

**APCO–International, Inc. [Not For Distribution Beyond APCO Governing Bodies]**

*Special* Board of Directors Meeting  
Tuesday, February 23, 2010  
12:09 pm – 12:35 pm EST  
*via Conference call*

**Attendees:**

President Dick Mirgon	East Coast Regional Representative Dave Clemons
President-Elect Bill Carrow	East Coast Regional Representative Jay Groce
First Vice President Gregg Riddle	Gulf Regional Representative Woody Glover
Second Vice President Terry Hall	Gulf Regional Representative Pat Hall
Immediate Past President Chris Fischer	North Central Regional Representative Lynne Feller
Executive Director George Rice	North Central Regional Representative Julie Righter
	Western Regional Representative Richard Granado
	Western Regional Representative Gigi Smith
Deputy Executive Director Mark Cannon	
Governance Coordinator Chandra M. Champion	

Commercial Advisory Council Representative Don Whitney was unavailable for this specially-convened call.

**Call to Order**

President Dick Mirgon *called* the February 23, 2010 *Special* Board of Directors Meeting to order at **12:09 pm EST.**

**1. Annual Conference Manual Edits**

Board members discussed the feedback received from the Executive Council based on comments posted by the International Chapter Executive Council Representative Manfred Blaha, Michigan Chapter Executive Council Representative Lloyd Fayling and Texas Chapter Executive Council Representative Bill Keller.

First Vice President Gregg Riddle *moved* to approve the Annual Conference Manual as presented. East Coast Regional Representative Dave Clemons *seconded* the motion.

A verbal vote was taken and the *motion passed with no opposition.*

East Coast Regional Representative Dave Clemons made a *motion* to further amend the Conference Manual based on the following amendments submitted by Gulf Coast Regional Representative Woody Glover.

I. Annual Conference and Exposition Site Selection

G. Reconsideration of a Selected Site

1. If contractual issues, economic concerns, a natural disaster, or other extenuating circumstances regarding a previously selected site appear to have the potential to

negatively impact in a substantial way the success of the Annual Conference and Exposition, the Executive Director shall notify the Board.

2. If after further review it appears necessary to reconsider the site, the Executive Director shall present all pertinent information regarding the situation to the Board for a recommendation.
3. If the Board votes to cancel a commitment, the selection of an alternate site will follow the Decision Process in F above.

## II. Annual Conference and Exposition Management

### D. Host Chapter Conference Committee

2. The Host Chapter shall nominate a candidate for the Host Chapter Conference Committee Chair not less than 24 months prior to the start of the Annual Conference and Exposition.
  - d. The Board reserves the right to remove the Host Chapter Conference Committee Chair if that person is not fulfilling his/her duties after written notification of specific performance issues. Written notification in advance of any such removal will be made to the Host Chapter President and the Board Representatives from the applicable Region.

Gulf Coast Regional Representative Pat Hall *seconded* the motion. A verbal vote was taken and the *motion passed with one opposition vote* from First Vice President Gregg Riddle.

## 2. 2013 Replacement Site Selection

Deputy Executive Director Mark Cannon and Conference and Meeting Services Director Barbara Myers highlighted the new additions in the revised Anaheim proposal. APCO staff concluded their presentation with their recommendation of Anaheim as the 2013 Conference site. Their recommendation was based on feedback received in support of Anaheim from the CPRA Chapter, reduced convention center rental costs from its prior proposal, limited expenses for shuttle service due to the proximity of the Convention Center to affordably priced hotels, and the abundance of restaurants and shopping in the surrounding Anaheim area.

Gulf Coast Regional Representative Woody Glover made a *motion* to accept staff's recommendation of Anaheim, California as the 2013 APCO Conference Site. Western Regional Representative Richard Granado *seconded* the motion. A verbal vote was taken and the *motion passed with no opposition*.

## 3. Feedback from Regional Debrief Calls on Modifying Host Chapter Roles and Fees

The debriefing calls gathered input from Executive Council Representatives on concepts for (i) a group membership and (ii) a modified role for the Conference Host Committee and the corresponding fees paid to the Host Chapter.

President Dick Mirgon said if the Chapters decided to support eliminating the lump sum fee for hosting a Conference, it may be appropriate for it to go into effect simultaneous with the next site to be selected, which would be 2016.

First Vice President Gregg Riddle discussed the fact that sometimes Conference Host Chapters have not been in full compliance of their responsibilities (e.g., when a large percentage of volunteers come from outside of the Host Chapter).

North Central Regional Representative Lynne Feller suggested a small group be assembled by staff to discuss the modification issue. She also said it might be beneficial to include past Conference chairs.

**Staff Follow-up:** Staff will bring together a small work group to include past Conference chairs to discuss the possible modification of the Conference Host Committee roles and the fees received by the host Chapter; and report the outcome of this meeting by the fall/winter of 2010.

### **Adjournment**

East Coast Regional Representative Jay Groce *motioned to adjourn* the meeting. A verbal vote was taken and the *motion passed with no opposition*. The meeting adjourned at **12:35 pm**.

**Respectfully submitted,**

George S. Rice, Jr.  
Executive Director

The Board Agenda will be part and parcel of the formal record of the Board of Directors meeting and will be retained at Headquarters.

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**From:** Chandra Champion  
**Sent:** Wednesday, February 24, 2010 5:28 PM  
**To:** Executive Council  
**Subject:** APCO Annual Conference Site Selection Process

**Sent on Behalf of the Executive Committee**

Subject: APCO Annual Conference Site Selection Process

Executive Council,

We appreciated the comments shared on this list-serv recently about the conference site selection process. These postings also coincided with conference calls being held on a regional basis where input was also solicited.

Yesterday, your Regional Representatives and your elected Officers came together to meet in a special web conference session of the Board of Directors to take up these matters.

We considered all input as well as the intent of the SGI reforms and took unanimous action to adopt the proposed amendments to the Annual Conference Manual that were circulated on January 12, 2010. These amendments, in large part, transitioned to the Board of Directors the responsibility for decisions over site selection in alignment with the intent of SGI.

We then proceeded on a unanimous vote to adopt the staff recommendation of Anaheim, California as the replacement city for 2013. This recommendation was in line with the opinion of the host chapter and was well researched and smartly negotiated to provide the best overall attendee value in terms of convenience and affordability.

All Board members were diligent in bringing the views of Executive Council members in their region into the discussion and taking the time to understand the facts to insure they voted in a manner that accurately represented the majority of the chapters in their regions.

The decisions we reached today required very careful analysis of a number of variables, which the Conference & Meeting Services team manages to always put before us very concisely. Chapter input within the affected region and across the country was important to the process as well.

Further work will need to be done to refining the overall site selection process and host chapter roles and fees for future sites of 2016 and beyond. We have collected a lot of feedback on this through the regional calls that were held in mid-February, plus the Board has directed the Conference & Meetings Services team to convene a focus group of some EC members and several past host chapter chairs to solicit their input. This further manual amendment process will be lengthy and your additional input will be solicited as this process moves along.

Thanks for the good exchange of views and your understanding in these matters.

*Executive Committee of the Board of the Directors*