

Contract # 18601

WASHINGTON STATE UNIVERSITY  
CONFERENCE MANAGEMENT

WSU Conference Management (CM)

for

**Northwest Clerks Institute**

with

Washington Municipal Clerks Association (WMCA)

June 2016: BUDGET NUMBER 09G-4359- 2196  
June 2017: BUDGET NUMBER 09G-4359- 2027  
June 2018: BUDGET NUMBER 09G-4359- 2018  
Tacoma, WA

Prepared by

Dana Colwell - WSU Conference Management (CM)

DATE PREPARED: October 1, 2015

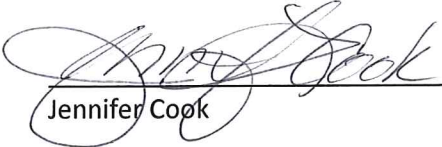
WMCA President  
Business Operations Manager, CM  
Conference Manager, CM

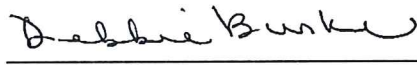
Debbie Burke  
Jennifer Cook  
Dana Colwell


206-248-8248  
509-335-5792  
253-507-8506

**NOTE:** No expense over \$150.00 will be approved or incurred prior to full execution of this agreement by all parties.

This conference agreement between Washington Municipal Clerks Association (WMCA) and Washington State University Conference Management (CM) consists of 4 pages and meets the approval of:

  
Jennifer Cook  
12/1/15  
Date

  
Debbie Burke  
11/30/2015  
Date

  
Dana Colwell  
12/2/15  
Date

## **WSU CONFERENCE MANAGEMENT RESPONSIBILITIES**

### **Committee Facilitation/Program Assistance**

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- Assist in developing the institute format.
- Provide guidance on program format and environment to achieve institute objectives.
- Attend monthly calls with the Institute Director or as needed and directed. As event gets closer, meeting will be bi-weekly.
- Provide adequate staff on site for each check in.
- Handle customer questions related to institute activities.
- Manage on-site registration process. Provide nametags for all attendees, with ribbons for speakers.
- Prepare all on-site hand-out materials.
- Ensure that surveys are included for every session and that a final survey is sent out at the end of the institute.
- Process travel for the Institute Director.

### **Facility Management**

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- As approved by the Institute Director, sign contracts with facility for:
  - Dorm room nights
  - Meeting and dining room facilities
  - Classrooms
  - Receptions
- Assist Institute Director in facility cut off dates for counts.
- Collect banquet meal and Sunday box lunch choices and distribute tickets.

### **Speaker Coordination**

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- Facilitate communications with secured speakers as directed.
- Execute speaker contracts as directed by the Institute Director.
- Make travel arrangements/hotel accommodations for presenters/speakers as directed by the Institute Director.
- Solicit from speakers, handouts, biographies and information to promote the session online and for print manuals.

### **Marketing**

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- Produce, publish and distribute all printed institute materials, including registration brochure, program/agenda, workshop description, speaker bios, attendee list, etc. (Printing of materials will be a line item in the budget and is not covered by the management fee).
- Design institute logo/banner.
- Design and produce institute manuals.
- Work with outside vendors to print materials.
- Prepare certificates.

### **Online Registration Module**

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- Receive and process registrations by mail, fax, phone, or online.
- Registration will include PD1, PD2, PD3, and PD4.
- Registration will include early and late check out for dorms.
- Provide a toll free 800 number for potential participant registration and questions.
- E-mail registration confirmation letters upon receipt of registration.
- Send reminder information to registered attendees as needed.

- Prepare name tags with registrant's name, company name, city, state.
- Respond to letters, telephone calls, and e-mails regarding registration.
- Prepare final roster of registrants with name, address, and affiliation, and dorm room.
- Provide access for the Institute Director to obtain online, up-to-date information regarding registrations.
- Provide collection services up to three months after the event.
- The attendee will have the option to pay with multiple funding sources, i.e. credit card and check in one transaction.

### **Financial Management & Contract Negotiations**

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- Meet with NCI Education Committee to establish an institute budget and timeline.
- Financial reporting and management of registration funds within the budget provided by the institute committee.
- Review and approve final facility bill.
- Provide a detail summary report.
- Review and approve expenses with Institute Director prior to payment.
- Ensure that all payments have a supporting contract and invoice so that you may be ensured that all payment meet strict auditing requirements.
- Final accounting of all revenue and expenses for the event.

### **GENERAL UNDERSTANDINGS**

WMCA authorizes the Institute Director to be the official budget administrator and has the sole authority to commit Northwest Clerks Institute expenditures. Any surplus or deficits resulting from the program after costs have been met will be returned and assumed by WMCA. A surplus may roll over to the next contracted year.

CM will be compensated \$16,000.00 per year to manage the institute and will charge \$8.00 per registered attendee per year per program. CM will also charge an 8% administrative service charge for revenue received by the Northwest Clerks Institute. CM assumes 0% financial responsibility for any surplus or deficits resulting from the program after costs have been met. If the program is cancelled, CM will be reimbursed by the following scale:

Signing - One year prior to start of annual event	50% of management fee + any direct expenses
364 days – 180 days prior to start of annual event	75% of management fee + any direct expenses
180 days – start of annual event	100% of management fee + any direct expenses