



EDC/Membership Outreach: 2022 CIWA Summer Forum (FKA WSSLC)				
Project Plan Updated	08/27/21			
Target Completion Date:	07/18/22 – 07/21/22			
Owner:	Jo Ann Del Gatto			
Support Personnel	<ul style="list-style-type: none"> • Debbie Kar - Board Relations • Benjamin McKay – Board Meeting • Joy Erven – Board Meeting topics of discussion • Jo Ann Del Gatto – Membership Outreach 			
Scope:	The California Insurance Wholesaler Association (CIWA) hosts their annual conference which is attended by the SLA Senior Staff and Board Members.			
Vendor (Y/N):	Yes <ul style="list-style-type: none"> • Hotel – Boarding • Restaurant off-site – Board Dinner and Stamping Offices Dinner • Conference Registration 			
Budget:	\$50,000			
Budget Line Item(s) Where Funding Exists:	6510 Events - \$20,000 6390 Travel - \$30,000			
Benchmark:	Benchmarks for this event will include the following: <ul style="list-style-type: none"> • Successful coordination of the event • Food and beverage selection suitable for all guests • Successful Stamping Offices Dinner and Board Dinner 			
Review Dates:	May 15, 2022 June 15, 2022 July 15, 2022			
Benchmark	Dependency	Status	Start	Finish
Booking of hotel, travel, and conference registration	Debbie	Not started	04/01/22	06/15/22
Comments:				
Benchmark	Dependency	Status	Start	Finish
Coordination of meals (Stamping Offices Dinner and Board Dinner)	CEO COO	Not started	04/01/22	06/15/22
Comments:				
Benchmark	Dependency	Status	Start	Finish
Comments:				
Benchmark	Dependency	Status	Start	Finish
Comments:				