

OCCMA Host Committee - 107th ICMA Conference - Portland, Oregon October 3-6, 2021

Mission:

It is the responsibility of the OCCMA Host Committee to work with the ICMA Annual Conference planning staff to provide an enjoyable and rewarding experience for ICMA members and their families, while attending the ICMA conference in Portland, Oregon October 3-6, 2021.

Purpose:

107th ICMA Host Committee is responsible for working with the ICMA planning staff on the major evening social events, such as the Saturday reception, Sunday welcoming reception and Tuesday evening events. The Host Committee helps with the opening session, inspirational breakfast, field demonstrations, athletic events, tours, partners' activities, and the assistance exchange program. The Host Committee will plan an exhibit for the 106th ICMA Conference, which will be held in Toronto, to promote members and their families coming to the Portland Conference. Furthermore, the Host Committee is responsible for VIP transportation, welcome desks and registration bags for the attendees. All of this is done with the careful oversight of ICMA staffing.

107th ICMA Conference Host Committee- Portland

Membership:

- Appointed by the President of OCCMA for a term that runs through the Portland OCCMA Conference in 2021.
- New appointments can be done prior to the conference by the then current President on an annual basis through 2021.
- Host Committee Membership will include all members who have served on the ICMA Conference Planning Committee from 2015 through the 2021 conference.

Responsibilities:

- Coordinate all local host responsibilities for the 107th ICMA Conference which will be held in Portland, Oregon on October 3-6, 2021.
- Provide direction and receive regular reports from subcommittees established.
- Confirm the appointment by the co-chairs of chairs and members for other subcommittees.
 - Committee members are encouraged to attend the special meeting which is held each year at the ICMA Conference for Future Conference Host Committees.
 - Host Committee members will staff the Host Committee booth in Toronto on September 27-30, 2020.
 - the Host Committee co-chairs will introduce a 5-minute promotional video supplied by the CVB at the ICMA Conference in Toronto at the closing session on Saturday, September 30, 2020.
 - ICMA staff will meet with the Host Committee in October 2020 to review hosting plans for the 2021 conference to hear all subcommittee reports.

- Host Committee will name a Host Committee Liaison to ICMA staff, one year from the conference date..
- November 2020 ICMA staff will meet a second time with the Host Committee.
- November 2020 Host Committee members will be invited to participate in the ICMA Planning Committee which will be held in Portland and will make a presentation on the social program.
- Host Committee will host the Planning Committee with a reception and/or dinner in November 2020.
- ICMA prepares the conference program in March, 2021.
- June 2021 ICMA staff will work with the Host Committee, including reports from all of the subcommittees responsible for the conference to finalize the conference agenda.

Meeting Schedule:

- The Host Committee will meet at the N.W. Regional Managers' Meeting and the summer OCCMA Conference in 2018 and 2019. The Host Committee will meet quarterly in 2020, and as needed in 2021.

Officers:

- There shall be two co-chairs appointed by the OCCMA President with the terms running through 2021.
- A recorder shall be designated by the co-chairs to keep a record of all Host Committee meetings.

Executive Coordinating Committee

Membership:

-- Members of the Executive Committee will be the co-chairs of the committee, President of OCCMA and two other association members appointed by the co-chairs and confirmed by the Host Committee.

Responsibilities:

-- The Executive Coordinating Committee will handle business in between meetings of the full conference host committee. A report will be made at the next fall Host Conference Committee, as to any actions taken by the Executive Coordinating Committee since last meeting. The liaison to ICMA staff will also participate in any Executive Coordinating meetings, once selected.

Meeting Schedule:

-- Executive Coordinating Committee will be established in 2018 and will meet as needed.

Officers:

-- Officers will be the co-chairs for the Executive Coordinating Committee.

Fundraising Subcommittee

Membership:

-- It is recommended that the Fundraising Committee have five to seven members appointed by the co-chairs and confirmed by the Host Committee.

Purpose:

-- Pursue funding for the 2021 ICMA conference - coordinate with the ICMA Strategic Partner Program staff to assure that the donors for the Host Committee are acceptable to ICMA since ICMA has the number of specific contracts with certain donors for the conference itself.

-- Evaluate and recommend to the Host Committee the need to hire a fundraising company to assist in the solicitation of the contributions for the conference (be sure to exclude any commitments obtained previously by OCCMA.)

Meeting Schedule:

-- The fundraising should begin meeting in 2018 to work with groups such as the Washington City Managers' Association, LOC and other potential supporters who may need to set aside funds over a series of years to fund their commitment to this event.

-- It may be important to initiate conversations with potential other donors in advance of the conference year in order to understand budget schedules and financing opportunities in advance of the conference year. It has been noted, however, and that many contributions will not be made until the actual convention year and in some cases personnel may change.

