

# NYSOMOTC STATE MEETING GUIDELINES 2024

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## **BIDDING PROCESS**

**Two Years Prior:** Member Club starts discussion on hosting a State Meeting.

**Selection of the Co-Chairs:** Two members who work well together volunteer or may be appointed by the club. The Co-Chairs are members of the NYSOMOTC Executive Board for the next two years and attend all the annual meetings.

**Host Committee:** Club members who work with the Co-Chairs to organize the State Meeting. This committee includes the Treasurer, Registration Chair, Raffles Chair, Hospitality Room, Show & Sell, Workshops, Friday Night, Saturday Luncheon, Saturday Night and Program Booklet.

**State Meeting Date:** As stipulated by the By-Laws (Art. IX, Sect. 1 Date), the Saturday General Meeting of the NYSOMOTC shall be held on the last Saturday of April. The Parliamentarian confirms that Easter and Passover holidays do not conflict with the planned date. A change of the date may be requested and voted on at the Saturday General Meeting, once your bid is accepted.

**Hotel Selection:** The State Meeting Co-Chairs visit the hotels and meet with the Sales/Events Manager. The Host Committee may help to determine which hotel is the best choice. Once the hotel is selected, the State Meeting Chair, assisted by the Co-Chair, is in charge of negotiating the contract and all matters related to the State Meeting during the two (2) year process.

**Theme & Logo:** The State Meeting theme and logo should be determined early on. The host club may vote if more than one idea is suggested. Discuss activities, entertainment, workshops, etc. to tie into the theme.

**Notifications:** Email the State President by April 1st, stating the club's intentions of presenting a bid. Include the names of the Co-Chairs, prospective hotel, room rates, theme and preliminary activities. Once informed, the President will add the bid presentation to the Saturday General Meeting's agenda. Contact the current State Meeting Liaison for additional information and review the Guidelines (Procedure Manual) on the Website.

**Presenting the Bid:** At the Saturday General Meeting, the club makes a presentation to the membership. The President introduces the Co-Chairs. The presentation should include the theme, plans for the weekend, hotel location, rates and facilities. Use printed material about the hotel and local attractions to enhance your presentation.

**After Bid Is Accepted:** the future State Meeting Co-Chairs attend the Sunday Executive Board Meeting to request the \$2000 State Meeting Loan and receive the badges. The loan is used to establish the State Meeting bank account. It is repaid at the Friday Executive Board Meeting of your State Meeting.

**Important Reminder:** The Co-Chairs follow the NYSOMOTC Bylaws and Standing Rules and answer to the President and the Executive Board. As a courtesy, the host club's president should be kept informed but will not be accountable for any decision-making or problem-solving.

## ADVANCE PLANNING SCHEDULE

### SELECTION OF THE COMMITTEE CHAIRS

Ask the club members to volunteer for the various committees described in these guidelines. Smaller clubs may not have the work force to fill all the committees. In this case, the Co-Chairs may take on multiple duties. You may reach out to sister clubs for assistance with the activities of the weekend.

### THE FIRST HOST COMMITTEE MEETING – TWO YEARS PRIOR

Club members wishing to be part of the Host Committee attend this local meeting to review the State Meeting Guidelines, be informed of the specific activities and duties, who is in charge and who to contact if a problem arises.

**STATE MEETING CHAIR** oversees the running of the State Meeting; establishes which committees should begin to work immediately, approves all the work, expenses, refunds and handles any and all communications with the hotel staff.

**STATE MEETING CO-CHAIR** assists and consults the Chair throughout the two (2) year planning process and perform specific duties as requested by the Chair.

**FOLLOWING THE STATE MEETING** - After bid is accepted, the Host Committee meets again to set future goals, deadlines and prepare a budget.

- Each committee chair works on their respective activity; requests the State Meeting Chair's approval for any and all expenses and keeps them informed of their committee's progress
- Conflicts or problems should be brought to the attention of the State Meeting Chair for resolution.
- Contact the State Meeting Liaison at any time for guidance and assistance.
- Attending the State Meeting the year before yours is helpful to learn how the weekend flows.

### ONE YEAR PRIOR

The Host Club attends the State Meeting to present their official invitation skit at the Saturday General Meeting. The skit includes the theme, information about the hotel, room rates, location, schedule of events, transportation, facilities, entertainment, etc. Use hotel and local attractions brochures to enhance your presentation. Excitement and nerves will take over. Do the best you can.

### ADDITIONAL MEETINGS

It is suggested that the State Meeting Chair arrange a meeting at the hotel site early on (before your State Meeting), for the various committee members to inspect the facilities, to become familiar with the layout of the rooms for the different events and the services available. This meeting provides a unique opportunity to ensure that each committee's needs are discussed and can be met.

- ✓ Remind the committee chairs that all requests to the hotel are made *only* by the State Meeting Chair and the Co-Chair, as they are the official NYSOMOTC representatives in charge.

## NEGOTIATIONS

### HOTEL

The State Meeting Chair, assisted by the Co-Chair, contacts the area hotels with conference facilities and meets with the Sales/Events Manager to inspect the hotel facilities.

- The Co-Chairs attend all meetings to schedule the dates, best possible room rates for single, double, triple, quad and suites; rooms for the Executive Board and the Saturday meetings, the Luncheon, the Friday & Saturday evening events, Workshops, Show & Sell, Raffles and the menu selections (including their ability to accommodate dietary requests from members with food allergies), schedule of payments and other details.
- It is suggested that the Co-Chairs take notes of all discussions held with the hotel's management.
- The Chair should explain that the budget is limited and the bulk of the funds is not available until six (6) weeks prior to the event. If a deposit is required, the amount available to you is \$2000 (State Meeting Loan)
- Rooms negotiations should include the subject of comp rooms for the President and Hospitality. The hotel may or may not accommodate your request.
- The attendance varies from year to year. Review past State Meetings' final reports for data.
- Request that prices be frozen with a written guarantee included in the contract.
- For the Hospitality room - inquire about the hotel's policy on allowance of outside food and the use of small appliances.
- Request extra tables and chairs for the food and beverages.
- The Co-Chairs should each receive a copy of the contract from the Sales/Event Manager. Be sure to it and list items that might need to be re-visited at future contract meetings.

### CONTRACT

The negotiation process might last six to twelve months prior to signing the contract.

