- Follow-up on incomplete sponsorship registrations
- Prepare and share real time links to reports for committee members, upon request and, if available
- Log monies received as sponsorship revenue and provide timely deposits to the IPMA-HR Central Region



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treasurer

- Follow-up on payments until all sponsorship revenue is received.
 - Process refund requests as approved by IPMA-HR conference chair
 - Prepare sponsorship representatives name badges
 - Assist with sponsor recognition in conference-related materials as directed by the conference committee
 - Request exhibitor diagram and assist with assignment of displays
- *an online per person registration fee of \$3.75 will be assessed for all confirmed/cancelled sponsor participants. Fee to be determined and shall be passed along as contracted to client. Additional credit card fees will be assessed at 3.65% per dollar amount processed*

Online Attendee Registration Services (Estimated attendance 120 pp*)

- Design an online template to process conference registration**
 - Provide confirmation receipt via email to conference attendee
 - Monitor daily registrations
 - Follow-up on incomplete attendee registrations
 - Monitor session enrollment
 - Prepare attendee name badges
 - Prepare real time links to reports for committee members, upon request and, if available
 - Log monies received as registration revenue and provide timely deposits to the IPMA-HR Central Region treasurer
 - Follow-up on purchase orders and payments until all payments are received
 - Process all refund requests as approved by IPMA-HR conference chair
 - Prepare a summary report to the IPMA-HR conference chair, if requested
- *an additional charge of \$15 per person will be assessed for registration services if actual conference attendance (conference attendance to include complimentary, paid speakers, guest registrations, etc.) is over 120 people.*
- **An online per person registration fee of \$3.75 will be assessed for all confirmed/cancelled conference registrants. Fee to be determined and shall be passed along as contracted to client. Additional credit card fees will be assessed at 3.65% per dollar amount processed*

Comprehensive Speaker and Presenter Support

- Prepare breakout session grid by assigning accepted sessions to specific meeting space based upon special requests; and making changes and adjustments, as specified by the conference committee to keep the spreadsheet current
- Correspond with all breakout session presenters on audiovisual needs and field their questions throughout planning stages
- Prepare and email presenters sharing meeting/breakout room assignment, number of participants in session, general information and confirmation
- Assemble presenter packets for distribution at the conference, if applicable
- Solicitation of presentation materials including handouts to be posted on chapter website and/mobile app, if applicable



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Attendee Check-In and Packets

- Prepare attendee / sponsor registration packets to include: name badge, name badge holder, lanyard, ribbons, and other conference-related registration materials, if applicable.
- CMP conference coordinator and one CMP staff person to serve as registration / check-in contacts on-site for the duration of the conference.

Logistics / Facilities

- CMP conference coordinator will provide their input and expertise upon request from the members of the conference committee.
- The conference coordinator will serve as the liaison between the conference committee and the hotel in order to answer all questions regarding the facility as well as forward conference details for execution at the conference.
- Dedicated coordinator will be available to communicate by phone, fax and e-mail between meetings to handle any questions or provide information as needed.
- Offer suggestions to IPMA-HR on logistical improvements for the conference
- Monitor sleeping room inventory and cut-off dates and conduct audit, if applicable, of guest rooms outside the block and for unregistered attendees
- Compile as directed by the conference committee the master rooming list for the conference to be direct billed and submit to the hotel
- Apply complimentary status to hotel rooms as directed by the conference committee and submit to hotel
- Communicate all conference details to the hotel including the rooming list, set-up details, food and beverage details, and audiovisual needs
- Review and make changes to the hotel resume to ensure all of IPMA-HR's concerns and questions are met and addressed
- Assigned conference coordinator on-site, as well as one additional staff member for registration to ensure all meeting rooms are appropriately set, food and beverage details communicated and executed. Communicate with conference presenters on meeting room set-up, technology and AV equipment, etc.
- Review the final hotel bill for accuracy and advise conference chair of any discrepancies before final payment

Financial Reports

- Develop and manage budget throughout the planning process
- Submit requests for payments to conference committee in a timely manner
- Provide a financial report on attendance, revenue, and expenses, as requested by client

PRICING AND PAYMENT SCHEDULE FOR SERVICES

Custom Meeting Planners (CMP) agrees to provide all services outlined above for a total management fee of \$8,500.00. A non-refundable deposit of 10% or \$850.00 of the total fee will be due with the return of a signed agreement. Payment for the remainder of the management fee (\$7,650.00) will be paid in three equal installments of \$2,550.00. CMP will issue invoices for all installments and any reimbursable direct expenses, if applicable.



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IPMA-HR will provide up to two guest rooms at the conference venue for CMP staff for the duration of the conference.

Prices for services listed above do not include any expenses incurred by Custom Meeting Planners of MO, LLC for items that may include but not limited to a per person registration fee for all categories of attendees and sponsors, credit card processing fees, photocopies, ribbons, printing, postage, email marketing monthly fees, base fees to include phone/fax, internet, supplies, planning/conference-related mileage and meals, mobile app, graphic design, etc. Such expenses will be reimbursed by IPMA-HR to