

LAFCO

Santa Barbara Local Agency Formation Commission

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February 6, 2014

Local Agency Formation Commission
105 East Anapamu Street
Santa Barbara CA 93101

**Consideration of a Request by CALAFCO for Santa Barbara LAFCO to Host the 2016
CALAFCO Annual Conference – Continued from the November 7, 2013 Meeting**

Dear Members of the Commission

RECOMMENDATION

It is recommended that the Commission support the request by CALAFCO to host the 2016 CALAFCO Annual Conference.

DISCUSSION

Last month I received a call from CALAFCO Executive Director Pamela Miller asking if Santa Barbara LAFCO would be willing to host the 2016 CALAFCO Annual Conference. Ms. Miller's follow-up e-mail is attached. The conference locations are rotated between regions and are held in the Fall. In 2002, Santa Barbara LAFCO hosted the CALAFCO Annual Conference that was held at the Fess Parker Doubletree Hotel.

Since I last hosted a conference as Executive Officer of San Luis Obispo LAFCO, much has changed. CALAFCO now takes a lead role, with the host Committee, in selecting the conference site. CALAFCO works with the Visitors and Conference Bureau to send out Request for Proposals to local hotels. Site visits are made with the CALAFCO Executive Officer and the local LAFCO Executive Officer and a conference site selection is made.

I think this a great opportunity to showcase Santa Barbara County and the region. I would recommend that your Commission strongly consider hosting the 2016 CALAFCO Annual Conference.

Please contact the LAFCO office if you have any questions.

Sincerely,



PAUL HOOD
Executive Officer

Paul Hood

From: Pamela Miller <pmiller@calafco.org>
Sent: Friday, October 25, 2013 1:49 PM
To: Paul Hood
Subject: 2016 CALAFCO Annual Conference
Attachments: CALAFCO_Conference&Workshop_Guide-11-v1.pdf

Hi Paul.

It was great talking with you today and catching up. I appreciate your willingness to consider hosting the 2016 CALAFCO annual conference. Santa Barbara has a lot of offer the membership, and geographically has the right transportation accessibility - train and airport. As you know we work to rotate through the regions the hosting role for both the conference and workshop, and 2016 falls to the Coastal Region. In 2002, the conference was held at the Fess Parker in Santa Barbara, which is a beautiful facility.

Per our conversation, much has changed with respect to Host Committee responsibilities since you last hosted a conference as an Executive Officer, and much of the work has been diversified. I've attached the CALAFCO Conference and Workshop Guide for your reference. While not 100% accurate, it is a great reference of roles and responsibilities for the Host Committee, Program Committee, and CALAFCO staff. To summarize host responsibilities, below is a quick snapshot:

- Host Committee
- Assist CALAFCO ED in final site selection
- Work with CALAFCO ED and within prescribed budget to make attendee gift selection and speaker gift selection
- Plan and execute Mobile Workshop
- Work with CALAFCO ED and within prescribed budget to make all food selections
- Assist CALAFCO staff in the pre-packaging of attendee materials (usually done on site Monday of the conference)
- Work to solicit local and regional sponsorships (note that CALAFCO is responsible for Associate Member sponsorship solicitation)
- Assist CALAFCO staff on site with registration table staffing throughout the conference
- Plan and execute the Wednesday evening Beer & Wine Competition

I think that about covers it. Please do not hesitate to let me know if you have any questions or would like additional information for you and your Commission to consider as you ponder the request.

Thanks again and have a great weekend,

Pamela

Pamela Miller
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