Be sure to specify and include:

- Room rates, guarantees, reservations and payment procedures for the members.
- Member clubs pay their block of rooms with a club check or a credit card (issued in the club's name) and their tax exemption certificate.
- Discuss the hotel's event cancellation or postponement policy in case of unforeseen or extenuating circumstances.
- Discuss how the hotel would compensate you, should they double-book any room booked.
- A spacious visible area or room for the On-Site Registration
- A large room (that can be locked) and tables for the present and future State Meeting Raffles, the Ways & Means Raffles, the MSS Fundraiser, the clubs' scrapbook pages and newsletters displays
- If space allows, this room may also be used for the Delegates/Alternates Credentials Registration meeting.
- Rooms for the Workshops, the Friday and Sunday Executive Board Meetings with accommodation for 40 people, set up in classroom or horseshoe style, ice water pitchers & glasses (cost permitting)
- AV Equipment options and costs. (This expense is paid by NYSOMOTC).
- A spacious room or open area for Show & Sell to accommodate vendors tables and registered guests.
- A banquet room for the Friday Evening activity, the Saturday General Meeting and the Closing Party.

- The Saturday General Meeting: (8:00 AM to 5:00 PM). Room is set up banquet style with a head table, seating for the six (6) officers and a dais with a microphone. On the floor below the dais, two (2) rectangular tables for the Memorial Service, the Membership Pins and the Installation Ceremonies; a second microphone at the center of the room and a dry-erase board to the side of the head table.
- Preferably, a separate room for the Luncheon (12 Noon – 1:45PM) to avoid the removal of personal items from the General Meeting room.
- For the Friday and Saturday Night activities: No rental fees for this room should be imposed since the host club will be purchasing food and requesting a cash bar.
- Discuss the fees for room set-ups and the bartenders.
- Table settings and Menu selections (including meals for members with food allergies) for the activities with food and the Friday and Sunday Executive Board meetings.
- Tables to be skirted according to the hotel's guidelines
- Late check-out time for the Co-Chairs, the Executive Board and the Hospitality room (if necessary)
- The schedule for payment of balances due, guest parking fees, etc.

#### **CHECKLIST FOR MEETING ROOMS AV EQUIPMENT NEEDS:**

**FRIDAY EXECUTIVE BOARD MEETING** – One microphone and podium at the head table; large screen; projector; appropriate cables and surge protectors

**SATURDAY GENERAL MEETING** – One microphone and podium at the head table; one microphone on a stand in the middle of room; projector; large screen; appropriate cables/surge protectors; dry erase board with an easel – (use only on an election year)

**SUNDAY EXECUTIVE BOARD MEETING** – One microphone and podium at the head table; appropriate cables and surge protectors

#### **REMINDERS**

- Activities with food to include meals for members with food allergies.
- Friday & Sunday Executive Board Meeting breakfast is suggested. Board members pay a per person fee
- Sunday morning breakfast /brunch for the attendees is an optional activity.
- One Night Activity & the Saturday Luncheon – members pay a per-person fee.
- Cash bar for the Friday and Saturday Night activities
- Bartender's fee is a contract item.
- Saturday Night Closing Party – food cost is covered by the registration fee
- Room accommodations – Member Clubs pay for their block of rooms with a check or credit card issued in the club's name and provide a tax-exemption form. Some hotels require that the tax exemption forms be submitted ahead of arrival. Obtain a name to whom the form should be mailed.

#### **SIGNING THE CONTRACT**

- Signing is done once both parties have agreed on all terms, hotel policies and everything you requested is included in the Contract.
- You may be required to pay a deposit.
- The Co-Chairs should each receive a signed copy of the Contract

## SOURCES OF INCOME

**Budget** – Set up a budget to use as a guideline for the expected costs of the Friday and Saturday's activities, printing of the Program Booklet and the Final Report, the nametags, contest prizes, decorations and other expenses. Extra funds needed should come from fundraisers. The State Meeting is self-sustaining. The host club is not expected to cover any expenses. Refer to the previous year's State Meeting Final Report for a list of budget items.

**State Meeting Loan** - A \$2000 loan from the NYSOMOTC is available to the host club. The future State Meeting Chair requests the loan at the Sunday Executive Board Meeting following their bid acceptance. Funds are used to set up the State Meeting bank account and may be allocated for the hotel's deposit. The full amount of the loan is repaid at the Friday Executive Board Meeting of your State Meeting.

**\$1 Per Person Assessment** – this fee is paid by check to NYSOMOTC. Give to the Treasurer at the Friday or at the Sunday Executive Board Meeting of your State Meeting.

**Raffles** – The preferred way to raise extra funds. The popular "One Free Night" room raffle is held at the State Meeting prior to yours. Raffles at your State Meeting are another important source of extra income. You may also do a 50/50 and other raffles at the Midterm Executive Board Meeting prior to your state meeting.

**Surcharges** - Once the cost for the Friday Night's activity and the Saturday's Luncheon has been determined, a small surcharge may be added to the final per person cost. This extra cash helps offset the cost of favors, centerpieces and prizes. Certain workshops may require a charge per person.

**Registration Fee** – **The current fee is \$50 for members, \$55 for guests.** The fee is used to offset the cost of the Friday or Saturday Night's activity. The State Meeting Chair may request a change of this fee at the Midterm Executive Board Meeting before their State Meeting. This fee is waived only for the six (6) Officers. The Treasurer issues a refund to the host club.

**Reminder: No exceptions to this rule** – Host club members, guests and family members (assisting during the weekend) must be registered to be allowed on site and/or attend any of the state meeting's activities.

**Activities Paid by Members:** include Friday Night or Saturday Night, some workshops and the Saturday Luncheon. For the Friday and Sunday Executive Board Meetings where breakfast is served, an extra fee may apply to the board members.

