

Conference Report Raptor Research Foundation 2011 Annual Conference

Radisson Hotel, Duluth, Minnesota, USA
October 5-9, 2011



RAPTOR RESEARCH FOUNDATION

Conference hosted by:
Hawk Ridge Bird Observatory (HRBO)
University of Minnesota Duluth's Natural Resources Research Institute (NRRI)

And supported by:
University of Minnesota Duluth's Biology Department
Duluth Audubon Society (DAS)



NATURAL RESOURCES
RESEARCH INSTITUTE



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CONFERENCE PLANNING COMMITTEES

Local Planning Committee:

Julie O'Connor (HRBO), Conference Coordinator
Gerald Niemi (HRBO, NRR)I
Matthew Etterson (U.S. EPA, HRBO)
Janelle Long (HRBO)
Allison Clarke (DAS)

RRF Planning Committee:

Libby Mojica (Chair)
Dan Varland
James Dwyer (Scientific Chair)
Travis Booms (Early Career Raptor Researcher Coordinator)

Julie, Gerald, Matt, Libby, Dan and James spoke monthly via conference call beginning in November of 2010. Julie and Libby remained in close daily/weekly contact via email through the entire planning process.

OUTREACH/PUBLICATIONS

Marketing and Publicity

Announcements were made in the OSNA newsletters, and via the OSNA email network. Conference announcements were distributed to RRF and HRBO membership via traditional organizational communications, and had dedicated pages on both organizations' websites. Regional bird clubs, Audubon Societies, Departments of Natural Resources, and University Biology Departments and received regular email notices from Julie O'Connor.

A paper registration circular was not produced. All information was available on the RRF conference website, so the need for a hardcopy was eliminated. Registration was set up online, with a mail-in and telephone option for those unable to register online.

Conference Program Booklet

Julie hired local graphic designer, Sparky Stensaas (a long-time Hawk Ridge supporter) to handle the layout and publication of the conference program. Printing was done at a local copy shop rather than incurring the expense of using a print shop. 275 booklets were printed at \$4.30 each (total cost: \$1,182.50). The booklets had a full-color, heavy-weight, glossy paper cover, and 88 black and white pages inside. A PDF copy of the program is posted on the RRF website.

Hiring a graphic designer was an expense debated by the planning committee. No one on the committee had experience with this kind of layout, and the decision was made to incur the expense of having an efficient professional work on the product rather than having one of the committee members produce an amateur, labor-intensive product. The graphic designer reduced his fee, and graciously accepted the \$600 that we budgeted for the project.

CONFERENCE SCHEDULE

Tuesday, 4 October

All day	Field Trips (2 trips offered)
10am-3pm	Shuttles to Hawk Ridge (provided by Radisson Hotel)
4pm-10pm	Conference HQ setup
7pm	ECRR instructors meeting
8pm	Planning Committee meeting

Wednesday, 5 October

6am-10am	Field trip (one offered)
7am-7pm	Registration open, silent auction dropoff, vendor setup
8am-5pm	RRF Board of Directors' meeting
8am-4:30pm	ECRR Workshops
10am-3pm	Shuttles to Hawk Ridge
6pm-8pm	Welcome Social at Radisson Hotel (drinks and apps served)

Thursday, 6 October

6am-8am	Field Trips (2 offered)
7am-7pm	Registration/Auction dropoff
8am-9am	Opening Keynote Speaker (Dr. Scott Lanyon) <i>Insights from the Avian Tree of Life: Raptor Stories</i>
9am-12	Concurrent paper sessions and symposia
12-1:30	ECRR Networking Lunch and Shuttles to Hawk Ridge
12-6pm	Poster setup
1:40-5:20	Concurrent paper sessions and symposia
6pm-8pm	Poster Session and Appetizer Social
8pm-8:30pm	Evening speaker (Bill Clark) <i>Unusual raptor plumages</i>
8:30pm-9pm	Evening speaker (Denver Holt) <i>SNOWY OWLS: twenty years of research in Barrow, Alaska.</i>

Friday, 7 October

6am-8am	Field Trips (2 offered)
7am-7pm	Registration/Auction dropoff
8am-12	Concurrent paper sessions and symposia
12-1:30pm	Lunch and shuttles to Hawk Ridge
1:40-5:20	Concurrent paper sessions and symposia
6:30-9pm	Dinner aboard the North Shore Excursion Train

