



ARIZONA BUILDING OFFICIALS
2017 Education Committee Meeting
August 8th, at 8:30 A.M.

LOCATION: League of Arizona Cities and Towns

GENERAL COMMITTEE BUSINESS

1. Intro and welcome
2. Fall Institute 2017 – Apache Junction - Az. Golf Resort Oct 23rd – 27th
 - a. Fall Facility Update (Cindy)
 - b. On site visit (Mike)
 - c. Fall Brochure (Cheryl/Terri)
 - d. Additional Items
3. Spring Institute 2018 - Prescott – Prescott Resort May
 - a. Spring Facility Update (Cindy)
 - b. Discussion of new classes (All)
 - c. Timeline for publishing Spring Brochure. (All)
4. Equipment
 - a. Equipment set up training in September (Dale/Mike)
 - b. Speaker/microphone for people calling in to meetings. (Cindy)
 - c. Additional items
5. Promotion
 - a. Promotional items – folding pamphlets for distribution at local / national events.
 - b. AZBO Institute Swag – Contact vendors for shirts, hats, hoodies....etc (Mike)
 - c. Sponsors / Vendors form. (Cindy)
 - d. Sponsor/vendor recognition, Thank You Letter....etc. (All)
6. Registrar
 - a. Registration system – InWebsol Registration Update (Mike/Terri)
 - b. Current/future needs
7. General Discussion
 - a. Committee timeline for institute planning (Mike)
 - b. Sub-committees (education, facilities, promotions, equipment)
 - c. Good of the Cause.

Next meeting

Proposed September 12th

& Adjourn