

# Transition2017



**TO:** Transition Board  
**FROM:** Sarah Foley, Interim Executive Director  
**DATE:** March 13, 2017  
**SUBJECT:** Peer-to-Peer 2017

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Peer-to-Peer 2017 is planned for May 31-June 1 in Southern California. Staff planned last year's event in a very short time frame and would like to avoid that this year. With that in mind, it's time to start planning. I will probably enter into a small contract with a meeting planner to begin planning the event. This person can be supported by staff. The following are some thoughts on moving forward.

- The event dates are in the 2017 dues letter but a save the date notice needs to go out in the next two weeks.
- We will advertise to members and the list of nonmembers that we used in 2016. We will ask partner organizations to promote the event.
- Staff plans to ask a small group of members to serve on a planning committee. This can include Board members and attendees who provided constructive feedback following last year's event.
- A preliminary agenda should go out in March, with a final in April.
- We need to find a location as soon as possible. Anyone with Southern California ideas is welcome to contact me. Hopefully we can find a location that is free of charge but keep in mind, we do charge a registration fee to cover meals and some meeting expenses not covered by the directed action contract.
- We will seek sponsorships again this year and have a modest exhibit hall, which we will promote to our non-utility members.