Officers:

--A Chair shall be appointed by the co-chairs of the fundraising committee subject to the confirmation of the Host Committee.

Major Evening Social Events Subcommittee

Membership:

-- Five to nine members suggested, appointed by the co-chairs and confirmed by the Host Committee.

Responsibilities:

-- Provide recommendations for venues. Consider subsidizing the costs of the events. Working with ICMA staff and the designated management company (DMC) to make final decisions on the programs which will be offered for the following events:

- 1.) The Saturday Reception.
- 2.) The Sunday Welcoming Reception.
- 3.) The Tuesday Evening Events.

-- Plan the Saturday reception, plan the Sunday welcoming reception, plan the Tuesday events, typically one to three events.

-- Meet with the ICMA staff 1.5-2 years before the conference to interview and hire a local Destination Management Company (DMC.)

-- October 2020, the major evening social events committee will meet with ICMA staff to discuss perspective social event venues selected by the DMC.

-- The committee will present recommendations to the Host Committee on various venues for the Host Committee to review and recommend to ICMA.

Meeting Schedule:

-- The subcommittee should be established in 2019 in order to begin exploring options and to be available to participate in the interview of the DMC.

Officers:

-- The co-chairs shall appoint a chair for the committee subject for the Major Evening Social subcommittee, subject to confirmation by the Host Committee.

The Voluntary Coordination/Support Services Subcommittee

Membership:

--Seven to eleven members suggested, appointed by the co-chairs and confirmed by the Host Committee.

Responsibilities:

- Arrange for VIP transportation for the 2021 conference.
- Arrange for volunteers to man desks at the airport and in the lobby of conference hotels during peak arrival times and a host desk near the registration area to answer questions during registration hours, which spans five days.
- Volunteers need to be familiar with those events that are sponsored by the Host Committee, field demonstrations and sports events.
- Host Committees usually purchase identifiable attire for volunteers during the conference.
- Volunteer Subcommittee is responsible for recommending the design of the conference bag, as well as the items which will be placed in the bag. This includes, restaurant guide, low-cost items from local companies and finally volunteers will be needed to stuff the bags for registration.

Meeting Schedule:

-- The subcommittee should be appointed in 2020. Members should participate in ICMA briefings in October 2020 for the needs and processes for recruiting volunteers. The subcommittee will then recruit volunteers in 2021 for the various needs which are identified for the conference. The Volunteer Subcommittee will be active right up and through the ICMA conference.

Officers:

-- The co-chairs shall appoint a vice- chair for the committee for the Volunteer Subcommittee, subject to confirmation by the Host Committee.

The Partners Program Subcommittee

Membership:

--Three to seven members suggested, appointed by the co-chairs and confirmed by the Host Committee.

Responsibilities:

-- ICMA provides separate partners programs on Monday and Tuesday of the conference. The subcommittee members may wish to assist the executive board partners in greeting those that attend.

-- The subcommittee may want to identify a service project that the partners can participate in during the conference. The subcommittee will be responsible for arranging any transportation for this program, as well. The subcommittee will report to the Host Committee their recommendations.

Meeting Schedule:

-- The subcommittee should be appointed in 2020 with recommendations coming back and be prepared to give a report in the fall of 2020 to the ICMA staff.

Officers:

-- The co-chairs shall appoint a chair for the committee for the Partners Program Subcommittee, subject to confirmation by the Host Committee.

Inspirational Breakfast Subcommittee

Membership:

-- Three to five members suggested appointed by the co-chairs and confirmed by the Host Committee.

Responsibilities:

-- Inspirational breakfast is usually held Monday morning and attracts 150-350 attendees. The committee is responsible for arranging for a speaker and music. The event also usually includes an invocation. Committee provides reports and recommendations to the Host Committee in October 2020.

Meeting Schedule:

-- The subcommittee should be appointed in 2019 and have recommendations to prepare in October 2020 for the ICMA Planning Committee, with preliminary program copy due by early March 2021.

Officers:

-- The co-chairs shall appoint a chair for the committee subject to confirmation by the Host Committee.

Athletic Events Subcommittee

Membership:

--Three to five members suggested, appointed by the co-chairs and confirmed by the Host Committee.

Responsibilities:

-- The athletic events usually include golf, a 5k run/walk with other occasional activities, including tennis, bowling events, as well as daily yoga.

-- The committee is responsible for overseeing the events, contacting pros as needed and arranging for refreshments, t-shirts and awards.

-- Tickets are presold by ICMA to cover fees, refreshments, transportation, trophies and usually t-shirts. Some level of Host Committee subsidy may be required. Attendance varies from 25-150 per event.

Meeting Schedule:

-- The subcommittee should be appointed in 2020 by the co-chairs, subject to confirmation by the Host Committee. Preliminary reports will be due in October 2020. The subcommittee will make recommendations to the Host Committee.