Saturday, 8 October

6am-8am	Field Trips (2 offered)
7am-11:30	Registration/Auction dropoff
11:40am	RRF Business Meeting
	Lunch and shuttles to Hawk Ridge
6pm	Social and Silent Auction
7pm	Dinner Buffet
After dinner	Awards, musical entertainment (Bob Rosenfield), Close silent auction

Sunday, 9 October

All day	Field Trips (2 trips offered)
10am-3pm	Shuttles to Hawk Ridge (provided by Radisson Hotel)

CONTRIBUTIONS: CASH AND IN-KIND

Sponsors

Sponsorships were garnered over the course of several months. Julie wrote and designed the sponsorship letter and packets, and committee members approached the people/organizations in their networks to secure sponsorship dollars.

Our goal was to have \$5000 in cash donations and \$1000 in vendor fees. Our final amounts were \$7,000 in sponsorships and \$550 in vendor fees.

MN Power Foundation.....	\$2,000
US Fish and Wildlife Service.....	\$2,000 (earmarked for transportation only)
(Migratory Bird Office)	
NRRI, University of MN.....	\$1,000
US Forest Service.....	\$1,000
(Superior National Forest)	
Raptor Education Group, Inc.....	\$1,000
Total	\$7,000

Vendors:

Biotrack, LTD, UK.....	\$100
Cellular Tracking, USA.....	\$100
Advanced Telemetry Systems, USA.....	\$100
Tyco Electronics, USA.....	\$100
Buteo Books, USA.....	\$100
Perry Framing, Duluth, MN.....	\$50
Total vendor fees.....	\$550

Each of the industry vendors paid \$100 for a booth. Initially, Julie planned to charge \$200 per booth, but the vendor packets were posted before the final changes were made, so we only charged \$100 per booth.

Local vendors/artists were invited to have a booth at the Welcome Social (Wed) and Awards Banquet (Sat) at a rate of \$50. This allowed them to have exposure to their wares and work for those evening social times, but didn't require them to be on site for all 4 days. Our vendor space was unsecured, so tables could not be left up overnight, all materials had to be packed and locked in our conference office space.

Sponsors were given a free vendor table and publicity in our conference program.

In-Kind Sponsorships

Several local businesses donated supplies and services to us at a reduced or waived fee. These contributions are not noted in our budget, but should be acknowledged for the financial impact they had on the success of the conference.

Twin Ports Paper: \$350

Donated paper coffee cups and lids

Alakef Coffee Roasters: \$200

Donated ORGANIC, Rain Forest Certified, Shade-grown coffee

**This donation of coffee represents nearly \$1350 in savings (that we didn't have to pay to the Radisson)

Radisson Hotel: \$1500 in waived room and rental fees; \$1350 by allowing us to provide our own coffee and paper products.

Bayside Taxi: \$1000

Owner of taxi company reduced his typical hourly rate by 50% in order to be our transportation provider for the entire conference (shuttles to Hawk Ridge and field trip transportation)

Sparky Stensaas: \$600

Graphic designer cut his fee by 50% percent for producing the conference program.

We waived his vendor fee and allowed him to sit in on a couple speaker sessions.

Volunteers

Hawk Ridge Bird Observatory has a thriving volunteer corps. In addition to Hawk Ridge volunteers, University of Minnesota Duluth Biology Grad students provided technical and logistical support during paper sessions, and the Duluth Audubon Society provided several reliable, knowledgeable people to work on-site during the conference.

A total of 31 volunteers logged nearly 840 hours of volunteer service. Volunteers were on the planning committee that met in 2010 to start the planning, but were recruited into service in earnest in September of 2011. Volunteer tasks include, but are not limited to: running errands, hauling merchandise/supplies, preparing conference packets, conference HQ setup/teardown, constructing poster display boards, packing field trip lunches/supplies, staffing the registration/information tables from Tuesday evening through Saturday evening.

NOTE: The US Department of Labor assigns a dollar value of \$21 to each hour of labor donated by a volunteer. When applied to our volunteer effort, the RRF conference saw an in-kind value of \$17, 640 in volunteer work.

Boxed lunches were provided to all volunteers who were working more than 4 hour shifts, and who were present over the lunch hour.

Julie ordered canvas field bags with the conference logo embroidered upon them as thank-you gifts for the core team of volunteers (15).

CONFERENCE WEBSITE

Julie wrote all of the text for the conference website, and Libby Mojica designed and managed the website. The website is in a simple format that any subsequent conference chair will be able to manage easily.

