



Wisconsin State Fire Inspectors Assoc

WSFIA Conference Committee Meeting

Logistics

Date:	Wednesday, August 19, 2009
Time:	4:00 pm
Duration:	3 Hours
Location:	Menomonee Falls Fire Department
Invitees:	Sue, Tom, Laurie, Jeff, Jill, Matt, Andy, Joe, Tabitha, Tony
Note Taker:	

Agenda Items

Topic	Facilitator	Comments
Announcements/Action items	Laurie	•
Vendors/Sponsorship	Tom	• Status of monies received
Vendor/Sponsor Signs	Tom	•
Speaker Information	Laurie	• Update on what has been received
Lunch and Learns		• Not much registration for the Lunch and Learns
Pub Education Classes	Laurie	• New class – Campus Fire Safety
Inspector Classes	Sue	• New class - CBRF
Scholarship Silent Auction	Matt	• Where are we on donations
Scholarship Applications	Matt	• Where are we on the application process
Registration	Laurie	• Schedule • Process
Speaker Contracts	Laurie	• Each person is responsible for getting their speaker contracts
Speaker gifts	Sue	•
Donations for Banquet night	Jill	• Status update • Gift for Best Mask
Conference Flyer	Laurie	• In process of being printed and mailed
Next meeting		• September 30, 4:00 pm

Discussion Items

Vendors/Sponsorships – discussed the monies received. Discussed ideas to bring in more money.

Vendor Sponsor Signs – Tom had a sample of the signs for this year. Everyone liked the design. Discussed making signs without the year. Decided this was OK for signs we would use year after year, however we had a vendor that donated \$\$ they should receive a new sign each year.

Speaker Information – Laurie reminded everyone they needed to get their speaker information in.

Everyone is in charge of getting the information from his or her speakers.

Lunch and Learns – So far, we have minimal sign up. We think people may sign up at the conference or at the time of the lunch. We will need to discuss this with the hotel, to see when they need numbers. It was suggested we put up signs in registration reminding people to sign up for the lunch and learns.

Public Education Classes – We have filled the last spot for Public Education classes. We will have a campus safety class. Amy Hamel will be the instructor.

Code Classes – There is one change for the Roger Reisinger will now be teaching the NFPA 70, Chapter 10 class.

Scholarship Applications – As of now we do not have any applications for scholarships.

Scholarship Silent Auction – Scott Wegner is now collecting donations for the silent auction.



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Registration – We have about 25 people registered for the conference. This is lower than last year.

Speaker Gifts – Sue is still looking for a gift for general session speaker gifts. She brought in a business card holder to be given to break out speakers. The Committee liked this item.

Banquet Night – we have the band booked, they will play during dinner and then after dinner for a while.

Conference Flyer – the Conference Flyer is being printed and will be mailed before Labor Day.

Conference Brochure – Laurie will be putting together the brochure for the conference, it will resemble last year's brochure.

Participant Bags – Jeff and LouAnn Pollard will be working with the Chamber of Commerce to get bags, and the nametags printed. We would also like a listing of local happenings and restaurants. We are looking at getting highlighter markers, and putting a pen and WSFIA pin in the bags.

Classroom door schedule- We will have to develop a schedule for introducing speakers and we will have a board member at each door to the classroom. We will also have sign up sheets in each room.

Certificates – We will have certificates available in the registration room, if someone needs one they can take it.

Resource Room – We will have a resource room for members. We will have people available from NFPA, Commerce and the Association to help members become more familiar with their websites and finding resources and information on the internet.

Action Items

Action Item	Responsible	Date Due
Speaker Information – each Committee Member is in charge of gathering information from their Speaker	All	
Scholarship Silent Auction Donations/applications	Scott Wegner	
Banquet Night Donations – Jill is working on getting donations for banquet night. Tony is also working getting donations	Jill Glanz/Toni Schwegel	
Registration Schedule	Laurie	
Conference Brochure	Laurie	
Speaker Gifts	Sue	
Vendor Signs	Tom	
Participant Bags – Working with the Chamber to get nametags printed and bags. Jeff also checking into getting highlighters for the bags	Jeff and LouAnn	
Classroom door schedule/Speaker Introduction Schedule	Laurie	
Resource Room schedule	Laurie	



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