**Program Booklet Ads:** Member Clubs and individual members are invited to buy an Ad in the Program Booklet.

## STANDARD EXPENSES

**(Include in the Final Report)**

- ✓ Third Call
- ✓ Postage for donation letters
- ✓ Program Booklet
- ✓ Registration materials
- ✓ Nametags
- ✓ Set up fees for meeting rooms.
- ✓ Raffle tickets
- ✓ One Free Night for the Room Raffle
- ✓ Hospitality Room – if donations of food & supplies are not adequate
- ✓ Workshop speakers
- ✓ Friday Night Activity – decorations, food and bartender's fee
- ✓ Saturday Luncheon - food, entertainment, centerpieces and favors
- ✓ Saturday Night – DJ, food, bartender's fee and decorations
- ✓ Food & Hot/Cold Refreshments for the Friday and Sunday Executive Board Meetings - if finances allow.
- ✓ Tips for the hotel staff for any assistance they provide you
- ✓ Printing cost for the State Meeting's Final Report

**PAID TO NYSOMOTC**

- ✓ \$2000 State Meeting Loan
- ✓ \$1 Per Person Assessment Fee

**PAID BY NYSOMOTC**

- ✓ Registration & Luncheon fees for the six Officers
- ✓ President's room for three (3) nights, if not complimentary (Standing Rule I Meetings Letter B Fees ii)
- ✓ AV Equipment rental fees

## HOST COMMITTEE DUTIES

### STATE MEETING CHAIR

- The Chair, along with the Co-Chair, attend the NYSOMOTC meetings for the two years and present a written activity report at each meeting.
- Finalizes the hotel selection and all the contract negotiations, including all rooms, menu selections (include special meals requests), all communications with the hotel staff, any special arrangements and the settlement of all accounts due at the conclusion of the weekend.
- Approves the Host Committees' expenses and refunds.
- Communicates with the President and the State Meeting Liaison.
- Provides the First and Second Calls to the Newsletter Editor and the Webmaster
- Creates the first draft of Third Call; emails it to the President and the State Meeting Liaison by no later than the Midterm Executive Board Meeting for their corrections and approval.
- Sends the official Third Call packet by **December 1st** to the Officers, the Past Presidents, the Member Clubs' State Representatives, Presidents and to the Multiples of America (NOMOTC) Executive Office
- Forwards the Third Call file to the Webmaster to post on the website.
- Provides the logo design to Westside Suburban MOTC (Anne Clements) for the State Meeting Disc by no later than the Midterm Executive Board Meeting.
- Creates the Program Booklet. The President provides the copy-ready Welcome Message, the lists of the current Executive Board Members, Past Presidents and past State Meeting Sites.
- The MSS Chair provides the list of the Scholarship Recipients.
- The Reflections Chair provides the Memorial Page.
- Contacts a local Scouts troop and arranges for them to present the Colors at the Opening Ceremonies
- Contacts a local town official in writing, requesting their attendance at the Opening Ceremonies to welcome the membership.
- Flowers needed at the State Meeting:
  - ✓ President may request a small floral arrangement for the Rec. Secretary (in recognition of the Nat'l Administrative Assistant Day). Submit a voucher for this expense to the Treasurer.
  - ✓ Red roses for the Memorial Service stored in the plastic bins.
  - ✓ Silk corsages used for the Installation Ceremony are kept by the Nominating Chair.
- Sees that all functions during the State Meeting weekend are running smoothly.
- Attends the Friday and Sunday Executive Board Meetings and presents a report, including the Show and Sell activity.
- At the conclusion of the Saturday General Meeting, the Co-Chairs assist the next year's Co-Chairs in packing the equipment: the official Ballot Box, the U.S. & State's flags/poles & stands, display plaques, Memorial Service flowers, three vases and the table identification cards.
- Signs the State Meeting Equipment Transfer Form, provided by the Procedure Manual Chair.
- Ruth Barone/Past President is the current custodian of the NYSOMOTC's Quilts and display stands.
- Meets with the State Meeting Co-Chair, the Treasurer and the Sales/Events Manager to settle the hotel bills due at the conclusion of the weekend
- Sends the Evaluation Forms to the Advisor.
- Prepares a Final Report of the State Meeting (in booklet form) and presents it at the Midterm Executive Board Meeting. Distribute copies to the board members. Provide an extra copy to the Archivist.



## TREASURER

Sets up a checking account after the State Meeting Loan is received. All deposits and disbursements including hotel bills, refunds to members and Host Committee-related expenses are processed from this account. The State Meeting account checks should state "VOID IF NOT CASHED WITHIN THIRTY DAYS".

- The State Meeting Treasurer and the Chair are co-signers on the account.
- Works with the State Meeting Chair to prepare a budget based on past financial reports and informs the committee chairs their spending allotment. Budget an amount based on the expected income from the raffles. These funds may be used for expenses such as extra food for the Saturday night closing party, coffee for the Saturday' General Meeting or the Sunday Executive Board Meeting.
- Works with the Registration and State Meeting Chair to keep accurate financial records.
- If necessary, the Treasurer may serve as the Registration Chair
- At the conclusion of the weekend, meet with the Co-Chairs and the Sales/Events Manager to settle all accounts due to the hotel.
- Refunds are issued after the hotel bills have been paid in full.
- With the State Meeting Chair's approval, issue refunds to the committee members who have submitted a voucher with receipts. (A sample voucher form is in these guidelines)
- Prepare a financial statement of all income and expenses for the Final Report of the State Meeting. Be sure to allot funds to cover the printing cost of the Final Report.
- The remaining funds - if any- are turned over (by check) to the next year's State Meeting Chair, at the Midterm Executive Board Meeting, as per Bylaws: Article IX State Meetings Section 4 Letter E
- Once all checks have cleared, the State Meeting account is officially closed.

## REGISTRATION CHAIR

- The Co-Chair or the Treasurer may be appointed by the State Meeting Chair to work this position
- Work with the State Meeting Chair during the registration process.
- Prepare the Evaluation Form.
- Maintain a database with the registration information. Create the Attendance List by clubs
- Provide the Attendance List to the President, the Parliamentarian and the following:
  - ✓ Friday Night and Saturday Luncheon Chairs – need the attendance number and meal choices including a list of members with special meal requests.
  - ✓ Parliamentarian – confirms that Member Clubs in attendance have registered credentials for their Delegates & Alternates
  - ✓ Program Booklet Chair – include the attendees' names and club affiliation
  - ✓ Membership Pins Chair – to determine who qualifies for an attendance pin.
- Submit all registration fees to the State Meeting Treasurer, for deposit in a timely fashion.
- Obtain the Member's Choice Ballots (e-file) from the Club Scrapbook Page Contest Chair.
- Prepare the nametags and the registration packets.
- Print the Member's Choice ballots for the Club Scrapbook Page Contest; add one to each registration envelope.
- Prepare the Sign-In Sheets for the on-site Registration - Thursday evening, Friday 9AM-6PM; Saturday 7AM- 8AM
- Each attendee signs in person, picks up their registration packet, the name tag and a Program Booklet.
- Inform the Membership Pins Chair of any late registrations.
- Give the original Sign In Sheets to the Membership Pins Chair prior to the pins presentation ceremony at the Saturday General Meeting.

