

DRAFT

Minutes of the 2020 First There First Care Conference – June 8-12, 2020

Meeting Date: 11/1/2019

Call to Order/Self Introductions:

Meeting called to order and introductions at ASK Alison

Members attending via phone: Jason Clarke, Julie Downey, John Penick, Cheryl Rashkin (retired), Kristen Sands, Ty Vassil

Attendees:

Bruce Caruso	bruce_caruso@sheriff.org
James Cecil	jamescecil@comcast.net
Tony Chin	joseph.chin@tamarac.org
Johana Cinque	jcinque@coralsprings.org
Vince Cinque	vincent_cinque@sheriff.org
Jason Clarke	jclarke@lauderhill-fl.gov
Don DiPetrillo	donalddipetrillo@semtribe.com
Julie Downey	Julie_downey@davie-fl.gov
Todd Draizin	todd_draizin@sheriff.org
Jaime Greene	jaime.greene@henryschein.com
Joel Gordon	jgordon@psd.plantation.org
Jessica Holmes	jholmes@browardhealth.org
Lori Justynski	lori.justynski@holy-cross.com
Kelly Keys	kkeys@browardhealth.org
McGrath, Bill	bmcgrath@nlauderdale.org
Wayland Morrison	wmmorrison@browardhealth.org
John Penick	
Candace Pineda	canpineda@mhs.net
Cheryl Rashkin	crashkin@aol.com
Jami Rothenburg	jrothenburg@browardhealth.org
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Marc Vermont	marc.vermont@oaklandparkfl.org
Luis Villar	lvillar@margatefl.com
Charles Wohlitka	cwohlita@gmail.com
Alison Zerbe	azerbe@broward.org
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McMahon, Colleen	rescuegirl@aol.com
McMahon, Jeff	hlywdjeff@aol.com

Approval of Minutes from: 9/25/2019

PASSED Unanimously

Treasures/Budget Report: Chief Turpel

- FCAB fronting \$50,000.00 for Deposit
- EMS Council recommends \$56,412.00 grant monies

MOU – Legal Description between Fire Chiefs and Eagles: First There First Care: Gathering of Eagles

MOTION to vote on ranking conference themes from the last meeting and one addition, Gathering of Eagles: A Vision of EMS.

Motion by: Kelly Keys

Second: Chief Vince Cinque

PASSED (2 Opposed)

Old Business: Themes voting For

2020 Leading with Vision (5 voted for)

2020 All eyes on patient care (2 vote for)

2020 Vision for the future (16 vote for)

2020 An Eagles Eye (0 vote for)

2020 Vision of EMS (4 vote for)

Vote was made and 2020 Vision for the future had the most votes.

Discussion

Johana Cinque thinks there should be EMS in theme title and Chief Marc Vermont concurred. A 2020 Vision of EMS very close to that. EMS encompasses the nurses.

(In the Logo: First There First Care *Conference*)

Marc Vermont asked to re-vote. Alison Zerbe said if we make motion to take another vote out and then re-vote.

Joel Gordon said that they were not just discussing the theme for the conference but discussing the overall image of program. He believes they are changing their entire complexion. Chief Caruso said they were not losing their identity by the theme; they have the first three days of the conference for First There First Care and then the Eagles are Thursday and Friday. He said that this is a huge leap for FTFC.

Jaime Greene said that when he has mentioned First There First Care, people recognize FTFC. Vince Cinque said that the title is not going to change, but the tag line will change from year to year.

Chief Caruso said that they have added a theme:

First There First Care: Gathering of Eagles: A 2020 Vision of EMS (2 opposed)

Chief Villar is bringing back to the floor for a vote on all of them.

MOTION to throw out the previous theme vote.

Motion by: Chief Luis Villar

Second: Chief Vermont

PASSED (1 Opposed)

MOTION for the theme First There First Care – Gathering of Eagles: A 2020 Vision of EMS.

Motion by: Chief DiPetrillo

Second: Chief V. Cinque

No Discussion

PASSED: (1 Opposed)

The theme is: First There First Care – Gathering of Eagles: A 2020 Vision of EMS

Sub-Committee Reports

- **Event Coordinator** – Johana Cinque
Emailed documents for review.

In meeting with the Speakers Committee and Vendor Committee they have an overview of what conference should look like and space being allocated for the events. For ALS course space can be subdivided.