Links to the RRF website were placed prominently on the Hawk Ridge Bird Observatory home page.

CONFERENCE SITE

The Radisson Hotel in Duluth offered a full line of accommodations for the 2011 conference. A total of 80 sleeping rooms were blocked at a discounted rate, and meeting room fees were waived when 80% of the block was filled (64 rooms). The block would have been held open until 14 days prior to the conference, but the block (and hotel) filled to capacity by late-August. Julie blocked 60 additional rooms at other nearby hotels for attendees to choose from. None of the additional blocks filled, but many rooms were booked in these other hotels.

Julie worked closely with the catering/events department in all aspects of the meeting—meeting rooms, room setup and layout, av/media needs, meeting-break food/bevs, social events, bar setups, meals, etc.

The Radisson provided locked rooms for the silent auction to be on display during the conference and overnight storage areas for the conference office (registration area was not secure overnights).

The Radisson **did not charge** for room rental fees, room setup fees, AV carts, tables or skirts, extension cords/power strips, portable bars, bartenders, recycling bins, and they graciously allowed us to provide several donated items to reduce our overall costs.

CONFERENCE REGISTRATION

Attendance

Total: 231

RRF Members: 120

Non-members: 35

Life members: 4

Students: 48

Single-day: 22

Gratis: 3

***one person attended 2 single-days, hence the difference in total from the sum of categories*

Registration Options

In previous years, the conference coordinators have set up different methods for registrants to register and pay for their registrations (e.g. independent websites, conference planning organizations that charge for the use of their software and management staff). In 2010, this cost the conference nearly \$5,000 in fees to the organization that was hired to track registrations.

In 2011, Libby Mojica set up an online registration template through PayPal that will be a useable format for this conference for years to come. Though setting up the registration site was labor intensive on the front end, it saved the conference a good sum of money by avoiding these third-party registration management fees. PayPal fees vary per transaction, but average 2 to 5%. In 2011, total PayPal fees (on approximately \$43,000 in transactions) were \$1,100.

From this point forward, each RRF conference chair can dedicate the primary contact email/account for the PayPal communications to the current local chair. Julie opened a dedicated checking account for the 2011 RRF Conference, into which PayPal funds were transferred by Julie. It is a very simple process to remove one bank account from affiliation with the PayPal acct and add another, and it helps keep conference funds isolated from any other funds within an organization.

Julie developed a mail-in registration form that was posted in PDF format on both the RRF and the PayPal registration sites. Many government organizations will not allow their credit cards to be used online, so it is important to provide both a mail-in and telephone option for those who are unable to register online.

Registration fees

	Early Before 7/15	Mid 7/15-9/1	Late After 9/1
RRF Member	\$ 180.00	\$ 200.00	\$ 250.00
Non-member	\$ 220.00	\$ 240.00	\$ 300.00
Student (no membership required)	\$ 120.00	\$ 120.00	\$ 140.00
Single Day (no membership required)	\$ 90.00		

Registration fees covered admission to scientific sessions and special speakers, welcome social, poster session and social, silent auction, conference program, tote bag, notebook and pen with conference logo applied, coupons/discounts to local eateries and local tourist information.

Give-away Items (SWAG):

Notebook w/pen w/logo on both; 300@\$3.19 each
 Grocery tote w/ logo; 300 @ \$1.50 ea
 Pens: 150 (match pens on notebooks) @ .89 each
 Folders: 300 @ .20 each
 Stickers: paper w/color logo: 300 for \$51
 Program booklets: 275 books @ \$4.30 each

Total cost of SWAG: \$2834

Significant others/guests were allowed to attend any of the social events/field trips, but paid separately for those events (\$15 for Welcome Social and Poster Session Social).

Registration breakdown by category

REGISTRATIONS:		
	Price	# reg.
Early member	\$ 180.00	55
Early non-member	\$ 220.00	7
Early student	\$ 100.00	29
Mid member	\$ 200.00	51
Mid non-member	\$ 240.00	16
Mid student	\$ 120.00	13
Late member	\$ 250.00	14
Late non-member	\$ 300.00	12
Late student	\$ 140.00	6
SD Thursday	\$ 90.00	7
SD Friday	\$ 90.00	14
SD Saturday	\$ 90.00	1
Life Members	\$ -	4
Press	\$ -	1
Gratis	\$ -	3
	Total:	233

Free conference admission is only offered to certain life members. Julie was not aware of this, and allowed at least one person to attend on a waived registration fee based upon their life membership status. The RRF committee has access to the list of members who are eligible for free registrations, and will make that information available to subsequent local conference coordinators.

