

**MSFCA Conference Committee Meeting Minutes**  
**November 17, 2009**  
**Hinckley Fire Department**

**Present:** B. Brown, R. Polzin, B. Bramley, L. Olson, J. Noah, B. Emans, J. Rosendahl, J. Strongitharm, B. Mund, T. Brace, M. Scheerer

Approval of the minutes of the last meeting

**Conference Budget:**

- T. Brace gave a 2009 conference budget report, not all monies have been received and not all bills have been submitted, it appears that the 2009 conference will be profitable as expected
- Duluth Conference had a record number of attendees (571) and the cost at the DECC is much higher than other venues

**Old Business:**

- **The 2009 Conference was a big success!** Overall things went very well, just some minor improvement recommended.

**New Business:**

- Conference schedule:
  - 2009 Schedule worked very well
  - Recommended change is to have the Awards presented at the Friday night Banquet and not have the awards Luncheon on Saturday. This will allow more time for the Symposium on Saturday.
  - If the Awards presentations are moved Friday night, the Memorial service should also be moved to late Friday afternoon.
- Food and Beverages discussions:
  - Recommend to have more cookies and soft drinks available during all the breaks and to have donuts, coffee and juice available in the morning before classes begin and at morning breaks
  - Boxed lunches were more expensive and the vendors thought the idea did not work well for them, people took the boxes and left without staying and speaking with the vendors
  - Recommend a buffet for lunch and president's reception
  - Friday and Saturday buffet breakfast recommended
  - Recommend a dessert at the Banquet
- Schedule of breaks: seem to work well
- President's reception: no recommended changes, buffet style food worked well
- Past President's breakfast: recommendation to eliminate, few attend and expensive

- Friday Banquet:
  - Have Awards presented at the Banquet
  - Get either a DJ, a piano player or comedian instead of the band
- Conference education:
  - Excellent feedback on education, symposium could have been allotted more time
  - Recommendation to eliminate the name “pre-conference” and include it all in the conference schedule
  - Instructor Gifts and Certificates; Education committee will work with Marketing committee for instructor gifts
- Vendor survey and issues
  - Vendors would like:
    - better signage to vendor areas
    - hoses to wash trucks as they enter
    - a cleanup area for trucks
    - vendor sponsorship form/packet
    - better security
    - wireless internet
    - possibly a “Grand Opening”
    - better listing of vendor hours and be clear they are open and would like to speak with delegates during the President’s reception
    - Let it be known that the vendors want you to share their booths with them during breaks and meals
    - Conference schedule, including breaks on the back of nametags
- Conference fees
- Annual meeting issues
  - Can we reduce the meeting to 3 2-3 hours?
  - Get the agenda out sooner? May not be possible
  - Door prizes given away to those that stay the entire meeting
- Memorial service issues:
  - Keep the same, move to Friday after the Annual meeting
- Awards Luncheon issues
  - Move to Friday Banquet