## About Refunds

- **The Registration fee - \$50 (for members) or \$55 (for guests) is Non-Refundable (Bylaw Article IX Section 3).** This should be so stated on the State Meeting Registration Form.
- All attendees and host club workers shall pay the applicable registration fee.
- The registration and luncheon fees for the six (6) Officers are paid by the State Treasurer to the host club's State Meeting account (Standing Rules # 1 Meetings).
- The Chair submits an expense voucher form to the President.
- Refunds may be issued at the discretion of the State Meeting Chair, only after all the hotel bills have been paid in full.

## RAFFLES CHAIR

Coordinates the two major raffles to raise additional funds to offset expenses.

**The “One Free Night” Room Raffle** – is held the year before your State Meeting. This is an independent fundraiser to cover the cost for one (1) night. The Co-Chair assists with this raffle. This raffle is not obligatory.

- Purchase rolls of double sided tickets
- Tickets selling price is discretionary.
- Contact the current State Meeting Chair to confirm your table set up near the Registration area and the color of the raffle tickets you plan to use.
- Other items may be added to make this raffle more appealing
- Winner is announced during the Saturday General Meeting. Consult the President for appropriate time.
- Prepare a certificate for the winner, stating “*Winner of the One Free Night*”
- The State Meeting Chair keeps a copy of the certificate with the winner’s name.

**Regular Raffles** - held at the State Meeting.

- Seek donations of new/unused items from local merchants and club members.
- Theme baskets are very popular and easy to assemble.
- Purchase color double sided tickets
- Contact all other chairpersons that have raffles (Ways & Means, MSS Fundraiser and Future State Meeting) to coordinate colors of tickets/tablecloths so they do not conflict with each other.
- Set up a ticket container/bag for each raffle prize.
- Purchase tablecloths to coordinate with the ticket color and container.
- Match ALL raffles’ tickets colors to their corresponding (“dollar store”) table cloths. Attendees would use red tickets for the baskets on the red tables, yellow tickets for the baskets on the yellow tables, and so on. This prevents confusion regarding which tickets belong to which raffle tables and eliminates cross-entry of tickets in the wrong raffle.
- Tickets selling price is discretionary.
- Provide a spare envelope in each ditty bag for attendees to store their raffle tickets. This helps prevent lost tickets.
- When selling raffle tickets, record the name and club membership for each person buying which numbered tickets. When it’s time to find the winners, you know exactly which attendee won from their ticket record. This solves the problem of having unclaimed baskets at the end of the weekend.
- Set tables in a room with a lock near the Registration area.
- Sell the tickets during Friday’s Registration hours (9AM to 6PM).
- Draw the winners during the Saturday’s Luncheon break.
- Prepare the list of the winning tickets and distribute it during the afternoon session of the Saturday General meeting.
- Oversee the distribution of prizes after the conclusion of the meeting.

## HOSPITALITY

This is the social center of the State Meeting.

- This Committee should start early to secure donations of non-perishable items and paper goods from local merchants. Club members should be asked to donate food items.
- Secure the coffee and hot water urns from club members OR,
- Check on the cost, if the hotel was to provide the hot beverage set-ups. This would eliminate the transportation and set-up of the urns.
- Room Schedule: Thursday evening "Welcome Reception"- 6PM - 10PM  
                             Friday – 8:00 AM - 4:00 PM.  
                             Saturday – 7:00 AM - 8:00 AM. Optional for a quick breakfast
- The schedule may be modified upon consultation with the President.
- The Hospitality Committee consults with the State Meeting Chair to arrange for the early availability of the room for delivery of supplies. Review the hotel's policy on outside food to be brought in. Hotels generally discourage this practice, but some may make allowances.
- **Please be as discreet as possible!**
- Whenever assistance from the hotel staff is needed, the State Meeting Co-Chairs should be prepared to tip each helper.
- Post signs indicating the room's location.

## SHOW & SELL CHAIR

- Contact and recruit local vendors
- Mail the contract form to outside vendors.
- Provide the vendor contract form and information to the State Meeting Chair to include in the Third Call packet
- Collect the fee (Money Order, check or Zelle) and the contract from the clubs and commercial vendors.
- Submit all fees collected to the State Meeting Treasurer, using the Financial Transmittal form. If a vendor pays earlier than three (3) months ahead, make a copy of their check and mail it to the Treasurer.
- By mid March - confirm the number of tables needed with the State Meeting Chair
- Create the vendors' list for the Program Booklet and provide it to State Meeting Chair.
- Prepare a Show & Sell report to be presented by the State Meeting Chair at the Friday Executive Board Meeting.
- Coordinate the Show & Sell activity. Merchandise set up is on Friday, starting at 3:00 PM.
- Selling times: 4:00 to 6:00 PM.
- See next page for specific duties and a sample of the vendor contract form

## WORKSHOPS

- Held on Friday – AM/PM sessions. If scheduling permits, avoid conflict with the Executive Board Meeting's morning session. Try not to over-book too many workshop sessions.
- One standard workshop is featured at the State Meeting: Club Presidents and State Reps presented by a Past President.
- Some speakers may charge a fee; the budget should include this expense.
- Include the workshop titles, fees (if applicable), schedules and location in the Third Call
- Request members to pre-register. Attendance numbers are needed to set up the rooms accordingly.

## OPENING CEREMONIES

This is the official opening of the State Meeting weekend. The Co-Chairs work together on this activity. The ceremony is traditionally held before the Saturday General Meeting is called to order. Should there be a scheduling conflict, consult the President. The ceremony may be held on Friday evening.

- *Optional* on Friday evening – the Ceremony is held from 7:00 to 7:25 PM in the same room as the Friday Night activity.
- At the Saturday General Meeting, the Ceremony starts at 8:00 AM. Confirm time with the President before printing the Program Booklet.
- The State Meeting Chair arranges for a local Scouts troop to present the Colors.
- The President serves as the Mistress of Ceremonies. First, the Presentation of Colors; leads the Pledge of Allegiance; introduces the NYSOMOTC Officers, Past Presidents, other Executive Board Members in attendance and calls on the State Meeting Co-Chairs.
- The State Meeting Chair introduces the Host Committee, the club's president and the guest town official (if one is invited)
- Announcements are made as necessary.

