



**Arizona Chapter – American Concrete Institute  
2013 CONVENTION COMMITTEE Meeting Minutes  
Wednesday, April 4, 2012**

*Attendees: Tarif Jaber, Teresa Coleman, Beth Britt, Terri Castles, Bryan Castles, Mike Jones, Nick Morreale, Tarif Jaber, Kristi Lattin, Dawn Rogers, Jim Rogers*

1. **Call to Order** – Meeting was called to order at 11:35 am, introductions were made
2. **National Convention Report** –
  - **Dallas Recap:** The report went well. The committee was told to not sign any contracts without having Renee’s group review and approve.
  - **Toronto:** Fall 2012 Convention, there is still money available for a convention committee member who has never attended a convention yet. The convention will take place October 20 – 25 and you will need a valid passport.
  - **Minneapolis:** This is the Spring 2013 Convention and we will be holding a booth during this show. Saying this, most of our committee will be asked to attend and participate in this convention. The dates are April 14 – 18, 2013, please put it on your calendar.
3. **Committee Reports/Updates**
  - **Treasurer Report** – At this time the balance in the Convention account is \$10,978. Bryan has taken over as Treasurer and asked the committee if any of the budget numbers will be changing.
    - i. **Concrete Mixer:** we will need to adjust this budget so we can add transportation
    - ii. **Publicity:** the publicity committee will plan to change its budget, adding shirts for publicity and possibly advertising. Nick will report back at the next committee meeting.
  - **Contractor’s Day** – the plan is to do a morning session on Hospital Construction presented by someone from Banner Health. Then a 90 minute session, possible topic: “I am being sued – now what?” The committee is pursuing Mary Peters for the lunch speaker. After lunch there will be 2 – 90 minute sessions 1) Economic Forecast, by Ed Sullivan, PCA and 2) Lean construction principles. These topics have all been discussed with the help of ASCC and their national committee at ACI.
    - i. We did secure a \$99/local Contractor’s Day registration
    - ii. Need to ask Renee what the cost is for lunch during Contractor’s Day so we can work on a sponsor to cover this cost and add other goodies to this package
  - **Exhibits** – Mike Jones and committee are challenged with working on a local booth/sponsor package for companies in Arizona who would not normally participate in ACI. In addition, the committee looked over the layout of the booths; Dawn will forward the committees suggestions to Renee.

Items to add to exhibit hall:

    - i. Sandwich station where attendees can come into exhibit hall and buy a quick lunch
    - ii. Demos throughout the day (offered to all exhibitors)
    - iii. Beer and/or Margarita Garden sponsored in Exhibit Hall in the afternoon
    - iv. Terri Castles will be working on a scavenger hunt for attendees with 3 - \$500 Prizes for those who complete it.

Mike will be adding Kristi Lattin and Scott Palmer to the exhibit committee.



- **Fundraising –**

- Committee Calls:** The committee was asked to give at least 5 companies that they will be responsible for calling and asking for support of our convention. Since we were missing a few of our committee members, Teresa asked the group to send in their list of companies as well as contacts who they will be contacting to Dawn. Dawn and Teresa will take that list and compare amongst the group as well as the full contact list that has been used for mailings. Dawn and Teresa will then give priorities to committee members and companies based on all the lists and then will keep an update on any incoming donations and/or rejections.

**TO DO – ALL COMMITTEE MEMBERS: PLEASE SEND A LIST OF COMPANIES ALONG WITH CONTACT NAME TO DAWN VIA EMAIL IN EXCEL FORMAT, NO LATER THAN FRIDAY, MAY 11.**

- Local Sponsorship Package:** Teresa will work with the exhibit committee on this. We will also add sponsorships such as: margarita/beer gardens, contractors lunch, safety shirts, women in concrete reception, etc.
- Sponsorship Level Awards/Benefits:** the committee reviewed and changed some of the benefits offered on the sponsorship form, see attached for the changed. Beth Britt will also work on changing our clip art to make look more professional.

- **Publicity – TO DO:**

- Get quotes and samples for committee shirts
- Write a letter to the governor to Proclaim the month of October 2013 “Concrete Industry Month”: *Nick Morreale to do*
- Need articles of Arizona concrete projects (prefer sustainable projects): *Mike Jones, Kristi Lattin and Beth Britt* will each pull together a project write-up with a minimum of 500 words. If needed, Dawn can get a photographer out to get some good photos to go with the articles, just let her know.
- Would like John McCain to write a Welcome letter to Arizona for our program – *Tarif will take this*
- Safety Shirts** – Nick will get quotes for t-shirts to be given to any contractors sponsoring our programs and/or any contractors wanting to put their logos along with our convention logo and get it on all the field guys.
- Advertising** – along with getting our articles in different industry publications, Dawn will meet with Rebekah Morris, editor of AZBEX (Arizona Builder’s Exchange) to see how we can work together to help promote the convention.
- On-site e-newsletter** – would like to contact ASU’s Walter Cronkite school to get a student or two that will be onsite to do a daily e-newsletter of the show, similar to what WOC does

- **Social Events** – Beth Britt attended her first convention in Dallas and is now ready to get moving forward on both the Opening reception and the Concrete Mixer. This may lead to changes to the budget but she will keep the committee posted.

- **Student Program** – Items Still Needed:

- Keynote speaker:** The initial keynote speaker has declined; the next speaker we will be contacting is Bill Badger, Past Director of DEWSC.
- Lunch Sponsorship**
- Activities to keep students involved during the competition judging**

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A new committee member will be added to this sub-committee, Robin Tuchscherer, NAU Assistant Professor, Dept. of Civil Eng., and Construction Management

- **Technical Program** – Tarif Jaber reported the technical sessions that the convention committee will propose for sponsorship:
  - i. **Hot topic forum titled “Sustainability and its impact on concrete”:** This forum will feature a panel of three to four speakers moderated by Tarif Jaber. The forum is proposed for Sunday from 7:30pm through 9:30pm. A request was submitted to the hot topic committee in Dallas and a verbal approval was given to proceed.
  - ii. **Cracking the ASR Mystery (Practical solutions for ASR):** This is a two (two-hour sessions) currently co-sponsored by committees E702 and 221. Bryan will be the moderator and he is considering making this session a joint sponsor effort with the Phoenix Convention Committee. Preliminary session has been accepted by EAC. Bryan will submit a final session request to EAC prior to the Toronto Convention.
- **Guest Programs** – All is completed that can be done to date. Renee spoke with Billie in regards to working with her on food and other items at the Dallas Convention, Billie will report at the next meeting.

4. **Next Meeting** – The next meeting will be held **Thursday, May 17 at 11:30** am at the ACI Office (99 E. Virginia Ave, Suite 160, Phoenix, AZ 85004)

**Questions for Renee:**

- **Who is the contact for the Hyatt that we can contact in regards to transportation?**
- **How much is the lunch at Contractor’s Day?**

**Committee To Do Items:**

- **Please review the minutes above and under your sub-committee to see if there are any ‘to-dos’ listed. Every committee member does have a ‘to-do’ item under the Fundraising section; please make sure to complete this item no later than May 11.**

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