

Committee Update

The LAC was established June 2010.

Sponsorship/Fundraising Donations

The sponsorship co-chairs distributed LAC Sponsorship forms and made individual contacts to potential sponsors. To date cash donations are \$5,975. Another verbally committed sponsorship for \$5000 (which we hope to receive very soon) includes up to 2 complimentary registrations so up to \$1,050 will be remitted to National CFP. Red Gold, a privately held Indiana company, is donating the attendee bags. The bag is of recycled material in the spirit of "green". Indiana Restaurant Association is donating the name badges, special badge artwork and name badge printing. Indiana Restaurant Association is donating a copy of Indianapolis American Cuisine Magazine valued at \$9.99 for each attendee. The Indianapolis Convention and Visitors Association is providing visitor's packets and a welcome announcement/signage at the airport.

Fiscal Agent

The Indiana Restaurant Association is the treasurer for the LAC.

Budget

The original amount the LAC budgeted was \$50,000 to accomplish what we had set out to do. This was with the understanding at the time the LAC was responsible for one of the two main receptions. So now knowing we are not solely responsible for a reception, this budget may be modified. However, any excess funds raised and not used by the LAC would be provided to the association after the conclusion of the 2012 conference.

Personnel

The following key local arrangement committee conference job positions have been filled:

- Headquarters Officer Manager – Margaret Voyles (ISDH)
- Headquarters Office Assistant – Al Houchin (ISDH)
- Registration Manager – Eric Pippert (National CFP Treasurer)
- Registration Assistant Manager – Kelli Whiting (Marion County HD)
- A/V Manager – Sarah Popovich (ISDH)(tentative)
- A/V Assistant Manager - State IT services
- Computer Technician - State IT services
- Volunteers (Scribes, Runners, Registration/Hospitality Desk) – Sharon Farrell (ISDH) - will include state and local regulatory, industry and students
- Parliamentarians – Shirley Vargas (IN) alternate
- Special Events Coordinator - Debbie Scott (IRA)
- Indpls. Convention and Visitors Association - Donna Striby, <http://visitindy.com/>

Equipment and Supplies

The miscellaneous equipment and supplies identified in the LAC planning guide are reserved. The large copy machine is being donated from IKON. The computers and small printers are being supplied by the State of Indiana. Printing and development of signage and recognition posters is being donated from Purdue and the Indiana Restaurant Association. In-kind donations currently valued at between \$3-5K at this time.

Provided Jeff with a contact for a local court recorder company. Provided, or will provide, Jeff with the names and contacts of 3 area printing companies for the final printed issues documents.

Speakers

Dr. Linton and Dr. McSwane are co-chairing the search and selection of the keynote.
John Livengood is selecting the Indiana welcome speaker

New Issues

- Debbie Scott, Indiana Restaurant Association, is evaluating possible special events for Sunday PM and/or Tuesday afternoon. Possible reception and/or tour.
- The Fire Department Instructor Conference (FDIC) will be occurring at the same time (starting April 16) as the CFP 2012. This is a large convention that creates a lot of activity in downtown Indy.
- The 2012 LAC is exploring suggestions to the Board for improved IT AV in the Councils meetings. Will accompany Jeff with state AV expert for meeting with hotel staff.
- Super Bowl 2012 will have just occurred (hopefully) in February so the downtown area should be in great condition unlike right now with all the construction and renovation occurring.
- Key volunteers need complimentary rooms provided or they will not be nearly as available as they will leave to travel back to their homes at reasonable hours. If not, then the funding for rooms could come from the sponsorship monies raised by the LAC.

Submitted 04/05/2011 by:

A. Scott Gilliam, LAC Chair