



July 30<sup>th</sup>, 2012

To: Steering Committee  
From: Meg Sedlak and Jay Davis

**Re: 2013 RMP Annual Meeting**

In 2013, the RMP has an opportunity to collaborate with the San Francisco Estuary Partnership (SFEP) to host the RMP Annual Meeting. SFEP hosts the State of the Estuary (SoE) meeting every other year, typically at the downtown Oakland Marriot. (The site of the 2011 RMP Annual Meeting.) Staff from SFEP have approached us to ask whether we would be interested in joining efforts. For the RMP, this may mean some cost savings as well as enhanced exposure. In addition, both the RMP and SFEP typically hold their meetings in October and, in prior years, have had similar topics and similar speakers. Combining the meetings will reduce redundancy.

In discussing this with SFEP, it appears we have three possible options.

Option 1 – Add the RMP Annual Meeting as a Concurrent Session to the existing Two-Day SoE

Under this scenario, we could reduce SFEI staff time associated with the RMP Annual Meeting as we would not be responsible for graphics, meeting materials, IT staff, registration, or logistical coordination. We estimate that we could reduce our existing labor effort by approximately half (from \$20,000 to approximately \$10,000). There may be some savings on the facility/caterer cost of \$15,000. SFEP is currently investigating this scenario.

Next year's RMP theme is Chemicals of Emerging Concern and it is likely that this will generate a fair amount of interest within the Bay Area community. We would coordinate our press communication with SoE to make more of an impact and it is likely we would increase our exposure by being part of a larger two-day meeting. Lastly, the meeting would offer a two for one opportunity for RMP stakeholders to participate in both SoE and the Annual Meeting over a two-day period.

Option 2 – Add a Third day to the existing Two-day SoE Meeting

This scenario would result in little to no savings as the RMP would bear the cost of renting the facility and catering. Last year, the room rental and catering was approximately \$15,000. It is unlikely that we would save much SFEI staff time as we would need to provide personnel to

prepare the meeting materials (agenda, name tags, etc.), on-site registration, graphics (Save-the-Date cards, etc.) and coordination with Marriott staff.

### Option 3 – Maintain Status Quo

Under this scenario, the RMP would continue to host the RMP Annual Meeting independent of the SoE. On the pro side, we would have greater flexibility in venue, schedule, and cost. On the con side, we may be competing with SoE for speakers and attendees, would likely make less of an impact, and would have no opportunities for savings.

RMP staff recommends Option 1 for the RMP Annual Meeting in 2013 and that we work with SFEP staff to integrate our theme into the existing SoE meeting.