## SHOW & SELL

The Show & Sell Chair is appointed by the State Meeting Chair. They recruit and confirm the attendance of the vendors. They work with the State Meeting Chair to organize this activity. The funds originated from Show & Sell go to the Host Club/State Meeting Account.

- Assist the State Meeting Chair to select an appropriate area or room for Show & Sell and to secure the number of 6ft. tables and chairs that will be needed.
- Recruit local vendors with merchandise of varied interests. Tell them about the Show & Sell activity and ask their participation. Create a list of names and addresses to send the contract information.
- **The table fee is non-refundable.** Outside vendors are charged \$30 per table. Member clubs are charged \$15 per table.
- Zelle, money order or check (paid to NYSOMOTC) are the forms of payment accepted.
- The Show & Sell Chair submits the fees to the NYSOMOTC Treasurer.
- The NYSOMOTC and the future State Meeting Chair may use up to two (2) tables free of charge.
- In early January, mail the contract form (see sample next page) with a cover letter including the following information: event date, times for set up and sales, location, directions to the hotel site; an assistant must be at least 18 years of age; your contact information and the deadline for the contract and table fee to be returned to you. Reservations are on a "first come, first served" basis, due to room size limitations.
- The contract form for the Member Clubs is included in the Third Call packet, which is mailed **December 1st**. Provide the form to the State Meeting Chair no later than **November 1st**
- If needed - a copy of the current Member Clubs' Directory can be obtained from the State Meeting Chair or from the NYSOMOTC's website.
- Contract form and the table fee are due back to the S&S Chair by **March 1<sup>st</sup>**.
- Payments are submitted to the State Meeting Treasurer in a timely manner.
- Make copies of all money orders/checks. Mail Certified Return Receipt Requested/Insured. Notify the Treasurer when the mailing is on its way.
- Destroy the copies of the money orders/bank checks after the conclusion of the State Meeting. If a check is received earlier than 3 months before, keep a copy and mail check to the Treasurer using the Financial Transmittal Form.
- **Mid March** send a letter to each vendor registered confirming receipt of their contract and fee, the date, time, location of the S&S area and directions to the hotel.
- Inform the State Meeting Chair the amount of tables needed.
- Prepare a list of registered vendors and merchandise to use in setting up their table position.
- Create the VENDOR ID tag with vendor's name printed on 3x5 cards; place the card on each reserved table. A floor plan showing their table location is suggested.
- On the day of Show & Sell, oversee the set-up 3:00PM - 4:00PM.
- Register all vendors, provide each an envelope with the identification badge and table location.
- The selling period is 4:00PM - 6:00PM
- Provide a written report to be presented by the State Meeting Chair at the Friday Board Meeting.



# New York State Organization of Mothers of Twins Clubs

## Show & Sell Display Contract

Check one: \_\_\_\_\_ Commercial Vendor \_\_\_\_\_ MOTC Vendor

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Return this form with corresponding fee to the Show & Sell Chair by March 1<sup>st</sup>.**

Display room for commercial and member clubs exhibits and sales. Show & Sell is held on Friday, \_\_\_\_\_ 4:00 PM - 6:00 PM, for the NYSOMOTC State Meeting attendees.

Tables are available on a first to register basis. Space available is limited by room size.

A confirmation notice, the set up schedule and directions to the hotel, will be mailed by mid March

Zelle, money order or check (paid to the State Meeting Account) are the acceptable forms of payment.

**The Table Fee is Non Refundable.**

_____ \$ 30.00 Commercial Vendor	(6Ft. table w/2 chairs)
_____ \$ 15.00 Member Vendor	(6 Ft table w/2 chairs)
_____ \$10.00 Late Fee	(if postmarked after March 1 <sup>st</sup> )

Provide a brief description of merchandise:

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The undersigned agrees to purchase space at the NYSOMOTC State Meeting/ Show & Sell, held on Friday, add date \*. NYSOMOTC reserves the right to reject item(s) not meeting its standards of acceptance.

Vendor's Name \_\_\_\_\_

Fee Enclosed: \$ \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Payment: Zelle, check or money order to: Add payment information**

**Mail the Contract form with payment to: Show & Sell Chair: Add Name & Address**

## FRIDAY NIGHT

The Chair works with the State Meeting Chair. Entertainment is optional. The Registration Fee may be used to cover the cost of this activity.

- Provide the room decorations reflecting the theme. Favors are optional.
- Food and a Cash Bar are served.
- Keep in mind members with food allergy sensitivity when planning the menu.
- The food arrangements are made by the State Meeting Chair at the contract negotiations.
- Check nametag and the event sticker of each guest at the door. Entrance is limited to registered members and guests and the hotel staff only.

## SATURDAY GENERAL MEETING

One hour prior to the opening of the Saturday General Meeting, the Co-Chairs check the following items:

- The flags , poles, stands, NYSOMOTC displays and Ballot Box (on an election year) are properly set up
- Microphones for the dais and the mid- floor section are in position and in working condition
- AV Equipment is ready to project the reports.
- On an election year, the Webmaster will project the names of the candidates for the election of the Nominating Committee
- Extension cord for the Recording Secretary
- Two skirted rectangular tables in front of the dais, for the Membership Pins Presentation, the Memorial Service and the Installation Ceremony (on an election year)
- Silk red roses and three (3) vases for the Memorial Service.
- The Eleanor Siegel Memorial Book and the MS Scholarship Recipients' Book should be displayed.
- Five (5) silk flower corsages (4 for the Officers + 1 for the Installing Officer on an election year))
- Placement of the corsages, candles and ribbons and the Memorial Candle for the Installation Ceremony (on an election year)
- Placement of the ID signs on the tables reserved for the Delegates and the Minutes Approval Committee in the front section of the room

## SATURDAY LUNCHEON

The Chair works with the State Meeting Chair to plan this activity.

- Obtain the Attendance List from the Registration Chair, which includes the meal choices and a list of the members who requested a meal option due to food allergy sensitivity.
- Confirm that the special meals are available.
- Work with the Registration Chair to do the seating arrangement, trying not to sit club members together, to promote socializing and conversation with others.
- Table decorations.
- Suggestion - To encourage a higher attendance at the Luncheon, (if finances allow) offer a Free Registration for the next State Meeting as a door prize. Present a certificate to the winner. Provide a copy of the certificate and a check for the winner's registration fee to the next year's State Meeting Chair.
- Be at door to check nametags and the event registration sticker of each guest. Have the Attendance List on hand.

## SATURDAY NIGHT



This activity officially closes the State Meeting weekend. The Registration Fee may be used to cover the cost of this activity.

