

**TO: APA California Chapter Board Meeting**

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

**DATE: January 15/16, 2016**

**SUBJECT: Amendments to the Approved Conference Handbook**

Recommended Action:

*Approve the changes to the Conference Handbook that were either previewed or discussed at the October 2015 Chapter Board meeting.*

Discussion:

The Conference Handbook was last approved by the Chapter Board in February 2015 with a major update on a number of issues/topics. The Handbook itself specifies a review of it annually following each conference. This is the review following the 2015 Chapter conference.

Amendments to the Conference Handbook are classified in two categories: Interpretations and Minor Amendments and Major Changes. Both categories of changes are represented in the draft changes to the Handbook and in the table in this report.

The chart below is are a list of amendments that are found in the accompanying draft revisions to the adopted Conference Handbook. Noted are the discussions that occurred at the October Board meeting on several significant issues. Please refer to the October Board report for full discussion of those topics.

**CONFERENCE HANDBOOK AMENDMENTS PROPOSED FOR APPROVAL JANUARY 2016**

|  |  |
| --- | --- |
| Conference Handbook Amendment Issue  (\*Refer to October 2015 Board Report for Background Discussion) | Handbook Section & Page # |
| Establish CHC monthly calls; Invite Co-Chairs for next year’s conference onto this year’s calls starting 6 months before their conference | Section I.C, Pages 8-9 |
| Add identification of who may or does review contracts other than contractors’ contracts | Section IIB, Page 10 |
| Identify administrative costs | Section III.A, Page 11 |
| Creating a PowerPoint presentation of Sponsors for plenary events | Section III.F, Page 12 |
| Raise expectation of conference profit | Section III.G, Page 12 |
| Discuss use of registration codes for various complimentary registrations | Section III.K, Page 13 |
| \*Discuss Options for Complimentary Registration for CHC Subcommittee Chairs | Section III.K, Page 14 |
| \*Add Option for Complimentary Registration for Keynote Speakers | Section III.K, Page 13 |
| Add criteria for granting media passes to conference | Section III.K, Page 14 |
| \*Discuss Registration Options for Elected Chapter Board Members | Section III.K, Page 14-15 |
| Add Region VI student rep to list of invited/comped National reps | Section III.K, Page 15 |
| Change the limitation on complimentary hotel rooms for CHC Co-Chairs from two to the number of Co-Chairs that are managing that year’s conference | Section III.K, Page 15 |
| Availability of Student Registration Rate & Refer to Value to Students of Attending Conference | Section III.K, Page 16 |
| Add liability insurance discussion | Section IV.B, Page 17 |
| Added note that APA is not currently pursuing MCLE credit due to changes in Provider requirements | Section V.C, Page 23 |
| \*Pre-Conference Revenue | Section V.E, Page 27 |
| Add to Mobile Workshop guidelines, including required payment prior to joining the MW | Section V.I, Pages 30-31 |
| Add to discussion about the Awards Ceremony | Section V.J , Page 33 |
| Add criteria and ticketing for CPF Student Luncheon | Section V.J, Page 34 |
| Add to Cal Planner discussion; use alternative means to advertise conference if necessary | Section VI.A&D, Pages 34-35 |
| Add Schedule of Announcements at the conference | Section IX.A, Page 37 |
| Discuss revised Plenary Session Seating for Chapter Board or CHC | Section IX.C, Page 38 |
| Fine-turn Conference Timing Roadmap items | Conference Timing Roadmap |
| Replace GranDesigns Scope of Work | Appendix D |
| Refine some items (primarily Administrative) in the new Standard Line Item Budget | Appendix E |
| Replace a Mobile Workshop worksheet | Appendix M |
| Add Proof of Insurance Forms | Appendix B |
| Add Chapter Statement: Student Attendance and Cost at the Annual Conference | Appendix O |
| Add Program Document Development and Review table | Appendix P |