Registration fees were waived for sponsors at the \$1,000 level or higher (only one chose to use their free registration), the Keynote Speaker and one of the field trip leaders who waived his guiding fee to lead two of our full-day trips.

Two writers requested free admission, and provided credentials and a proposed article about the conference. Both were granted free admission, but neither attended.

Volunteers (who worked a minimum of a four hour shift) were invited to listen to talks that were of interest to them.

Registration breakdown by date

Early Registration Open April 1		Total	% of registration
4/1/2011	3	3	1%
5/1/2011	6	9	4%
7/1/2012	12	21	9%
Deadline 1 7/15/2011 rate increase	71	92	40%
8/1/2012	9	101	44%
Deadline 2 9/1/2011 rate increase	78	179	78%
10/1/2012	44	223	97%
10/1-10/7	7	230	100%
Conference began 10/5			

Registrant breakdown by country

Canada	22
Norway	3
Sweden	2
United Kingdom	3
USA	200

Attendees came from 34 of the US states and 6 Canadian Provinces.

Additional fees were charged for the Dinner Train, Awards Banquet and field trips.

Online registration remained open until October 4, but walk-in registrations were accepted on-site. Payments were accepted via Master Card, Visa, cash or check at the registration desk. The registration desk was manned by conference volunteers, but only designated volunteers handled the money.

The registration area was divided into 2 sections: registrations and information/merchandise sales. This area was open 7am-7pm on Wednesday and Thursday (though early arrivals were allowed to sign in on Tuesday evening), 7am-5:30pm Friday and 7am-noon Saturday. Hawk Ridge and DAS volunteers were on duty during these times, often 4 or 5 volunteers were working the registration area at one time.

Conference volunteers set up a working office in the registration area, with a laptop, printer, credit card machines (manual and wireless, provided by HRBO), telephones (cell), and extra ‘everything’—merchandise, tourist information, registration packets, etc—on hand. Julie created blank templates for table tents, signs, nametags so that conference-coordinated products could be printed on-site quickly. One volunteer was assigned to work the laptop with Julie. This system minimized the number of people using the conference ‘office’ computer, but allowed Julie to be mobile around the conference site.

SCIENTIFIC SESSIONS

Abstracts and Scheduling

James Dwyer, RRF Scientific Program Chair, wrote the call for papers/posters and accepted all submitted abstracts. Abstracts could be submitted online on the RRF website, or via email and traditional mail, but not by fax. James also corrected and unified all abstracts for publication. James was responsible for scheduling speakers and symposia throughout each day. We ran two sessions concurrently; James grouped talks by topics for continuity and arranged for moderators for each session.

James also handled all of the details for organizing the special symposia.

PAPER SESSIONS

95 papers were presented in the general sessions and five special symposia.

Equipment

The University of Minnesota Duluth provided six laptops and four projectors for our use. One skilled volunteer (a grad student from UMD) was dedicated to setting up, testing and troubleshooting this equipment throughout the 4 days that it was in use.

Six 4GB flash drives were purchased for this conference, and were used to back up and transfer presentations from the uploading laptops to the presentation computers inside the meeting rooms.

Volunteers from the University took shifts to staff the meeting rooms during paper sessions. They were responsible for adjusting lights, changing batteries in laser pointers, and assisting presenters in opening and closing their presentations.

Uploading Presentations

Speakers were required to provide their presentations in MS PowerPoint format. We did not require pre-conference submission, but asked that all speakers upload their presentations a minimum of 4 hours prior to the beginning of the session. Everyone who uploaded their presentations in a timely manner was entered into a drawing for a prize (awarded at the awards banquet).

No one was allowed to use their personal computer for their talk.

In the hallway outside the registration area, one table was set up with two laptops, each one dedicated to one of the meeting rooms. Two skilled and knowledgeable volunteers were assigned to upload presentations onto these computers. They spent most of each day working with presenters; uploading presentations, renaming and organizing files into folders according to the date/time of each presentation, ensuring that video/audio files worked flawlessly and correcting any errors/file issues that came up.

Difficult Issues

One presenter arrived with a flash drive that had a virus on it. The vigilant back-up and transferring that our upload volunteers were practicing prevented this from being a disaster.