MONDAY

Resuscitation Academy, ALS Preliminaries, Nursing Competition, also CEN 2-day course.

Point of Order - Kelly Keys wants to go on record that the conference will actually be at the Hard Rock. Chief Caruso said that they will be at Hard Rock. (Although, Fire Chiefs' and Eagles are discussing two points but he doesn't believe it's anything critical that's going to break it.)

TUESDAY

ALS Finals, Vendors set-up around 10 am, Fire Chiefs luncheon and meeting, second day CEN, 8 topics – from which attendees choose.

Eagles have their own meeting to get agenda ready for 2-day conference. Seminole ballroom is the current/temporary Hard Rock Live. This can be divided up possibly for sequester.

Discussed to change format and not do a lecture hall scenario. (Because Eagles doing a 2-day lecture why would we have another lecture day.) Would still create

Mini-Sessions, now called Breakout Sessions, would rollover onto Wednesday, also.

Chief Vassil there is a recommendation from Speakers Committee. They came to consensus. He likes the Breakout Session but some of his concerns is the distance to the Vendor area. Since they have such a great relations with the vendors...if really far away they should be considered.

Chief Cinque said that you can't keep people out of the Vendor area. People walk out of meetings to go to the Vendor area. They will find the Vendor area. Fire chiefs luncheon and meeting is right across hall from Vendor area.

Johana Cinque said Tuesday they would open up

- Registration at 7:00-8:00 a.m.
- 1½ hour sessions; a 3-hour session would take up all morning (rough idea).
- 2:30-3:00 p.m. an afternoon break – food and beverage in Vendor area.
- 5:00 p.m. for the cocktail hour to bring people into Vendor area/2-hour of Vendor activity
- End of day announce ALS and Nursing winners

Chief Turpel thinks that 1½ per session is too long; 45 minutes to 1 hour. He said this is not regular training it is a major conference. He later said his point was moot and he was worried more about the Vendors. Candace Pineda said that Tuesday is the ALS finals and the majority of the people want to watch. It's intentional for the Vendors to start later so they are here all the way through Thursday.

Joel Gordon said to reach out to the Speakers Committee and have them make a recommendation on how much time they need, inclusive of Q&A. Come back with a recommendation. Cheryl concurs with Joel Gordon. Chief Vassil says it's better to give them direction than to reach out and ask them personally how much time they need. Some session could be 1½ hours but can dial down didactic sessions. Chief Vassil will reach out and get a feel for it.

Chief Caruso said this is a very good first draft that the Speakers and Sponsors committees have been working on.

Chief Caruso said the Speakers Committee along with the Event Coordinator is looking for direction. They are giving drafts, taking suggestions and will bring back things more solidified.

WEDNESDAY

Johana Cinque said this is a huge change that they are proposing:

- Registration 7:00 to 8:00 a.m.
- Everyone gather in the General Session area for Opening Ceremony and Keynote Speaker
- At 10:00 a.m. will start Breakout Session, again

- You would have Breakout Sessions, members area, EMS, and Eagles meeting happening in the morning.

Chief Caruso for the conference they have a number of on-duty units coming and he would like to take advantage of the little flexibility at that Opening Ceremony start time. Chief Caruso said that by 9:00 a.m. most of the people will be there and that's when the Keynote Speaker begins.

Chief Vassil asked if they wanted to have eight topics and also change it to a 9:00 am start. Chief Caruso said 9:00 a.m. would really put them behind.

Chief Villar said that this year was more of a fact-finding and trial. It is set up more on national conference lines. Give a little latitude. Kelly Keys wanted to recognize Johana Cinque for doing all of this. She said that they will take it back and work it and bring it back to next meeting.

Cheryl Rashkin wanted to know if they were going to have a closing on Wednesday afternoon for the EMS and Nursing section of the conference. Johana Cinque said there is going to be an award ceremony and you can invite everybody and do a closing there. Cheryl Rashkin said that sounded good but needed to include that.

There was a discussion on having enough choices for training with 200-300 people. If people go both days can go to seven out of eight topics with hands on training.

Chief Turpel said to keep start time at 8:00 a.m. but it never really starts on time.

