



Penn State

Executive Committee Meeting Agenda

Date: April 19, 2023

Time: 12:00 – 1:00PM

Attendees: William Fritz, Charles Greggs, JeanMarie Jacob, Michele Rice, Jeff Warner, Whitney Zimmerman

Welcome- Jeff

[March 15](#) Minutes Approval

Motion to approve- Bill Fritz

2nd- JeanMarie

Approved

Membership Update

Renata is supportive of the CAL recommending members. We would still need to get supervisor approval. If you think someone would be good on CAL – please let Jeff or Bill know so they can get to the executive sponsors. You can rejoin after 1 year off – so if someone was really good- think about reinviting them. The process broke down a little bit over the pandemic. Are there positions that should have a standing appointment? For example, student aid. Should we always have someone from student aid on the commission?

Hendrick Conference Update- Chuck

Shared his screen with information from Conferences and Institutes and what all is covered in the proposal

Standard Management Fee

Based on an estimate of 300 total participants

100 in person/200 virtual

Standard Fee- \$6800.00 fixed plus \$38/per person

Total= \$18,200 estimated

Reduced Management Fee

\$6000.00 fixed plus \$30/per person

Total= \$15,000 estimated

Plus, Marketing Proposal (not included in C&I fees)

Additional \$4350.00

Includes

Sourcing and sending email

Website creation and branding

Marketing strategy

Facebook ads

\$20,000 estimate total for Conference

Our goal is to get 100 paying in person (charge \$150-\$200). This would offset the cost of the conference.

Virtual (\$100) estimate 200 virtual

We could make a profit

There will be cost that we are not anticipating- Chuck does have a list of other possible costs

Are there any questions about these costs?

How to move forward with approval from sponsors?

Can Jeff ask Renata to ask Neeli if she will do the welcome.

NEXT STEPS

Take it to the sponsors with anticipated costs to receive approval – attach the other possible costs sheet as an appendix to the memo

Show them cost and recovery

Jeff will talk with Renata about speaking with Neeli.

Announcements

Jeff and Bill are planning on meeting with executive sponsors (possibly JoAnn)

Renata is going to ask Matt Melvin to become the 6th executive sponsor

If he accepts- maybe, he can join the June 2023 meeting or a meeting next year.

Adjournment