- The Chair works with the State Meeting Chair to secure a DJ and a contract.
- Provide the room decorations reflecting the theme. Favors are optional.
- Food and a Cash Bar are served.
- Keep in mind members with food allergy sensitivity when planning the menu.
- The food arrangements are made by the State Meeting Chair at the contract negotiations.
- Check nametag and the event sticker of each guest at the door. Entrance is limited to registered members and guests and the hotel staff only.

## **SUNDAY BRUNCH**

Information on breakfast facilities at the hotel are provided in the Third Call.

## THE CALLS

The Calls are invitations and are used as reminders to the membership of the upcoming State Meeting. The State Meeting Chair is responsible to forward the Calls to the Newsletter Editor and to the Webmaster.

**First Call**– includes the meeting dates, hotel location, room rates and the State Meeting Co-Chairs' contact information. Provide to the Newsletter Editor for the May/June and the July /August issues, following the State Meeting where the bid was accepted.

**Second Call** – includes additional details about the weekend's activities, etc. Send to the Newsletter Editor for the May/June, Sept/Oct, Nov/Dec, Jan/Feb and the Mar/Apr issues, on the second year prior to your State Meeting.

**Third Call** - This is the official registration information packet for the State Meeting. It is suggested that you start creating a draft early on. Include the hotel's room reservation deadline and forms of payment accepted, directions, the weekend's agenda with a description of activities, times and locations, the Registration form with the list of State Meeting Sites, the Newsletter and Club Scrapbook Page Contests' information, the Show & Sell Vendor contract form, the Club Ad contract form for the Program Booklet and other pertinent information.

- Forward the first draft to the President and the State Meeting Liaison, for their review and comments, no later than the Midterm Executive Board Meeting.
- Once the corrections and approval are completed, finalize the Third Call for mailing.
- The Third Call is sent by no later than **December 1st** to the Officers, Executive Board Members, Past Presidents, Member Clubs' Presidents and State Representatives and to the Multiples of America (NOMOTC) Executive Office
- Send Third Call via US Mail to the Board Members without an email address
- Forward the file to the Webmaster to post on the website.

## PROGRAM BOOKLET

The State Meeting Chair should review the Program Booklets from previous state meetings.

- Obtain price information and printing time-frame from local printers.
- Collect fees and ads sent in by the local clubs and individuals. All fees should be turned over to the State Meeting Treasurer for deposit as quickly as possible.
- Contact the following:
  - ✓ President - Welcome Message and the lists of the Past State Meeting Sites, the current Executive Board & the Past Presidents. **Note:** *As per a 1992 Executive Board decision, the list of Past Presidents skips a year and omits the name of a Past President.* Questions/concerns on this subject, should be directed to the President.
  - ✓ Parliamentarian - Voting Procedures and the Delegates report
  - ✓ State Meeting Co-Chair – List of Donors and Items donated
  - ✓ Reflections Chair - Memorial Page
  - ✓ Marie Simmons Scholarship Chair – List of the past and current year scholarship recipients
  - ✓ Membership Pins Chair - List of pin recipients
  - ✓ Newsletter and Club Scrapbook Page Contests' Chairs - List of participants
  - ✓ Registration Chair - the Attendance List and the seating arrangement for the Saturday Luncheon
  - ✓ Show & Sell Chair - List of registered vendors
- Create the format for the booklet.
- Provide an extra copy of the booklet to the Archivist

## **DOOR SIGN CONTEST**

- This contest is up to the discretion of the club.
- The hotel's safety rules and fire regulations should be observed.
- Include participation information in the Third Call.
- Provide a theme and token prizes to be awarded.
- Four (4) judging categories: "Members' Choice Award" "Most Creative", "Funniest" and "Best Overall"
- Provide a ballot in the registration envelope.
- Select two (2 judges); provide them the judging criteria, score sheets and list of participating room numbers. A small token gift may be given to them.
- Judging takes place Friday evening.
- Winners are announced at the Saturday General Meeting

## **NAMETAGS**

The Registration Chair prepares the nametags, using the registration database.

- Lariat style standard plastic pouch with a label insert or laminated business size card.
- Print: NYSOMOTC, State Meeting & Year, Member's Name, Club Affiliation, or if a 'Guest'
- Use different stickers to identify the paid events; place them in the back of the nametag.
- First Time Attendees may be issued a number "1" pin (in their registration envelope). Optional
- Guests may be issued a "G" pin. Optional

## **DITTY BAGS (Optional)**

It is the discretion of the host committee to give a ditty bag to each attendee.

- The State Meeting Chair prepares the letter requesting donations from the local club members, area businesses, the local Chamber of Commerce and the Visitors' Bureau.
- Work closely with the Registration Chair to assemble the correct amount of bags and distribute them during the registration hours.

## **MERCHANDISE WITH THE NYSOMOTC NAME AND/OR LOGO**

- Member Clubs may sell merchandise with the NYSOMOTC Name or Logo.
- Refer to the Bylaws Article II Section 2. Letter B and the Procedure Manual for steps to follow.
- Approval from the Executive Board must be obtained by the Midterm Board Meeting, prior to your State Meeting.

## **“To Do” List - Between Midterm Executive Board Meeting and the State Meeting**

**Reflections Chair** - provides the Memorial page for the Program Booklet.

**Club Scrapbook Page & Newsletter Contest Chairs** – need at least two tables to display the newsletters and scrapbook pages. The contests' Chairs provide you the rules and entry form to be included in the Third Call. The Club Scrapbook Page Chair needs your assistance in securing two (2) on-site judges.

**Future State Meeting Chair** - needs a table to sell raffles during Registration and at Show & Sell. Confirm the color of raffle tickets they will be using.

**MSS Fundraiser** - needs a table to sell raffles during Registration. Confirm the color of raffle tickets they will be using.

**Membership Pins Chair** –provides you the list of pin recipients for the Program Booklet.

**Nominating Chair** – provides the white Memorial Candle\*\*, the color candles, the matching silk flower corsages and ribbons that are attached to the President's gavel. Two tables to be placed at the center, in front of the dais – to be used for the Memorial Service, Membership Pins Presentation and Installation ceremony. **Note:** the Installation ceremony is held every other year.

\*\* The State Meeting Chair is to confirm hotel's policy on using lit candles in the premises.

