

To: NACUA Board of Directors

From: Work Group on Local Arrangements for 2007 Annual Conference
Paul L. Parsons, Staff Liaison

Date: June 4, 2007

Subject: June 2007 Report
Work Group on Local Arrangements for 2007 Annual Conference

Charge to Work Group:

This Work Group serves as a resource to the NACUA staff to plan and manage arrangements for the Annual Conference. Advice expected from the Work Group members includes possible recruitment of a welcoming speaker, suggestions for local sponsorship opportunities, and preparation of listings and communications concerning recommended local activities, restaurants and points of interest.

Work Plan for FY 2006-2007:

- A questionnaire seeking information on suggestions for possible welcoming speakers, local sponsorship opportunities, and recommended local activities, restaurants and point of events in San Diego and the surrounding areas will be sent to all Work Group members in the fall.
Status: The questionnaire was distributed to the Work Group in October, and staff used the feedback as part of its planning for the Conference.
- Beginning in October, Work Group members will be asked to forward to NACUA the names and contact information for all firms and corporations suggested for potential sponsorship of the 2007 Annual Conference. Staff will develop plans and materials for solicitation of sponsorship invitations.
Status: In progress; this year's sponsorship campaign goal is \$90,000; to date, we have already surpassed that goal (commitments totaling \$145,000 have been received thus far).
- Periodic notes to the membership with information about San Diego will be issued to the membership ("San Diego Digest"), with assistance from Work Group members.
Status: Four issues of the Digest have been issued to the membership thus far, and will continue in June.