Officers:

-- The co-chairs shall appoint a chair for the committee subject for the Athletic Events Subcommittee, subject to confirmation by the Host Committee.

Assistance Exchange Program Subcommittee

Membership:

--Three to seven members suggested, appointed by the co-chairs and confirmed by the Host Committee.

Responsibilities:

-- The Assistance Exchange Program occurs on the Friday before the conference. The Assistance Exchange offers early career professionals an opportunity to spend the day visiting a local government, in the vicinity of the conference site.

-- Subcommittee is responsible for organizing host communities, fielding applications from participants (usually 10-15) and matching host communities with participants. An informal gathering of all participants will take place on Friday evening.

-- Host communities are asked to arrange transportation to and from the conference site and supply participants with lunch.

-- The subcommittee reports their recommendations to the Host Committee.

Meeting Schedule:

-- The subcommittee should be appointed in 2020 in order to identify possible communities for the Assistance Exchange program for a report to be given by Host Committee in October 2020 to the ICMA staff.

Officers:

-- The co-chairs shall appoint a chair for the committee subject to confirmation by the Host Committee.

Field Demonstration Subcommittee

Membership:

- Five to nine members suggested, appointed by the co-chairs.

Responsibilities:

- Identify five to seven potential field demo sites for ICMA staff to visit and together with the committee, narrow three to five demos on the basis of interest and cost.
- Work with local governments chosen for the demonstrations to prepare presentations, make logistical arrangements and identifying any associated costs for the demonstration.
- ICMA arranges for transportation costs which is recovered by a modest fee.
- Report recommendations to the Host Committee.

Meeting Schedule:

- The subcommittee should be appointed in 2020 with preliminary recommendations due in October 2020.

Officers:

- The co-chairs shall appoint a chair for the committee subject for the Field Demonstration Subcommittee, subject to confirmation by the Host Committee.

Tour Subcommittee

Membership:

--Three to seven members suggested, appointed by the co-chairs and confirmed by the Host Committee.

Responsibilities:

-- The subcommittee is to identify possible tours for the four days of the conference, and if appropriate, pre and post conference tours, as well. The subcommittee will present ideas to the Host Committee and will then work with ICMA staff and the local DMC to make final decisions on the tours which will be offered.

-- The subcommittee will report to the Host Committee.

Meeting Schedule:

-- The subcommittee should be appointed in 2020 with a report being forwarded to the committee for the conference planning committee in November 2020.

Officers:

-- The co-chairs shall appoint a chair for the committee for the Tours Subcommittee, subject to confirmation by the Host Committee.

The Promotional Activities / Toronto 2020 Booth Subcommittee

Membership:

--Three to seven members suggested, appointed by the co-chairs and confirmed by the Host Committee.

Responsibilities:

-- Procuring a 5-minute promotional video. This is normally provided by the Convention and Visitor's Bureau for the Toronto conference.

-- Scheduling OCCMA members attending the 2020 Toronto ICMA Conference to man the desk for the upcoming Portland conference.

Meeting Schedule:

-- The Promotion/Host Committee will need to have their work completed in advance of the Toronto conference, September 27-30, 2020. The subcommittee reports to the Host Committee should be appointed in 2020, for any activities related to the Toronto conference. The subcommittee may suggest other promotional activity to promote attendance at the Portland conference during the course of 2021.

Officers:

-- The chair shall be appointed by the co-chairs for the committee for the Promotional Activities / Toronto 2020 Booth Subcommittee, subject to confirmation by the Host Committee.

Other Issues

Two significant issues which need to be addressed as part of this overall process:

- 1.) I believe that we need to work out an agreement with the OCCMA Board of Directors as to how we will be proceeding with these efforts moving forward; particularly how it relates to financial matters and financial commitments on behalf of the association.
- 2.) Our association is not a non-profit organization. There may be some benefit of partnering with the League of Oregon Cities Foundation for any contributions. That would benefit contributors who require a tax-exempt organization.
- 3.) We may want to negotiate some sort of agreement with the League of Oregon Cities for additional administrative support through this effort.
- 4.) Washington State had significant issues with their members not following through with commitments that they made. I believe that by formalizing the process, we may be able to better track what is going on or not going on in the planning process.
- 5.) Washington had the advantage of using the assistant to the city manager of Bainbridge Island for 25% of her time, a year out of her conference and working 55 hours a week from June up until the conference time. This is a huge imposition on an organization who supplies the personnel. The association may want to consider hiring an individual (perhaps a recently retired manager or an

individual that would be able to commit that year to the conference) in order to meet these requirements.

If we are successful in getting solid participation from our various subcommittees, it may reduce the time commitments for the ICMA liaison person.