**EEN Pacific Core Advisory Group Meeting**

**Date: March 14, 2013**

**Time; 12-1 pm Pacific**

**Participants: V, Beverly, Shawn, Matt, Richard, Michael (Kim, Kirsten)**

**Agenda:**

* Update on location and date
  + Fiscal agent and location were key to getting in place. That’s sorted and we are ready to go. Here’s what we’ve got. A reservation at the Menucha Conference and Retreat Center, in Columbia Gorge scenic area. 16 miles from Portlant Int’l Airport. Shawn visited the Center where they have hosted US Forestry Service events and other government (fed and state) functions. They cater to only non-profits and our fiscal agent (OPEN) is non-profit. Their charges are minimal and it’s a bit of a cooperative arrangement where its inexpensive and rooms are shared and you’re meals are all served to everyone in the same room.
  + We need 60 people at the retreat to break even. More than 80 might be crowded in the main meeting room.
  + Fiscal agent is Oregon Program Evaluators Network. This is the week of their annual conference so their busiest time but they have been incredible help and they have signed up to work with EEN. They want a price break for their members.
  + OPEN is interested in hosting other events like this so this really fits into their planning
  + Dates – Sept 22 lunch until Lunch Sept 24th.
  + Budget does not include honoraria for speakers
  + Registration fee has not been set but will be between 150-200$
  + The timing that OPEN suggests is very tight (June 23rd) for getting our logistics arranged for registration, website, call for proposals, etc
  + Do we need extra money for cleaning and publishing notes post-event? Matt
    - thinks we can follow the 2012 US EEN model, which was very low cost, where we build in the documentation and upload during the event (docs, vids, pics) and we don’t pay for post-event follow up (notes, clean up). We should look for volunteers. See here for a look at how it worked in EEN US in 2012 - <http://www.environmentalevaluators.net/2012-een-forum/>
    - And this is how we began the conversation about proposals for topics for the 2012 US EEN unconference in DC - <http://www.environmentalevaluators.net/suggest-a-session/>
  + The conference fee should not be the same for commuters as for on-site boarders. And for commuters there needs to be the option for coming to the venue on Sunday and Tuesday rather than just Monday for the full day.
  + What happens with any net financial gain from registration. If it runs a balance, it could be applied to future events? OPEN can keep it? It could be applied to this event in terms of honoraria, event documentation, reception, post event follow up work, other options../.?
* Discussion on format and content [these topics were tabled - the Program Task/Delta Force to grapple with at a later date.]
  + Format
    - Program Committee lead this effort
    - Here are options for creative formats that we have used in past EEN events. <http://www.environmentalevaluators.net/ideas-for-designing-and-leading-sessions/>
  + Content
    - Theme – Program committee will lead this effort.
  + Are there suggestions for keynoters?
    - Kai Lee
    - Beverly Parsons
* Task force structure
  + Program Committee
    - content, format, agenda, Developing topics/speakers/etc which is linked to registration, marketing, communications with EEN community, **website by March 25th**
    - Co-chairs - Matt and Michael. Others are welcome!
    - program committee will meet in the next few weeks
    - Beverly and Richard will join that work
    - Michael and Matt will look for others to be involved in this work.
  + Logistics Committee
    - Responsible for finance, venue, OPEN, registration, proposal, budget,
    - Co-chairs Shawn and Kim (OPEN)
  + Side projects – SNA, Other?
* Assets of the task force [This topic was tabled, insufficient time]