


**SAN FRANCISCO ESTUARY INSTITUTE**

4911 Central Avenue, Richmond, CA 94804 • p 510-746-7334 • f 510-746-7300

[www.sfei.org](http://www.sfei.org)

 January 21<sup>st</sup>, 2014

To: Steering Committee  
 From: Meg Sedlak and Jay Davis

**Re: Annual Meeting – Venue and Date**

We need to select a date and venue for our Annual Meeting. Regarding dates, WEFTECH Annual Meeting is September 27<sup>th</sup>- October 1. The WSPA retreat is typically the first week of October. CASQA meeting is September 15-17, 2014.

We typically have had approximately 170 attendees at the Annual Meetings with the highest number in 2007 (219 attendees). Below I have presented the attendance, venue, and cost for the last several years. In addition to the venues below, the RMP held the 2013 Mercury Symposium at Cal DPH in Richmond which seats 212. We can get the building at no charge; however, it may be hard for us to bring in an outside caterer. In which case, we can either have lunch at the employee cafeteria or at nearby restaurants. The facility is not near BART (but there is a shuttle bus). In addition, all attendees need to go through security.

Year	Venue	Capacity	Attendees	Cost <lookup>
2013	Oakland Marriott	1,000+++	100+	\$15,000 (room and caterer)
2012	David Brower Center	180	140	\$3,000 (room) plus \$6,000 (caterer)
2011	Oakland Marriott	300+++	160	\$15,000 (room and caterer)
2010	Oakland Museum	270	161	\$3,000 (room) plus \$7,500 (caterer)
2009	Scottish Rite	300+++	176	\$2,000 (room) plus \$9,000 (caterer)
2008	Oakland Museum	270	204	\$2,500 (room) plus \$8,000 (caterer)
2007	Oakland Museum	270	219	Same