**WSWS Officer and Committee Report (San Diego Meeting 2013)**

**Office or Committee Name: Local Arrangements**

**Officer or Chairperson Name and Committee Members: Jesse Richardson, chair; Tim D’Amato; Gustavo Sbatella.**

**Date of Preparation (include year): March 8, 2013**

**Committee Activities during the Year: Committee chair visited the Catamaran Resort Hotel on March 10 and July 2 in 2012 to discuss the annual meeting with the sales and convention services staff. Various options for meeting setup were discussed and evaluated. Walk through of the Catamaran Resort for the WSWS board was done August 23. Committee chair provided options for meeting room set-up to the WSWS board, including alternatives in case of inclement weather during the awards luncheon. In late February/early March, committee chair provided food, beverage and AV needs to Victoria Hartwell at the Catamaran for completion of the Banquet Event Order. BEO was approved and signed on March 6, 2013.**

**Recommendations for Board Action: None**

**Budget Needs: None**

**Suggestions for the Future:** **Suggested Changes in Operating Guide: None**

**Name of Person Preparing This Report: Jesse Richardson**