Two presenters were not prepared to load their presentations in a timely manner. One didn't bring her presentation to the uploading station until 20 minutes prior to the beginning of her session, causing quite a scramble to get presentations loaded in the meeting room.

Volunteers spent a lot of time waiting for people to bring their presentations. I would recommend that the uploading station be open for **portions** of each day (not all day, every day) in order to give the uploading volunteers time to listen to talks and have some down time.

SPECIAL SYMPOSIA

Five symposia were organized for the 2011 conference:

- Raptors and Wind Energy
- Ecology and Conservation of Eastern North American Golden Eagles
- Breeding Ecology, Distribution and Movements of *Aegolius* Owls
- Short-eared Owls: the Need for a Continental Conservation Plan
- Pesticides and Metals in Raptors

POSTER SESSION

The poster session was held in a room adjacent to the meeting rooms on Thursday, October 6 from 6-8pm. 25 posters were presented.

Volunteers constructed lightweight, adaptable stands for posters from foam-core boards (see Appendix A for detailed instructions and photos of construction). The poster stands could be set up horizontally or vertically, depending on the orientation of the poster. The conference provided mounting materials: tape, pins, clips and tacky-back.

Poster presenters were allowed to begin setting up posters at noon on Thursday, to be finished before 5:30pm. Posters were left up in the poster session room until noon on Saturday.

EARLY CAREER RAPTOR RESEARCHER (ECRR) EVENTS

Travis Booms, ECRR Committee Chair, coordinated a day of classes for people who have been on their career path for less than five years. ECRR events were scheduled for the day prior to the start of paper sessions (Wednesday, 10/5) so that participants would not miss out on any presentations. 56 students participated in these workshops. Instructors donated their time and were not given discounts on registration in exchange for teaching workshops.

Educational Workshops

Six workshops (some full-day, some half-day) were offered on Wednesday. ECRR participants paid \$10 for half-day classes and \$20 for full-day classes.

Topics included:

- Safely Accessing Raptor Nests
- Harnessing Raptors with Transmitters
- Techniques for Handling, Auxiliary Marking, Measuring, and Blood Sampling
- Raptors after Capture: A Bird in the Hand is Worth Two in the Bush.
- Raptor Tissue Sampling and Necropsy.
- Raptor Trapping and Handling Techniques for Scientific Research
- Raptor Study Skin Preparation

Julie organized transportation for the off-site classes, and booked the climbing wall at the University. Expenses were covered by registration fees and by the \$500 budget designated by the RRF board for this event. Expenses were paid by both Travis (from the \$500 RRF bank) and Julie (out of the conference checkbook). It would be advisable to clarify the distribution of funds, both for expenses and income.

Funds available:

- \$500 from RRF
- \$910 from registrants for classes
- \$370 from registrants for food

Expenses:

- \$500 (approx) Travis' expenses
- \$400 (approx) Julie's expenses
- \$370 Lunch

Net gain from ECRR: \$510 (approx)

ECRR Network Lunch

In order to help ECRR's network with established researchers and/or potential employers or mentors, a networking luncheon was organized for the Thursday lunch hour at pizzeria across the street from the conference center. Tickets were \$10/person, cost was \$10/person (no profit realized). 37 people attended this event.

******This lunch was misunderstood by many participants who thought it was only for ECRR's. It would be wise to increase the visibility of this lunch as a time for ALL conference attendees to be participate as an investment in the organization and the field of raptor research.

MERCHANDISE

Based on the 2010 merchandise sales numbers, minimal merchandise was offered for sale at the 2011 conference. 40 t-shirts and 30 canvas field bags were produced with the conference logo applied to them, and were sold on-site. Order forms were available for t-shirts, so once the limited number of shirts were sold out, people could still pre-pay for a shirt (a \$5 shipping charge was added) that was re-ordered after the conference. Conference volunteers packaged and mailed the shirts in early November.

T-shirts: ordered 40 @ \$6 each, 38 were sold @ \$15 each

18 were ordered for post-conference delivery.

Canvas field bags: 30 ordered @ \$18; 29 were sold @ \$25

Online pre-orders/pay were not offered in 2011, and would be a good way to reduce the guesswork in ordering merchandise.

Hancock House Publishing provided the conference with 20 copies of the RRF Manual: *Raptor Research and Management Techniques* at the reduced price of \$17.97 each, plus shipping. As in previous years, the book was priced for resale at \$40, but sold to students for \$25. Only two books sold at the \$40 price, 13 sold for \$25; 3 were given away to awards recipients, and Hancock House donated the remaining two books to Hawk Ridge.