THURSDAY/FRIDAY

- Eagles session
- 10-15 minute mini-lectures; about 80 lectures in two days; all in one area
- Based on \$56,000.00 they are valuing the conference at \$225.00 per attendee (for both days)
- Based on population/this number they only have 250 free spots to give away based on \$225.00 per attendees for both days. Above 250 spots the agencies and hospitals are going to have to start paying.
- Also, this 250 spots have to be divided among the 16 hospital and that give each agency less spots.
- Talk about giving a hospital a fixed amount of spots
- Chief Turpel said it was already written in the grant 10 spots for each EMS Department and five for each hospital; Johana Cinque said the agencies and hospitals have to pay the difference per attendee
- Past event had the most hospital participants on the main day; approximately 130 nurses and doctors on the main day; very few had to pay because they were all with the five free spots or sponsorship
- Johana Cinque said that the thinking behind what the committee presented was to value our conference and have an actual money associated with their side of the conference

- There are 19 agencies plus private = 20 and 16 hospitals @ 5 spots each (80 spots for hospitals)
- Chief Wohlitka said traditionally there are agencies that don't send anyone so those are vacant seats
- This was to validate the grant, but Chief Caruso is not going to open up the grant because it took enough to get it to where it was
- Joel Gordon said why don't they set a deadline on registration so the agencies that don't use their seats can donate them back to a pool to be used for those agencies that don't have enough. Chief Caruso said they were doing to lean on Registration to do that. Chief McGrath said that on the main day people were just walking in and they didn't get a true count of where they came from. The Registration process has to be really tight.
- Candace Pineda said if every they audit this conference they may want an invoice per attendee. Alison Zerbe said it has to be the amount everyone else is paying.
- Chief Turpel said that the Grant specified hospitals would get 5 spots (80) but did not indicate a number of spots per EMS providers.
- Johana Cinque said that to cut costs and keep people accountable is they have to Register/check in. The Vendor Committee recommended that instead of sitting down lunch, they provide them with a gift card to eat anywhere in the Hard Rock. \$60 for sit down lunch versus a \$20 gift card for lunch.\

MOTION was made to look into gift cards for lunch.

Motion by: Johana Cinque

Seconded: Chief McGrath

PASSED: Unanimously

- Johana Cinque had a proposed pay schedule for the conference. A breakdown of both Eagles and FTFC. Also, what charging outside people. Costs \$100 value of the seat and what it costs to put on that class.
 - Not offering early Registration discounts.
 - Kelly Keys brought the CEN plus day two that was a discussion she had with them because the CEN is Monday and Tuesday. She is trying to draw additional nurses to attend at least one of the days. Kelly Keys is going to the Coalition Board of Directors and try to get them to pay for that and day three, as well. So that class is completely covered by the Coalition.
 - Chief DiPetrillo suggested that this be the early Registration dollars and anything after a certain date it increases. They heavily discount things to get to this point. A cutoff point then possibly 10 percent increase. The room rates will increase after a certain number of guaranteed rates.
- **Hard Rock Venue** – Chief DiPetrillo
 - Collapse you saw in New Orleans has nothing to do with the Hard Rock; it was a private contractor. Hard Rock hotel is built like a tank. Chief DiPetrillo gave an overview of the hotel. Venue is brand new and twice size it used to be. Open area called the Bora Bora, Oasis on the east side. Tower on left which is high roller area. Suites on left side. The tower itself

is 450 feet tall, TV screen which projects videos. Special effects built into building. On right side there's nightclubs, shopping, spa, and everything else. Conference area in back is 2½ times the size they had. Property is 1½ billion dollars. 1200 rooms. If you want to be in Guitar Tower is extra charge. He is still negotiating the standard rate for the conference. They can have any kind of setup in the back room. He offered a tour to anyone interested.

- Chief Caruso said that November/December they will have meeting at Hard Rock to do walk-through.

