

**To:** OC, OC-A, RSGC, RSGC-A

**Subject:** OC & RSGC Future Meeting Plan Options – Your Input Requested by Jan 16

Hello Everyone!

I'm following up the discussion during the November committee meetings and the proposal to align the OC and RSGC meeting in February with the Annual Members Meeting in Phoenix, AZ beginning in February 2027. WPP was asked to provide a poll listing the varying meeting plan options, along with the estimated costs for hosting these meetings.

The options are as follows:

**Plan A:** Continue the normal schedule: OTS, OC, and RSGC meet February, May, and August in Portland, and November in Phoenix at a member-hosted facility. **Vote: 2 (OC-1/RSGC-2)**

Note: This schedule does not align with Annual Member's meeting where all committee members are invited and encouraged to attend.

**Plan B:** Hold only the February OTS, OC, and RSGC meetings in Phoenix, aligned with the Annual Members Meeting. **Vote: 23 (OC-12/RSGC-11)**

**Plan C:** Hold both the November and February OTS, OC, and RSGC meetings in Phoenix with the February meeting aligned with the Annual Members Meeting. **Vote: 29 (OC-16/RSGC-13)**

- OC and RSGC would continue to meet May & August in Portland
- November in Phoenix at a member-hosted facility

### WPP estimated meeting costs:

#### Portland meeting:

##### Catering:

Refreshments, Breakfast, & Lunch  
~ \$500 - \$700

##### Travel for 4 FTEs:

Airline/Car  
Hotel  
Meals  
\$800 to \$1500 per FTE (~\$6,000)

#### Phoenix meeting:

##### Catering:

Refreshments, Breakfast, & Lunch:  
~ \$500 - \$700  
Hosted Social w/ no host bar: ~ \$1,500

##### Travel for 6 FTEs:

Airline/Car  
Hotel  
Meals  
\$1,790 per FTE (~ \$10,740)

### WPP Incremental Costs for two meetings in Phoenix versus one:

- Catering: ~\$1,500
- 1 FTE travel (Harlan): ~\$1,790
- One additional travel day for 2 FTEs (Keith S. and myself): ~\$350 per FTE (hotel + meals)
- Kevin Conway & Justin Butler: no increase (travel required regardless of location)

**Additional Notes:**

**Plan B provides the most economic benefit** since there are minor incremental costs and aligns both the Committee meetings and Annual Members meeting in Phoenix, by moving the in-person meeting month from November to February.

- Reduce duplicative travel for committee members, committee chairmanship, and WPP staff while keeping overall meeting support aligned with existing travel needs
- Improve meeting continuity by creating more alignment between OC/RSGC topics and Annual Meeting priorities
- Deliver better overall operational efficiency for both committee members and WPP staff

While each of the options presented is workable, **Plan C provides the best overall benefit** when considering efficiency, cost effectiveness, and *member engagement*. By hosting both the November and February OC/RSGC meetings in Phoenix (with February aligned to the Annual Members Meeting), we can:

- Reduce duplicative travel for committee members, committee chairmanship, and WPP staff while keeping overall meeting support aligned with existing travel needs
- Support stronger engagement with Desert Southwest participants through additional in-region presence
- Improve meeting continuity by creating more alignment between OC/RSGC topics and Annual Meeting priorities
- Deliver better overall operational efficiency for both committee members and WPP staff
- Plan C also represents the best-balanced option — maintaining the Portland May/August cadence while strengthening February and November engagement in Phoenix, where broader member presence is already occurring.

**Your Action is Requested:**

**Who:** OC & RSGC Primary/Alternate Representative (please just one response for each Committee)

**What & When:** Given the varied plans and information provided please send an email to [Justin Butler and me](#) with your preferred option (**Plan A, Plan B, or Plan C**) along with any other comments or considerations by COB on **January 16, 2026** so we can determine any next steps for future planning and coordination required for these meetings.

WPP will provide the results of this poll during the respective committee meetings in February.

Thank you kindly,

**Justin Butler, WPP**      &      **ChaRee DiFabio, WPP**  
Principal Operations Advisor      Manager, RSGC and WFRSG