Net gain on merchandise was \$772.10

SPECIAL EVENTS

Field Trips

Five different field trip destinations were offered on different days. Full-day trips were offered on the Tuesday prior and the Sunday following the conference. Shorter trips were offered on conference days, and all field trips were scheduled so as to not interfere with speaker sessions.

38 people attended field trips, many attending more than one trip. 71 field trip seats were sold.

Light breakfast foods were provided for the short, local trips (coffee, juice boxes, fruit, bars, meat sticks); breakfast foods and lunches (boxed sandwiches from a local sub shop) were provided to full-day participants.

Destination	Participants	Fee	Times
Tues Sax Zim Bog	6	\$75	6am-4pm
Wed Wisconsin Point	5	\$30	6-10am
Thurs Park Point	9	\$20	6-8am
Thurs St. Louis River Estuary	6	\$20	6-8am
Fri Park Point	6	\$20	6-8am
Fri St. Louis River Estuary	10	\$20	6-8am
Sat Park Point	9	\$20	6-8am
Sun Sax Zim Bog	16	\$75	6am-4pm
Sun Crex Meadows	4	\$100	6am-9pm

Income generated: \$3130

Transportation: \$1950 (USFWS paid for ALL transportation)

Breakfast foods for short trips: \$93.33

Breakfast bars/juces/fruit/snacks for long trips: \$55.00

Boxed Lunches for long trips: \$280.27

Misc Supplies: \$27.64

Net gain on field trips was: \$2528

Local scientists and bird guides led trips. Some traded registration fees for guiding fees, others received a banquet ticket as a thank-you for their services.

Welcome Social

Wednesday, October 5, 6pm-8pm

Appetizer buffet (\$17/person, included in registration fee) and a cash bar provided (no bartender fee).

Approximately 150 attended

Total cost: \$2954 (confirmed food for 175, 75% of registrants)

Poster Session Social

Thursday, October 6, 6-8pm

Appetizer buffet (\$17/person, included in registration fee) and a cash bar (no fee for bartender).

Approximately 160 people attended this social.

Total cost: \$2954 (confirmed food for 175, 75% of registrants)

North Shore Scenic Railroad Dinner Train

Friday, October 7, 6-9pm

Italian buffet (we charged \$28/student; \$38 other)

Train fee : \$1300 + \$125 bartender fee.

Meal cost: \$13.95/person

119 attended

This 3-hour train excursion follows the north shore of Lake Superior, stopping one hour into the ride to load food from a local restaurant. Food was served buffet style. Bar was inadequate and inaccessible... something to avoid for future conferences!

Net gain on Dinner Train: Approximately \$600 (confirmed at 125, 10% more than were paid one week prior to event)

Awards Banquet

Saturday, October 8, 6-9pm

Four Entrée Buffet (we charged \$40/person)

Meal cost: \$32.48/person

140 (+) attended

Net gain on Awards Banquet: Approximately \$1000 (confirmed 140, 15% more than were paid one week prior to event)

Untrackable information for banquets and dinner train funds:

~Several people paid for, but did not attend the events

~Approximately 20 additional tickets were SOLD for each event, but because so many people didn't attend, we were not charged for those additional meals.

~A handful of banquet tickets were given away as awards or thank-yous. These expenses were balanced by those who paid for, but did not attend, the dinner.

~Volunteers were given the opportunity to purchase banquet and train tickets for half price.

Though several purchased tickets, the balance of the expense for their dinners was off-set by those who did not attend.

Silent Auction

The Radisson provided a secure room for the silent auction display. A total of 44 items were donated to the auction. Conference attendees dropped off their donations as they registered, and two volunteers were assigned to track all donations, print bid sheets, and set up the display.

We allowed people to drop off anytime during the registration table open hours, but I would highly suggest setting up designated times for items to be dropped off. It was difficult on our volunteers who were on site to have items coming in slowly over the course of 3 days.

If times are designated for drop-off, planners should anticipate a rush of items coming in, and would be wise to have a form for donors to fill out including:

Item description/title
What is the item
Who made it
Approximate retail value of item
Name of donor
Address/phone number of donor (contact info in case questions arise about the donation)

We posted signs throughout the auction that we would pack and ship any items for purchasers (they would cover the cost). This increased our sales by about 25% as people bid on items that would not fit into their luggage, or would not be easy to transport home with them. We estimated shipping costs based on approximate size/weight, and ended up covering our costs almost to the penny.

