

Minutes of the Meeting of the Sun Belt Implementation Committee

August 14, 2009

The meeting was called to order at 9:15 a.m. Those attending included: Amy Simonne, Charlotte Emerson, Heather Kent, Henry Grant, John Arthington, Les Harrison, Louise Ryan, Pete Vergot and Wayne Smith.

According to an email Wayne received from Steve Perry, the picket fence would be in before the end of this month. The front panels will be removable while the side panels will include gates for access. Steve also reported that he has reserved the Polar Cool unit. Charlotte says the unit fills the door and about a foot and half each side. The cooler is provided with a water hose.

John Allen Smith on behalf of Nick Comerford emailed a report indicated that the irrigation system was installed August 4 and the area has been treated with glyphosate to prepare it for planting. At present irrigation is running 3 times per week but will be adjusted after the planting is done.

Diann Douglas has received four of the ten interior banners. She thinks they have too much negative space that could be used for content and the content chosen does not best represent the theme of the banner. She is working to tweak them.

Most Sun Belt participants do their travel as part of their on-going work responsibility or go to and fro each day. If there are exceptions to this please give the names to Wayne Smith. He then provides the IFAS business office a list of approved travelers. They will pay the travel only for those on the approved travel list.

We received 17 applications for display. Since they were all suitable to the theme we have been working on a way to accommodate all of them. Wayne asked them to consider the minimum space needed that would not compromise their exhibit. With the adjustments made and looking at some different arrangements (e.g. a center block) we believe they can be accommodated. No one objected to accepting all so Wayne will notify them today of their acceptance. He was reminded to ask that they identify those working with the exhibits so that gate passes can be procured, that set up is by 2 p.m. on October 19, among other items.

It was concluded that the best way to figure out the arrangement was for a team to go up there with a measuring tape and with masking tape and site each exhibit. Dates will be provided for interested folks to Doodle their preferred date for this task.

Work schedule. All exhibitors/resource faculty and staff and committee members are or will be reminded to get their name and expected time on site to Les Harrison for compiling the work schedule. Henry asked about VIP's. Wayne said that he was going to send the VP and Deans a list of the 2009 exhibitors and at that time ask them to identify who they wanted on the VIP list of visitors. I will pass this list to Henry for gate passes. We are not seeking exhibitor parking since general parking is usually as good and proximal to the IFAS building.

Wayne will obtain the banner stands from Kimberly Mansfield. These are used to fill in and or enhance appropriate displays.

Ben Beach was not present but we assume all electrical, telephone and computers have been arranged. Ben is reminded that this year we want the computers networked to a printer (note: do you have one Ben?)

Charlotte reported that the cost per table for a cover and skirt is \$5.00. Someone visiting the site will determine what is on site and let her know how many more to purchase. Wayne requested that all let him know of any supplies needed for the expo. One suggestion that is to be shared with Clay is to get foliage plants varying in color and texture and color rather than flowering plants that do not hold up well. Wayne forgot to mention that he thought it was a good idea to obtain buttons again for our faculty workers to wear. They could say: "ASK ME" University of Florida (underneath) (note: what do you think?)

All committee members that plan to help on Set Up day should let Les know that you will be working that day.

Our next visit will be the most preferred day Doodled in the second week in October for tending to any last minute items and to brief members on the landscaping and exhibit layout.

Meeting Adjourned. 9:50 a.m.