- **Registration – Johana Cinque**
They received a 3 quote from Britney Myers. Chief Caruso said that her fee is \$12,875 to manage the Registration website, create it and interface with all of the Vendors/Sponsors/Exhibitors/Attendees and handle anything that comes up under Registration. With the C-Vent fee included the price for Registration would actually be \$20,000.
 - Johana Cinque in reading what Britney is proposing it's pretty much the function of everyone on the committee. In Johana Cinque's opinion it looks like she wants to take over/control over the conference. She thinks it's a mistake to turn over the authority and power to someone not on the committee. Registration is a huge deal.
 - Chief Caruso said she will be part of the committee; he will require she or a representative be on the phone for all meetings.
 - Jaime Greene said she pulled five resuscitation academies throughout Florida in three weeks. Kelly Keys asked how many attendees. Jaime said it was about 200-300 for all five.
 - Chief Caruso doesn't think this decision can be made by this committee. They have never had a designated Registration person to manage, but, Chief Draizin was very instrumental in the past. Chief Caruso believes there's too much at stake because you're bringing the Eagles and FTFC together on this. Chief Caruso thinks this would be a huge undertaking. A few disagreed with Chief Caruso and he said to bring a Motion.
 - Kelly Keys respectfully disagreed with Chief Caruso's comment that this should not be made by this committee. She believes the committee is the decision maker. She believes there are options and that Britney isn't the only one to offer this. She said they could go to C-Vent directly and not have to pay her fee. She thinks we should look at all the options.

MOTION to Table this discussion because there is not enough information.

Motion by: Chief Villar

Second: Jaime Greene

PASSED unanimously.

- Chief Caruso's opinion only on Registration that the committee should not make the decision. It's Registration only.
- Candace Pineda thinks what has happened is there is need for computer software that C-Vent might have the right software to really get a handle on numbers and Registration.

- Chief Turpel said with C-Vent it would cost \$9,432.00 to utilize their software.
- Johana Cinque said that everything Britney Myers offers is thing the committee already performs. In addition to offering those functions she comes with the C-Vent platform. Vince Cinque has been the person negotiating with C-Vent, directly and has been able to bring down the per person registrant cost to \$5.36/per. It is a very close number to what Britney Myers is offering them.
- She agreed with Candace Pineda in that if they had the technology behind the Registration they wouldn't need someone to do that work. Johana Cinque said we have Chief Draizin who is very technologically savvy to run it.
- With C-Vent the estimated cost would be \$9,432 and \$3,400 if they want an app.
- If the committee is taking it on they are taking it on for both FTFC and the Eagles.
- Chief Turpel thinks we should have a recommendation that they take back to both the Fire Chiefs and the Eagles.
- Candace Pineda recommended they invest in C-Vent, FTFC Committee manages first three days of conference and let Britney Myers manage Thursday and Friday. They then could see how she's does and if they should hire for next year.
- Chief Cinque said that a lot of things provided in the quote are provided by C-Vent. The technology will solve much of Registration concerns. The unknown with the Eagles is not addressed in Britney Myers' quote. Last year woman that ran that event last year worked for University of Texas. Better to bring rep from UT out here this transition year. Chief Cinque said if Chief Turpel volunteers him, he will be the one to get this together.
- Johana Cinque said Eagles wants someone to arrange their travel, as they had in the past. She believes these quotes are a way to take care of the Eagles. Chief Draizin said that travel management is in the \$35,000 quote not \$12,875 quote.
- Chief DiPetrillo thinks they should table this. He thinks they should resolve this at Executive Board level.
- Johana Cinque if Britney Myers can just quote as handling travel through FTFC's C-Vent. That cost wouldn't be \$20,000 and she can still handle doctors travel. C-Vent should happen anyway. Chief Turpel said that he'd much rather see FTFC handles it.

- **Marketing/Social Media:** Theresa Curbelos
 - Theresa not present – No report for Marketing.

- **PIO** – Joel Gordon
 - Want to run advertising in *Fire Service Today* and *First Responder*.
 - Want to run ads three times between now and the conference date.
 - Submitted to committee a draft proposal of what the ad would look like; similar to "Save the Date" with a few distinctions; included the guitar in background.
 - He asked now that they change their name and identity, do they have to change the reference on the ads and change the logo? The logo no

longer represents who they are. Because of deadline they have to make decision now.

- Kelly Keys thinks they can keep their identity but “Save the Date” could be June 8-10 and Gathering of Eagles 11-12. Chief Caruso said that it still means new “Save the Date”. Still have a lot of “Save the Date”.

MOTION that they go ahead and submit advertising to *Fire Service Today* and *First Responder* at the three-time rates between now and the conference dates.

