

Finances/Exhibits Committee Conference Call

Monday, February 1, 2010

Participants: Anastasia Becker, Tom Green (emailed in), Mike Lees, Caydee Savinelli, Brenna Wanous

Minutes:

1. Confidentiality Policy:

- a. Committee maintains a working funders' database containing sensitive information such as individuals' names, contact information, sponsorship amounts, etc.
- b. Database should remain internal to protect funders from receiving unsolicited requests from outside groups.
- c. Group agreed to keep database confidential.
- d. Brenna to investigate whether a formal document should be developed for benefit of current and future committee members to ensure confidentiality requirement is understood.

2. Committee Chair Discussion:

- a. Mike opted out – is currently the secretary/treasurer for the Pacific branch of Entomological Society of America; can't commit to time requirement.
- b. Anastasia opted out – new to committee, would prefer to gain experience as committee member first.
- c. Caydee opted out – prefer to serve as committee member.
- d. Tom and Brenna – volunteered. Both served on finances/exhibits (f/e) committee for 2009 Symposium and are familiar with tasks and processes; also regularly participate on steering committee calls for other responsibilities so are willing to represent the committee.
- e. Co-chairs: Tom Green, Brenna Wanous

3. Work Timeline Discussion:

- a. Once 7th IPM Symposium site and date are set, f/e committee will send out first announcement regarding sponsorship opportunities to past/potential funders.
 - i. Brenna to send 2009 Symp announcements to committee members for review, updates, suggestions, etc.
 - ii. Brenna to send 2009 funders list to committee members for review, updates, suggestions, and identification of personal contacts, etc.
- b. Committee will finalize first announcement with steering committee in March.
- c. Follow-up announcements will be sent out regularly (approximately quarterly) to remind potential funders of sponsorship opportunities, provide additional details, etc.

4. Next Finances/Exhibits Committee call:

- a. TBD, prior to March 11th steering committee conference call.