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## 2014 ASPCRO Midyear Board of Directors Meeting ASPCRO Web Conference Committee (AWCC)

On behalf of the AWCC, I submit the following report for the 2014 mid-year board meeting.

On 8-18-13, during the annual conference in Atlanta, Georgia, the AWCC met with hotel sound/equipment support staff to facilitate online access for live webcasting, via our Adobe Connect license. During the meeting, the AWCC experienced many technical issues as hotel staff was unfamiliar with the sound board they provided the AWCC. This resulted in AWCC struggling to determine why sound from the soundboard was not properly working with our equipment. Because equipment was disassembled and set-up each day, the AWCC would have to utilize an entire hour each morning to ensure the equipment was functioning properly. For reasons unknown, there were occasions during the meeting in the equipment would not function properly. With the exception of a few sessions (for which the AWCC did not receive consent from the presenter or due to technical difficulties) each session was successfully broadcasted. The minimum and maximum number of online attendees were 3 and 9 respectively.

On 1-31-14, the AWCC spoke with a representative from Adobe for the purposes of ascertaining whether it was feasible to renew the Adobe Connect license. During the discussion, the representative agreed to reduce the license renewal fee from \$2,125.00 to \$1,900.00. The contract expires on 5-14-14. Storage was discussed with the representative. It was noted that video storage is unlimited.

One of the functions the AWCC performed each evening, during the 2013 annual conference, was email attendees a link to the following day's online session. The attendees would then be required each evening to forward the link to employees "back home" who were unable to attend in person. However, during the 2-3-14 meeting, the AWCC discussed ways to make it less demanding on the attendees. Therefore, the AWCC will simply create one link that will be provided to all attendees. That one link could then be used for the entire conference. This will eliminate the need for attendees to check their email nightly to obtain new link.

On 2-3-14, the AWCC met with the chairman of the Communications Committee. During the meeting, the two parties discussed ways to implement the video of the 2013 annual conference into the ASPCRO website. Within the next two weeks, the video recorded sessions should be added to the website for public viewing.

## **RECOMMENDATIONS TO THE BOARD:**

### **1. Renewal Adobe Connect License:**

The AWCC still believes the Adobe Connect license is a valuable asset for showing potential attendees the benefits of becoming a member of ASPCRO as well as providing others who lack the funds to travel, a means of benefiting from some of the conference. The AWCC still believes that with the right audio/visual equipment, the use of the license is still feasible and recommends that the license should be renewed before the 5-16-14 deadline.

**Recommendation to the board: Consider the renewal of the Adobe Connect license for one additional year at the rate of \$1,900.00 for the 5-16-14 to 5-16-15 license period.**

### **2. Merging with the Communications Committee:**

During our discussions with the chairman of the Communications Committee, it was more than obvious that neither the actions of the AWCC (recording videos to be uploaded to the website, obtaining power point presentations to be posted online, etc...) nor the actions of the Communications Committee (posting the videos and power point presentations, updating the website to accommodate the AWCC, etc...) could be performed without working together. Both sides were in favor of merging the two committees

**Recommendation to the board: Consider the possibility of combining the two committees to address redundancy and to maximize resources.**

### **3. Purchasing sound equipment:**

The events of the 2013 Annual Conference illustrate the challenges that will be faced at future ASPCRO conferences. The cost to ASPCRO for purchasing audio equipment one time is comparable to what ASPCRO pays to rent audio equipment each time. Purchasing sounding equipment would ensure compatibility and (after training) knowledge of how to use the equipment each year and would eliminate the need to rely or hire outside staff.

**Recommendation to the board: To explore the possibility of purchasing audio equipment and providing the board with a cost comparison.**

## **UPCOMING MEETINGS/DISCUSSIONS:**

On 3-14-14, the AWCC and the Communications Committee will be meeting with Linda Johns to begin negotiations with hotel staff for the 2014 Annual Conference.

Respectfully Submitted,

Vince Craig, Chairman  
John Scott, Co-Chair and ASPCRO Vice President