Motion by: Chief Joel Gordon

Second: Chief Charles Wohlitka

Discussion:

- Chief Caruso said the cost he had was \$7200 for half page and \$5,000 for quarter-page, for six months (3x rate).
- Johana Cinque wanted to know if they were deciding \$5,000 for *Fire Service Today (Florida)* or \$7,200 for *First Responder (national)*. Chief Gordon said both as a package. \$12,200 advertising.
- Chief Turpel said he was for Fire Service Today.
- Chief Gordon is submitting the advertising today.

AMENDMENT to the MOTION to commit only to the \$5,000.

Motion by: Chief Turpel

Second by:

PASSED (2 opposed)

MOTION to leave Logo the same, add the Gathering of Eagles what we voted on First There First Care – A Gathering of Eagles and put tag line in there.

Motion by: Chief DiPetrillo

Second: Johana Cinque

PASSED unanimously

- For future looking into creating their own Logo. PIO and Social Media members involved in this. It was mentioned that you should never rebrand when you are growing by putting a Logo out there that says you were something different than you were before.
- Public information perspective: Email to Dr. Antevy Cease and Desist
- Chief DiPetrillo said that there was three things that have to take place.
 1. Contract has to get signed.
 2. Make arrangements to use their registered trademarks.
 3. Give authorization to other people part of our organization to use those trademarks and other things in their advertisement. There is a specific way the Hard Rock brand works so no trademark infringement. Guitar was one of the problems. Photos that have been release on website but still have to have permission to use. Chief DiPetrillo said he will make sure we have the access for everything. If you need it today, he will get access today.

- MOU – moving forward should there be any press? Can they put it in the MOU that they have to correspond with FTFC, and they have to work together? Chief Caruso said it's in the MOU, but it's not signed.

- **Web Site** – Todd Draizin
 - He's taken down all last year's references.
 - Need better direction to where they are going.
 - He has date, no Gathering of Eagles.
 - Have to wait until the MOU is signed.
 - They have one website, but, it's 40 pages and each page independently modified; to change/add something to a page it will be 40 entries.
 - Rodney Turpel asked if it could get done by December. Give Chief Draizin direction on when/what they want to get done...it will get done.
 - Chief DiPetrillo will get permission for the committee (only) today to do some preliminary.
 - Chief Gordon will create and send to Alison.
 - Preliminary - Use the same week for 2021.
 - Have to sign contract with Hard Rock before putting room information on website.

- **Speakers** - Chief Vassil
 - Committee met and Kelly Keys working on a keynote speaker; reaching out to Sheriff Tony. Chief Caruso will start the process.
 - Discussed topics and can make them work.
 - Chief Turpel has committed.
 - Dr. Eisenson and Dr. Byer will do pulmonary emboli and quality ALS resuscitation (fits in with resuscitation academy).
 - Leadership through training – Steve Shaw. Will have him partner up with Carlos Pumariega, "My Story".
 - Put forward any comments or suggestions.

- **CE/CME** - Vanessa Quiles
 - Vanessa not present.
 - Introduced Rosa Pinsky for CMEs.
 - Memorial is nationally accredited to provide CMEs for physicians; UT is also nationally accredited.
 - If you use C-Vent would like to get away from manual certificates issuance and do an online survey and they could claim/download certificate.
 - She has a checklist of pre- and post- event procedures the conference has to meet. Memorial is responsible since they are lending their national accreditation for conference compliance/reporting. Will work closely with Johana Cinque.
 - Looks like all the vendors are exhibitors. Will have an agreement with them. If they receive any money as an educational grant that would require a signed letter of agreement (ACCME requirement). It has to be a commercial entity. If it's a hands off educational grant to support the activity then you would need the letter. Healthcare Coalition is not a commercial entity, but she will contact the ACCME to see if there is something FTFC conference needs in writing.

- **Sponsorship/Vendors** – Chief Luis Villar
 - Needs to start working on getting information out to solidify the information they have.
 - Jaime Greene and Kelly Keys said they have some people/manufacturers that are ready to register; can't register yet.
 - Some of the bigger events put a dollar sign to them and some have committed to those already.
 - Open to other suggestions because still some space.
 - \$5,000 does not cover afternoon break; trying to get additional sponsorships.
 - If they got the budget items and 20 of each table type they will be at \$200,000. They are getting an additional full day exposure and additional 50 percent attendee exposure from what they paid last year.
 - Need to start having conversations with bigger dollar donors. If get contacted by donor send to Sponsorship/Vendor committee.
 - Hopefully by next meeting bring back more concrete on these, have a decision of the Website, and the Registration process. C-Vent can handle all of this as well for Vendors. Need to upload logo to complete Registration process.
 - Chief Caruso said that the MOU; this is all language that has not been changed by either side: *Any and all Sponsorships, Registration fees, grants or directed funds must be made payable to and directly paid to the Fire Chiefs' Association of Broward County. The Eagles will refrain from negotiating any Sponsorships without the knowledge and involvement of the FTFC committee.*
 - Chief Turpel said that Dr. Pepe will try to reach out to vendors on his own. Candace Pineda will reach out to Dr. Pepe.

