

November 7, 2007

To: Paul Anderson, General Chair, 2007 AAPG-Rocky Mountain Section Annual Meeting

From: Brad Hill, Field trip Chair

Re: Field Trips Final Report

Three field trips were run in conjunction with the 2007 AAPG-RMS meeting. All were well attended and comments from participants were overwhelmingly favorable. All three field trips were sponsored by the Utah Geological Association (UGA). As the sponsor, the UGA took on the risk of financial responsibility for the field trips. By taking on this responsibility, the UGA was required to make the final determination of whether or not to run a field trip based on partial registration numbers. They also provided the insurance for the field trips. Listed below is the financial data for the three field trips (the financial data has not been finalized and was provided by Mike Vanden Berg, UGA Treasurer):

UGA Fieldtrip Accounting

October 2007

Fieldtrip #1 - Structural Geology of the Central Utah Thrust Belt

Lodging	\$1,240.35	
Transportation	\$1,845.38	
Food	\$878.83	
Other	\$81.74	
Total	\$4,046.30	
Preliminary Revenue	\$6,000.00	(24 people, \$250 each)
Preliminary UGA Profit	\$1,953.70	

Fieldtrip #2 - Uplift and Evolution of the Central Wasatch Range, Utah

Lodging	\$0.00
Transportation	\$659.95
Food	\$372.54
Other	\$129.96

Total	\$1,162.45	
Preliminary Revenue	\$1,500.00	(30 people, \$50 each)
Preliminary UGA Profit	\$337.55	

Fieldtrip #3 - Classic Geology and Reservoir Characterization Studies of Central Utah

Lodging	\$3,634.79	
Transportation	\$2,581.00	
Food	\$1,472.19	
Other	\$1,225.00	(49 guidebooks at about \$25 UGA wholesale price)
Total	\$8,912.98	
Preliminary Revenue	\$14,350.00	(41 people, \$350 each)
Preliminary UGA Profit	\$5,437.02	

Preliminary UGA Profit Total \$7,728.27

Planning for the field trips was relatively painless as field trip leaders took care of most of the details. The Field Trip Chair's major duties were to make sure that all arrangements and dissemination of information was done on schedule.

There were numerous questions, by both participants and trip leaders, that had to be answered. Some of these could have been avoided by providing field trip leaders a written list, at the very beginning, which detailed what items they were responsible for, what services the Committee would provide, how reservations would be paid for, how to get reimbursed for expenses, etc. An important item, early on, is to determine which organization is going to be responsible for trip insurance. AAPG has very specific rules pertaining to vehicle type and drivers if they are insuring the trip. They require information on drivers that would be hard to throw together at the last minute. Local societies may also have specific requirements that trip leaders should be made aware of in the early planning stages. It is also important to get as much information as possible to the participants concerning the field trip to let them know what to bring, where they are staying and what will be provided for them. It may be necessary to hold off on sending participants information, due to planning issues, so they should be at least be provided with contact information for trip leaders and the Field Trip Chair. It might be a good idea to list contact information with each trip description in the meeting Announcement.

The AAPG Field Trip Cost Calculation Form was used for planning the costs and budget for field trips. I found this to be a very useful method in planning the costs

for the field trips, at this meeting. It seemed to be fairly comprehensive and as a result of using this I had no issues ever come up regarding field trips costs that we forgot to figure in.

Overall, the planning and execution of the field trips went very well. We were able to run all three trips, as planned, with minimal problems.