

## MIDTERM EXECUTIVE BOARD MEETING

The Chair is responsible to organize the Executive Board Meeting held six (6) months following the annual State Meeting, on the third Saturday of October. The location of the Midterm Executive Board Meeting will be determined with the approval of the President in consultation with the Elected/Appointed Officers.

**Hotel Preliminary Contract:** The Chair works with the State President to select the hotel for the meeting. Obtain a preliminary contract with the hotel and include the following arrangements:

- The block of rooms to reserve: twenty (20) rooms for Friday night.
- Room rates per night
- Cancellation policies due to unforeseen events or extenuating circumstances
- Accepted form of payment for Member Clubs with/without Tax Exemption
- Meeting Room fees
- Selection of the breakfast and lunch menus; including options for dietary requests from members with food allergies
- Continental breakfast to be served at 7:30 AM.
- Lunch to be served at 12 Noon.
- Afternoon Refreshments Break – Optional, if funds allow

**Meeting Room:** The meeting is scheduled from 8:00 AM to 5:00 PM.

- The room may be set up classroom or horseshoe style.
- The head table (skirted) and chairs for the six (6) Officers
- Electric outlet access and an extension cord to be provided for the Recording Secretary's use.
- **AV Equipment and fees – whenever needed for the Reports Presentation.**

**Official Contract:** The Chair and the President retain a copy of the final hotel contract in their files.

**Newsletter Articles:** For the May/June Presidential Papers, write an article including the meeting details, registration form, hotel reservation information and directions.

- Send the same article to the Webmaster to post on the website.
- Repeat the article in the July/Aug and the Sep/Oct issues of the PPs

**Deadlines:** Hotel room reservations completed by **September 1<sup>st</sup>**.

- Registration form and a nonrefundable \$50 fee are due to you by **October 1<sup>st</sup>**.
- \$10 fee added for late registrations postmarked after October 1<sup>st</sup>.
- President's registration fee and one (1) night hotel room is paid by the State Treasurer.
- Provide the hotel with an attendance count at least one week before the meeting.

**Registration List:** Mail the attendance list to the President to confirm who is registered for the meeting.

- Create a badge for each member registered.
- Prepare an Attendance Sign In Sheet for the meeting.
- A copy of the Attendance Sign In Sheet to be provided to the Recording Secretary.

**Reports:** Prepare a written activity report; forward a copy to the Webmaster for the Power Point presentation. Bring 8 copies to hand out to the six (6) Officers and the Minutes Approval Committee.

**Treasurer:** Following the meeting, the Chair meets with the Treasurer to transfer the registration money collected.

- The Treasurer pays the hotel for the President's room, the lunch fees for all attendees and the meeting room fees, if applicable.

**Expenses:** expenses (with receipts) for the attendees' badges, folders, etc. are refunded from the registration overage. Any expenses incurred above the registration fees collected are paid by the State Treasury.

**Files:** the Sign In Sheets, reports, expense vouchers, copies of the Hotel Contract (current and the two previous years) and the badge are transferred to the new Chair or returned to the Procedure Manual Chair at the end of your term.