**Parliamentarian** - needs a room or area for the Delegates/Alternates registration meeting on Friday evening - (6:00-6:30 PM). They provide you the Voting Protocol and the Delegates Report for the Program Booklet.

**Recording Secretary** - provide a copy of the logo cover for the State Meeting Minutes.

**State President** – confirm the order of a small flower arrangement (from a local florist) for the Recording Secretary, in recognition of the “Administrative Assistant Day”. This is paid by the NYSOMOTC Treasurer. Use the voucher form to request a refund.

**Vice President or a Past President** – to serve as the moderator for the Clubs Presidents/State Reps workshop. This arrangement may be finalized at the Friday Executive Board Meeting.

**Ways & Means Chair** - needs a room (with lock) and tables near the registration area to set up the W&M Raffles. Confirm the color of raffle tickets they will be using.

**Westside Suburban MOTC-** provide them the color and logo design of the State Meeting Disc. If they are not represented at the meeting, send the design to Anne Clements via email to [aclemtwins@yahoo.com](mailto:aclemtwins@yahoo.com). The club's contact information is in the current Member Clubs' Directory.

## HELPFUL TIPS

- ✓ The State Meeting Liaison is available to answer your questions.
- ✓ Communicate with the President on a regular basis.
- ✓ It is suggested that the Host Committee wear a “uniform” look throughout the weekend for easy identification.
- ✓ Nametags must be worn for all the activities. NO EXCEPTIONS! Add a reminder sticker on the registration folder.
- ✓ Activities with a food service should include the special meal requests from members with food allergies.
- ✓ If the hotel’s Sales/Event Manager has done a super job for you, a small gift is suggested. This expense is paid from the remaining funds.
- ✓ At the discretion of the Co-Chairs, a token gift of appreciation may be presented to the Host Committee Chairs. This expense is paid from the remaining funds.
- ✓ Keep notes on all meetings and discussions held during the two years. These will be useful to prepare the Final Report.
- ✓ The Evaluation Form is provided as a hard copy and via Google Forms
- ✓ Send the Evaluation Forms to the Advisor, within one (1) month after the State Meeting
- ✓ Be sure that all expenses, including the printing cost for the Final Report copies, have been paid before the State Meeting bank account is closed.

## FINAL REPORT of the STATE MEETING

This report is presented at the Midterm Executive Board Meeting in October. A hard copy is given out to each Board Member in attendance. Provide an extra copy to the Archivist.

The Final Report is presented in a booklet format and includes the following:

- The State Meeting logo cover with “Final Report” printed on the front page
- Summary of all your fundraising activities
- Hotel and contract information
- Reports of all the committees and events
- Financial Statement including all monetary transactions of the two-year period – Income and Expenses
- List of all donations received, including those from the Host Committee and clubs’ members
- Helpful comments for future state meetings

## Two-Year Schedule for the Present and Future State Meeting Chairs

### Two years prior to the State Meeting:

- ✓ Discuss hosting the State Meeting; refer to the State Meeting Guidelines in the Procedure Manual
- ✓ Establish the Host Committee and the theme; check the dates to avoid conflicts with holidays
- ✓ Inform the President of your intentions to bid
- ✓ Attend the State Meeting to present the bid
- ✓ After bid is accepted, the Co-Chairs attend the Sunday Executive Board Meeting to request the Loan and receive their badges.
- ✓ Procedure Manual is on the website.

### Spring/Summer

- ✓ Set up the State Meeting bank account
- ✓ Review the State Meeting Guidelines, NYSOMOTC Bylaws and Standing Rules
- ✓ Set up meetings with the hotel's Sales Manager and begin the contract negotiations.
- ✓ Take notes of all discussions.
- ✓ Prepare a budget. Refer to the previous state meeting's Final Report for Income & Expenses
- ✓ Create the theme and the logo that will identify the State Meeting
- ✓ Meet with the Host Committee Chairs to set up a work plan
- ✓ Send First Call to the Newsletter Editor and to the Webmaster
- ✓ Show & Sell Chair begins to recruit local vendors

### September

- ✓ The Co-Chairs register to attend the Midterm Executive Board Meeting

### October

- ✓ Present a written report at the Midterm Executive Board Meeting.
- ✓ Send article to the Newsletter Editor and to the Webmaster

### December

- ✓ Send article to the Newsletter Editor and to the Webmaster

### January thru March

- ✓ Finalize the workshops.
- ✓ Plan the skit presentation to the membership in April.
- ✓ Host Club members plan to attend the State Meeting and present the skit
- ✓ Obtain literature from your hotel and local attractions to enhance the skit.
- ✓ Raffles Chair purchases tickets for the "One Free Night" room raffle.
- ✓ Create a certificate to give to the winner.
- ✓ Other prizes may be added to enhance this fundraiser
- ✓ Confirm with the current State Meeting Chair the table you need and the color of the raffle tickets you are selling

### April – One Year prior to your State Meeting:

- ✓ Hotel contract with all written agreements should be signed by this time.
- ✓ Attend the State Meeting, including the Friday & Sunday's Executive Board Meetings – present a written activity report.
- ✓ If doing a 50/50 and the "One Free Night" room raffles, ticket sales are on Friday - 9AM to 6PM
- ✓ Present the invitation skit at the Saturday General Meeting
- ✓ Announce the raffle winners during Saturday's General Meeting afternoon session.
- ✓ At the conclusion of the general meeting, the current and the next State Meeting Co- Chairs and the Procedure Manual Chair meet to collect and pack the equipment bins for the next year's meeting.
- ✓ Sign the Equipment Inventory List provided by the Procedure Manual Chair.

### May thru August

- ✓ Send Second Call to the Newsletter Editor and to the Webmaster to post on the website
- ✓ Meet with the various committees to follow up on all the plans and activities
- ✓ Confirm the workshop presenters, dates and time of the sessions.
- ✓ State workshop – for Clubs Presidents & State Reps: confirm the moderator at the Friday Executive Board Meeting
- ✓ Begin typing the first draft of the Third Call
- ✓ Show & Sell Chair recruits local vendors and creates a list of names & addresses

### September

- ✓ Register to attend the Midterm Executive Board Meeting
- ✓ Third Call draft should be near completion. Include the Show & Sell contract form, the Club's Ad form, the rules and entry forms for the Newsletter and Club Scrapbook Page contests, the Registration Form and the list of past State Meeting sites.
- ✓ Make preliminary arrangements with a DJ for Saturday Night. Request a contract.

