

Meeting service requirements meeting minuts July 9, 2002

Met Wednesday July 9, 2002 4:30pm-5pm

Attendess: Dawn, Buzz, Bill Q, Geoff T., Stuart K., Bob H.

The objective of the meeting was to review the status of the meeting planner selection project.

1) The March schedule has not been met. The SOW is still incomplete, therefore the RFP cannot be prepared. This creates a short term issue in that the SEC needs to approve the use of Face-to-Face for the November 2002 meeting.

ACTION: Buzz to prepare a motion for the closing SEC meeting to authorize the use of Face-to-Face as the meeting planner for November 2002.

2) Additional action items:

a) Buzz and Dawn to prepare a new schedule for completing the Meeting Planner Selection Project and submit to SEC by the closing SEC meeting.

b) Bill Q to review the SOW and RFP as they become available.

c) Buzz to send the RFP to the members of the SEC when it is complete.

d) Buzz to send the RFP to at least 3 meeting service suppliers

Meeting services requirements meeting minutes from March 13, 2002.

Met Wednesday March 13, 2002 10AM-11AM LT.

Attendees: Dawn, Buzz, Bob G., Bill Quackenbush, Paul N.

The objective of the meeting was to review the status of the high level set of requirements to be included in the meeting planner RFP.

1) Prepare motion to extend planner contract at Friday SEC meeting

Grow March 15 2002

2) Schedule:

Complete RFP Buzz May 31 2002

Competitive bids due Buzz June 28 2002

Exec Sec recommendation to SEC reflector Buzz July 01 2002

Authorize selection SEC July 08 2002

Sign contract Buzz July 22 2002

3) Review Dawn's statement of work (Dawn please attach a copy of your SFW).

- add next level of outline detail

Dawn/Buzz April 05 2002

- complete first draft of RFP Dawn/Buzz May 01 2002
- review draft RFP, modify, finalize Buzz May 31 2002

4) Bookkeeping Services detail BobG/BillQ March 29 2002

Meeting adjourned 11:37 AM LT

--Paul

Minutes from Wed Nov 14 2001 meeting:

The top level requirements are listed below. Detail must be added to each requirement and delivered to Buzz—actions/due dates have been assigned as per the list below. Buzz will compile the inputs into a top level RFP to be issued for quote by January 31.

Top level requirement	Responsible	Due
1) Equipment management	Dawn	January 8 th
2) Networking	Paul N.	December 1 st
3) Registration Services	Buzz	January 8 th
4) Bookkeeping Services	Bob G.	December 1 st
5) Attendance record automation	Stuart K.	December 1 st
6) Facilities management	Buzz	January 8 th
7) Web management	Bob O’Hara	January 8 th
8) Compile above inputs, generate complete meeting services RFP and issue to several meeting planner providers	Buzz	January 31 st
9) Competitive bids due	Buzz	February 28 th
10) Finalize decision	SEC	March 2002 plenary