

Minutes of the Board Meeting of September 5 and 6, 2023

1. Welcome and Attendance

Present: Tom, Wouter, PJ, Petra, Ester, Ben, Milko, Richard

2. Board minutes of August 8 approved.

3. 2024 Conference

Link to the hotel google sheet:

- I. Hotel - Hotel contract signed, and the deposit has been paid. PJ to reach out to Claro regarding services.
- II. Socials - Call set up with Casa Bacardi for one of the socials.
- III. Website - Lisa to work with Richard on the website. Ben advised that there is some money in the budget for the members only section and website updates.
- IV. Meeting Tool - EventForce is launching a new version of their tool. This will be compared to the meeting tool that EPF is using.
- V. Registration - It was suggested that we open registration earlier for 2024 with Nov 1 as the target. Lisa to make sure that the website is ready and to send out periodic announcements.
- VI. Printing/Merchandising - Lisa to get names of printing companies in PR.
- VII. Action Plan: Directors are requested to keep this active and up to date so that deadlines are met.

4. Sponsorship

Everything sponsorship is now in the GPF Google Drive.

- I. Sponsorship documents to be updated for 2024 and converted into a PDF.
- II. Sponsor package prices have been amended. Because of the limited space for exhibitors, the number of opportunities has been reduced. If the Diamond package does not sell, we can sell one additional Platinum package.
- III. Goal is to try and get all sponsorship agreements by the end of November.
- IV. Lisa to ask the hotel to submit diagrams of the main session to show a combination of classroom and theater style seating. A minimum of 70 tables will be needed for the bilaterals.
- V. Lisa to contact the hotel to get quotes for the Espresso Bar and to find out where this can be set up.
- VI. Lanyards and water bottles - GPF will handle the purchasing of the items and the printing of these with the sponsors logos. Lisa to find out the number of water coolers and to get a picture of what they look like.
- VII. If we do not sell either of the social sponsorship by Dec 1, then we can potentially offer both to one sponsor for \$30K.
- VII. Welcome Tour - this has been removed from the packages at this time. If we find something to offer, it can be added in. Lisa to look for options for the tour.

5. Treasury Update

- I. It was decided to subsidize rooms by \$100 per night for Sun, Mon & Tue nights. .
- II. Registration fees to remain the same - \$450 for members, \$550 for non-members.

6. Next Meeting

October 10, 2023, at 7:00am Pacific Time