

**LLC Managing Committee Meeting Agenda
Zoom Meeting**

November 4, 2021
3:00 PM

Zoom Meeting Details:

<https://us02web.zoom.us/j/89054973587?pwd=dCtPQ214bkZQZk1xa0tZYUhzMzZ5QT09>

Meeting ID: 890 5497 3587

Passcode: 092532

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

Committee Members (8):

Mike Boer (CAWG Past Director), Chair (July 1, 2021 - June 30, 2022)

John Aguirre (CAWG President), Jim Harbertson (ASEV Technical Program Director), Dan Howard (ASEV Executive Director), Anita Oberholster (ASEV Past Board Member), Bill Pauli (CAWG Past Chair), Tom Slater (CAWG Vice Chair)
Keith Striegler (ASEV 1st Vice President)

LLC Managing Committee Meeting Agenda

1. **Call to Order**
2. **Approval of November 4 Meeting Agenda**
3. **Approval of October 13 Meeting Minutes***
4. **Old Business**
 - a. COVID Safety Guidelines Update
 - b. Booth Sales
 - c. Keynote Speaker Update: Dr. Steve Ostoja
 - d. Program Update
5. **Next Meeting Date and Time**
6. **Adjournment**

**documents attached*

**LLC Managing Committee Meeting Minutes
Zoom Meeting**

October 13, 2021
3:00 PM

Committee Members Present

Mike Boer (CAWG Past Director), Chair (July 1, 2021 - June 30, 2022)

John Aguirre (CAWG President), Jim Harbertson (ASEV Technical Program Director), Dan Howard (ASEV Executive Director), Anita Oberholster (ASEV Past Board Member), Bill Pauli (CAWG Past Chair), Tom Slater (CAWG Vice Chair)
Keith Striegler (ASEV 1st Vice President)

Others Present

Jenny Devine, CAWG Staff

LLC Managing Committee Meeting Agenda

1. **Call to Order.** Mike Boer called meeting to order at 3:01 PM.
2. **Approval of October 13 Meeting Agenda.** Jim Harbertson made a motion to approve the October 13 Meeting Agenda. Keith Striegler second, motion was approved.
3. **Approval of September 27 Meeting Minutes.** Anita Oberholster made a motion to approve the September 27 Meeting Minutes. Tom Slater second, motion was approved.
4. **New Business**
 - a. **Registration & Housing Opens: Tuesday, October 19.** Dan Howard reported that post cards were sent out to the Unified contact list last week and an eBlast will be sent out this week and next, promoting registration and housing.
 - b. **COVID Safety Guidelines.**
 - i. Dan Howard reported that it is too soon to provide COVID-19 restrictions, as the restrictions will be changing as of November 1. We have a generic COVID-19 Safety Protocol statement on the Unified website, we are following the most current COVID-19 governmental health and safety requirements, and everyone must wear face coverings indoors.
 - ii. If the current requirements remain in place through January, Unified will then need to hire a third-party vendor to be onsite to collect proof of vaccine or negative COVID-19 test results. The estimated additional cost will be \$100,000 (cost of the contract, travel, temps, etc).
 - iii. Once the new requirements are released, Dan Howard and John Aguirre will meet and review the various options to provide a recommendation to the LLC Managing Committee.
 - iv. It will be important to properly communicate with the city of Sacramento, the community, city leaders and restaurant owners on how important it is to host events like Unified and how important it is to the economy. Brown Miller Communications has experience with COVID safety language and will be able to assist us with this language.
 - v. Is there any funding that we can apply for through the state, or could we ask Visit Sacramento for additional funding to help offset the potential costs due to COVID-19 requirements?

- c. **Booth Sales.** Dan Howard reported that we have budgeted for 760 10 x 10 exhibit booths, and we have currently sold 780 10 x 10 exhibit booths. All have paid in full thus far, and we are received more inquires each day.
5. **Old Business**
 - a. **Keynote Speaker Update:** Mark Brusberg. John Aguirre sent out an update regarding Mark Brusberg. He currently is reviewing this with his boss and should have an update by end of week. Issues with confirming his participating are mostly due to federal funding, as the COVID related travel restrictions are starting to ease. We have been advised not to exercise any influence in the decision process, and we should know hopefully no later than Friday, October 15. Plan B: John Aguirre will inquire with other ag groups and industry leaders on another potential climatologist or meteorologist, and report back to the group.
 - b. **Program Update.** Jenny Devine provided an update regarding the program. She is working with each sub-committee on another round of reminders and working on finalizing the program content. Speaker invitations will be going out the first week of November.
6. **Next Meeting Date and Time.** The next LLC Managing Committee meeting will be taking place on Thursday, November 4, at 3:00 PM.
7. **Adjournment.** Jim Harbertson made a motion to adjourn the meeting. Anita Oberholster second the motion, the meeting was adjourned at 3:32 PM