Net gain on silent auction: \$1466.50.

BUDGET AND FINANCES

A contract was written between RRF, HRBO and the University of Minnesota Duluth (NRRI) stating that the University would provide the structure for Julie's position (Conference Coordinator), but that RRF and HRBO would ensure that the University incurred no expenses from the conference. NRRI hired Julie on a temporary basis and opened a deficit spending account for the conference. Julie's wages were paid through NRRI, and reimbursed in full after the conference.

Julie managed this account, and was issued a purchasing card through the university. Very few purchases were made from this account.

Hawk Ridge opened a free checking account dedicated to the conference to keep expenses separate from all other Hawk Ridge expenses. Nearly all purchases were paid out of this checking account.

All credit card income was run through the Hawk Ridge accounts, and the conference reimbursed Hawk Ridge for all credit card fees and expenses.

In the end, the conference showed a profit of \$17,532.72, divided evenly between RRF and HRBO (\$8766.36 to each organization).

Detailed budget is available from Julie O'Connor (joconnor@hawkridge.org) or the current RRF conference chair.

BUDGET SUMMARY

INCOME:			EXPENSES:		
<i>Program Service Fees</i>			<i>Contract Services</i>		
Registration Fees	\$ 39,860.00		Conference Coordinator	\$ 13,192.50	
ECRR Classes	\$ 910.00		Graphic Design	\$ 600.00	
Vendor Fees	\$ 550.00		<i>Subtotal</i>		\$ 13,792.50
Participant meals	\$ 8,206.00				
Dinner Train	\$ 1,425.00		<i>Miscellaneous Fees</i>		
Field Trips	\$ 3,000.00		CC and PayPal fees	\$ 2,007.43	
<i>Subtotal</i>		\$ 53,951.00	<i>Subtotal</i>		\$ 2,007.43
			<i>Facilities/Equipment</i>		
<i>Donations</i>			Climbing Wall, AV, Tables/cha	\$ 270.56	
Sponsorships	\$ 7,000.00		Conference Supplies	\$ 1,535.24	
Auction Proceeds	\$ 1,466.50		<i>Subtotal</i>		\$ 1,805.80
<i>Subtotal</i>		\$ 8,466.50			
			<i>Special Events</i>		
<i>Merchandise Sales</i>			Dinner Train	\$ 1,425.00	
t-shirts	\$ 813.00		Field trips-food, vans, leaders	\$ 2,523.75	
bags	\$ 718.00		ECRR van rentals	\$ 100.00	
books	\$ 405.00		<i>Subtotal</i>		\$ 4,048.75
misc sales	\$ 21.00				
<i>Subtotal</i>		\$ 1,957.00	<i>Meals & Entertainment</i>		
			Participant Meals	\$ 7,297.89	
<i>Other Income</i>			Meeting Breaks	\$ 5,729.95	
Seed money from RRF	\$ 1,500.00		Socials	\$ 5,908.00	
shipping fees	\$ 113.00		<i>Subtotal</i>		\$ 18,935.84
<i>Subtotal</i>		\$ 1,613.00			
			<i>Other Expenses</i>		
			Conference Program, misc	\$ 1,231.28	
Total Income:		\$ 65,987.50	Post conference shipping	\$ 169.15	
			Telephone/Long Distance	\$ 168.00	
			Reimburse Seed money	\$ 1,500.00	
			<i>Subtotal</i>		\$ 3,068.43
			<i>Purchases</i>		
			Merchandise (for sale)	\$ 1,506.90	
			SWAG Products	\$ 1,717.73	
			<i>Subtotal</i>		\$ 3,224.63
			<i>Transportation & Travel</i>		
			Keynote mileage, Julie's trip to Ft. Collins:	\$ 1,571.40	
			<i>Subtotal</i>		\$ 1,571.40
			TOTAL EXPENSES:		48454.78

APPENDIX A

Instructions for building cost-effective poster session display boards:

To buy:

Foam core poster boards

$\frac{1}{2}$ " by $3\frac{1}{2}$ " wooden boards— cut the board ends at an 18-degree angle using a compound miter saw, Board should be 18" long when both bevels are cut.

25 yards of Velcro, 1 25-yd roll of each soft and hooked Velcro.