- **Conference Program** – Kelly Keys
 - Chief Caruso asked if they were still doing an actual conference program.
 - Candace Pineda said that they going to eliminate the actual ad booklet that Kelly always prints. May do a thin booklet of agendas/CMEs or if they go with the app they don't have to do any of that.
 - Kelly Keys said handling the agenda should come from CMEs. Chief Caruso asked if he could eliminate Conference Program from agenda. Candace Pineda said she thought they voted eliminating it last meeting.

- **ALS Competition** – Chief Vermont
 - Chief Caruso said that Chief McGrath said that they met twice, and they are waiting to do the walk-through. Once the walk-through completed will be able to move forward.

- **Nursing Competition** – Kelly Keys
 - Waiting on walk-through. Chief DiPetrillo said that if anyone needs to walk-through call him.

- **ALS/Nursing Competition Volunteer Coordinator** – Ty Vassil and Rachele Solomon

- Just need the number needed for each day.
- **AV** – Rick Sluman
Not Present
 - Liaison from the committee to Seminole AV people.
- **Awards** – Chief Turpel
 - Have awards night set up.
 - Kelly Keys wanted to know when they were going to start advertising for award nominations. Chief Caruso said January. Kelly Keys wanted to start the two Nursing award nominations.
- **EMS Gala** – James Cecil
 - Nothing to report. He has some things in the make; getting with the subcommittees on it. Need to speak to the Chief about the Seminoles.
 - Chief Caruso said that he would start with what type it's going to be. Once MOU signed they want to have some serious discussions with the Eagles. Want to make sure they are together on this.
 - Chief DiPetrillo said if they want to have a costume gala they can only wear them in the designated venue; can't cover face.
 - Chief Caruso said once that Gala awards starts they want FTFC, Eagles, people coming to the Eagles for the next two days to come to the Gala.
- **Give Aways** – Theresa Curbelo
Not Present
- **Shirts** – Chief Caruso
Nothing to report

Other Outstanding Issues:

New Business:

- Chief Caruso asked Chief Gordon if they could take some "Save the Date" cards to distribute.
- Point of Order: Congratulations to Lieutenant Johana Cinque on her new role as training officer.
- Candace Pineda had a request. Since the conference is later in June and there is the EMS meetings at the State. The State has been looking to move their EMS meeting to a different venue, location and time. They are interested in having their EMS meetings at FTFC conference, this year. *Email to State saying that we invite you to host your meeting at the FTFC conference.* They take care of their registrations they just want a place for their meetings. Chief DiPetrillo said there is room for them. Johana Cinque said then the State is another avenue for advertising.

MOTION for the FTFC Committee to investigate any further dealings on State EMS meetings. (*Group to fact-find*).

Made by: Chief Wohlitka

Seconded: Chief Villar

PASSED (1 opposed)

Discussion:

Chief Turpel thinks we should Table this because it was supposed to be confidential. Chief Caruso said to let the Executive Board of the Fire Chiefs' be the groups to decide on this. All were in agreement.

- Chief Vassil asked if we wanted Marcus for photographer. Chief Caruso said give him the dates and availability.
- Kelly Keys said at the next meeting they should start working on 2021; need to start advertising earlier than later. Chief DiPetrillo will see if Hard Rock can lock down those dates (without a deposit or multi-year contract).

Next Meeting:

Thursday, 11/21/2019 @ 1:00 PM, meeting location (TBD) (Chief DiPetrillo will check with Hard Rock for walk-throughs)

MEETING LATER CHANGED TO:

Wednesday, 11/20/2019 @ 1:00 PM, meeting location Hard Rock.

Motion to Adjourned Meeting @ 1210 PM