

**TO: APA California Chapter Board Meeting**

**FROM: Betsy McCullough, AICP, Vice President of Conferences**

**DATE: October 3, 2015**

**SUBJECT: 2017 Chapter Conference (Sacramento Valley Section) Status Report**

*This is an information report. No action is required by the Board.*

The Sacramento Valley Section is off to an early start preparing for the 2017 Chapter conference in the City of Sacramento. The previously-appointed co-chairs David Kwong, Bob Lagomarsino, and Jeannie Lee are working on some of the important early-in-the-timeline items as discussed below. They are calling on the conference experience of outgoing Section Director Tricia Stevens and enthusiasm of incoming Section Director Tracey Ferguson.

Given the timing of the submittal of this report and their September 16 meeting, Tracey Ferguson will provide details on the discussion topics below at the Board meeting on October 3.

Betsy,

The Co-Chairs and the Section leadership offer our thanks to you and Hing Wong for your initial guidance in our conference call of August 11th.  This conference call provided structure in our thought processes as you identified a number of documents for us to review and to guide our discussion for future decision making processes.  These documents including the Conference Handbook and its Road Map which will be our reference documents and will help provide us a timeline for decision-making points.  We are all getting more familiar with these documents every day.  All of us are already familiar with the Sacramento Convention Center and expect to be more familiar with the specific conference locations and areas identified in the executed contracts within the context of our decision making processes.

As Co-chairs working with the Section leadership, we feel prepared that we will be able to successfully navigate and complete the many assignments and tasks ahead of us in the remaining 2 years leading up to the 2017 conference.  In a review of our timeline we are within the timeframe to accomplishing this goal recognizing at the same time there are significant tasks yet to be completed.

The Co-Chairs and the Section leadership are scheduled to meet on September 16th.  At that meeting we will be discussing the following topic areas:

    (1)    Theme

    (2)    Project Schedule (review Historical documents, Handbook timing Roadmap

    (3)    Budget

    (4)    Committee Assignments for Co-Chairs with Section leadership

    (5)    Review Contracts

    (6)    Professional event contractor

    (7)    Opening Reception Venues

Some of these topic areas such as reviewing contracts will help educate us and set our expectations and some of these items will include assignments which will need additional vetting and advice by a professional event contractor.  We do, however, expect to start tackling these assignments with enthusiasm and support by many other planning professional in the community.  I hope this memo assists you in conveying to the Board our activities to date.  Please let us know if or the Board have any questions for this group.  Thank you again.

Respectfully,

2017 Co-Chairs and Section Leadership