1. Cut Velcro as follows (soft refers to fuzzy side of Velcro and hook refers to hooked side of Velcro):

Top: 4 soft pieces 2" each

Sides: 2 soft pieces 2" each, then cut them lengthwise to give 4 pieces 2" by $\frac{1}{2}$ "

2 hooked pieces $1\frac{3}{4}$ " each

Bottom: 4 soft pieces $3\frac{1}{2}$ " each

4 hooked pieces $3\frac{1}{2}$ " each



2. and 3. Measure from each edge of inside base to 13" in and place 4 hooked bottom strips at the 13" mark. Stand foam core pieces together with the hooked strips on inside bottom.



4. Measure 5" in from each corner of the top of the poster boards. Place a 2" soft top strip at the 5" mark on both sides. Place these strips lengthwise over the top of both poster boards to hold them together.



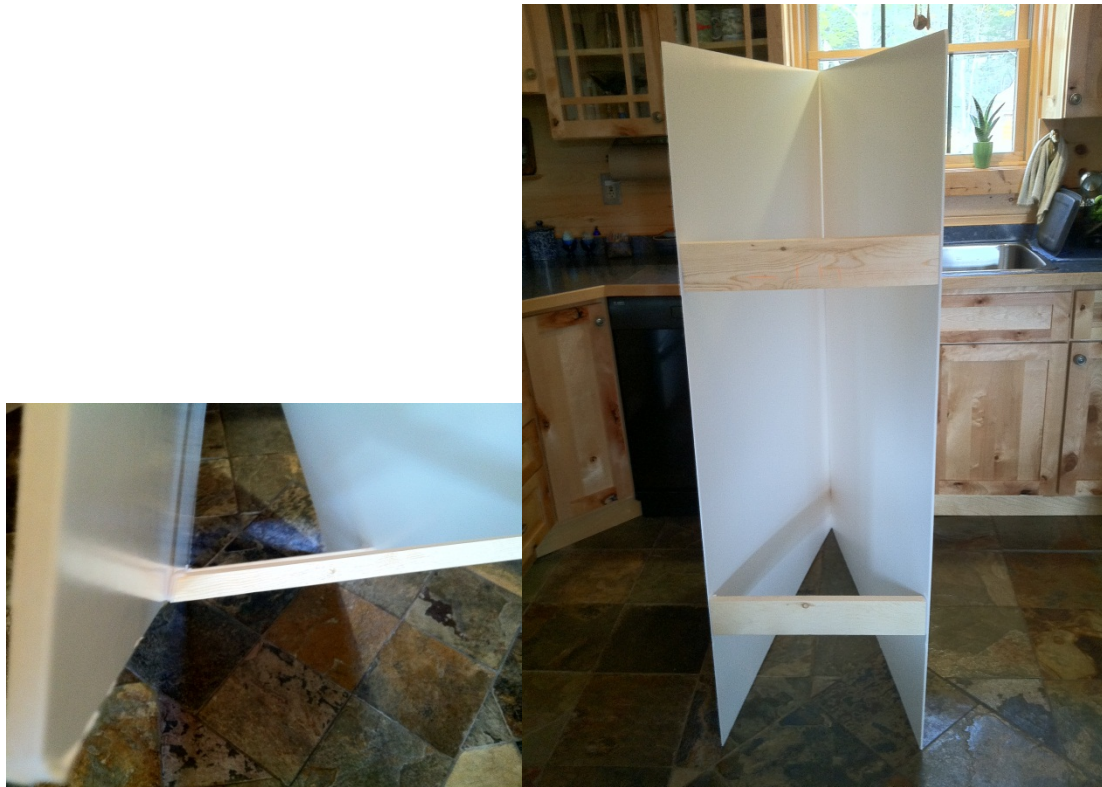
5. Measure 16" from the inside edge of the top soft piece toward the center and place another soft strip to hold the pieces of poster board together. Do the same for the other side. There are now 4 soft pieces holding the top of the poster board together (Lines on photo indicate location of soft Velcro strips).



6. Place 3 soft 1 ½" pieces of hooked Velcro on both angled ends of each base board. Note: when cutting board, make sure there is enough wood to allow for loss of length, and make sure the beveled edges are facing opposite ways on opposite ends of each board.



7. and 8. Place the base boards so the Velcro attaches them to the bottom of the poster board. There should be 2 boards per poster board.



9. For corner edges, place the four 2" by 1/2" strips vertically along the corners.



10. Place the 1" by 1 3/4" hooked pieces lengthwise over the corners.



11. Fully assembled poster board.