### October

- ✓ Finish the first draft of Third Call; email a copy to the President and the State Meeting Liaison for their review
- ✓ Attend the Midterm Executive Board Meeting and present a written activity report.
- ✓ Confirm the arrangements as listed in "To Do List" of these Guidelines.
- ✓ You may do a 50/50 and/or other raffles. Consult the President.
- ✓ The previous State Meeting Co-Chairs prepare the Final Report; distribute copies to the board members in attendance. Present the overage check - if any - to the next year's State Meeting Chair.
- ✓ Next year's Chair – obtain the Final Report and the overage check (if any) from the previous Chair.
- ✓ Send the 2<sup>nd</sup> Call to the Newsletter Editor and to the Webmaster

### November

- ✓ Once Third Call is approved by the President, make the final corrections/updates.
- ✓ Mailing (see below) may be completed before the designated deadline.

### December

- ✓ **Email the Third Call Registration Packet by December 1st** to the Officers, the Executive Board, the Past Presidents, the Club Presidents, State Representatives and the Multiples of America (NOMOTC) Executive Office.
- ✓ Forward the Third Call file to the Webmaster to be published on the website
- ✓ Send a hard copy via regular mail to the board members without an email address.

### January

- ✓ Review the State Meeting Guidelines
- ✓ The Co-Chairs should arrange a meeting at the hotel with the host committee to inspect the facilities and rooms for the various events. The Co-Chairs should note the committees' requests so they can be discussed with the Events Manager
- ✓ Begin typing the Program Booklet; start researching local printers and obtain printing cost estimates
- ✓ Raffles and Hospitality Chairs should begin to search for and request donations
- ✓ Show & Sell Chair mails the contract to commercial vendors.
- ✓ Ditty Bags Chair begins collection of items – optional

### February

- ✓ Follow up with the Host Committee's work progress.
- ✓ Re-confirm date and location with the DJ for Saturday's closing party
- ✓ Re-confirm arrangements with all the workshops' presenters
- ✓ Check with the Raffles Chair to purchase the ticket rolls and prepare the list of prizes
- ✓ Contact a local Scouts troop, to present the Colors at the Opening Ceremonies.
- ✓ Send an invitation to the local town or city official requesting their attendance at the Opening Ceremonies, to welcome the membership. This is optional.

## March

- ✓ Registration Chair tallies the registrations; prepares the Attendance List (including members with food allergies) and forwards a copy to the Parliamentarian and the President. Prepares the Nametags, the Evaluation Form, folders and the Sign In registration sheets. Prepares the Member's Choice ballots for the Club Scrapbook Page Contest; adds one in each registration envelope.
- ✓ All monies from the registrations and booklet ads are deposited on a regular and timely basis
- ✓ Co-Chairs meet with the Event Manager to discuss room assignments for the President and the "One Free Night" room; review the list of special dietary requests; request that clubs be grouped on the same floor; request updates on the room reservations
- ✓ Provide the President their room confirmation number when available.
- ✓ Show & Sell Chair provides the vendors' checks/money orders to the State Meeting Account Treasurer
- ✓ State Meeting Chair confirms the number of tables needed by the various committee chairs
- ✓ All seating arrangements, list of donors and S&S vendors to be completed for the Program Booklet
- ✓ Cancellations or changes: the State Meeting Chair works with the Registration Chair on handling cancellations or changes on an individual basis. Keep a list of the members and inform them that the registration fee is non-refundable. Refunds on any activities may be issued only after the State Meeting hotel bills are fully paid and depend on the availability of remaining funds.
- ✓ Assemble the ditty bags – if applicable

## Early April (Before the State Meeting)

- ✓ Confirm the Friday Night and Saturday Luncheon entertainment (if applicable) and the Saturday Night DJ
- ✓ Confirm the availability of the Hospitality room and other rooms for any deliveries
- ✓ Flowers for Memorial Service – silk red roses (stored in the equipment bins)
- ✓ Installation Ceremony – 5 silk flower corsages (4 for the Officers + 1 for the Installing Officer)
- ✓ President may request you to order a small arrangement (from a local florist) for the Rec. Secretary. This is paid by the NYSOMOTC Treasurer. Request a refund using the voucher form.
- ✓ Finish and print the Program booklet. Provide an extra copy for the Archivist
- ✓ Check that the committees have completed their tasks
- ✓ Publicity for the State Meeting to be posted on social media
- ✓ Raffles Chair - check that raffle prizes, tickets and containers are ready
- ✓ Registration Chair should be ready with all materials.
- ✓ Inform the Membership Pins Chair of any late registrants.

## April (At the State Meeting)

- ✓ Attend the Friday Executive Board Meeting; present a report and the checks for the State Meeting Loan refund, the per person Assessment Fee and the Show & Sell report.
- ✓ Oversee the weekend activities.
- ✓ Nametags must be worn and should be checked at all activities.
- ✓ Registration Sign-In Sheets are transferred to the Membership Pins Chair before the pin's presentation is held.
- ✓ After the Saturday General Meeting concludes, the current Co-Chairs meet with the next year's Co-Chairs to transfer the plastic bins holding the State Meeting equipment.
- ✓ Sign the Equipment Transfer Form provided by the Procedure Manual Chair
- ✓ Attend the Sunday Executive Board Meeting and present the Show & Sell final report.
- ✓ Provide a copy of the logo cover to the Rec. Secretary to be used for the State Meeting Minutes
- ✓ Give the extra copy of the Program Booklet to the Archivist

## May through September (following the State Meeting)

- ✓ Send the Evaluation Forms to the Advisor within one month after your State Meeting
- ✓ Request the Host Committee Chairs to provide you a final summary of their activity
- ✓ Treasurer prepares a detailed financial report.
- ✓ Type the Final Report. Use the state meeting logo cover.
- ✓ Register to attend the Midterm Executive Board Meeting.

## October/ Midterm Executive Board Meeting

- ✓ The Chair presents the Final Report- a copy is given to each board member.
- ✓ Present the overage check - if any - to next year's Chair
- ✓ Your duties conclude and you serve as the next State Meeting Liaison.
- ✓ The state meeting bank account is closed after all checks have cleared



**New York State Organization Mothers of Twins Clubs**  
**(add number) Annual State Meeting**  
**Add theme name**  
**Registration Form**

Please Print Clearly

**Name:** \_\_\_\_\_

**Club:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

***Attending as: (Check all that apply)***

NYSOMOTC - Officers: President\_\_\_\_ Vice President\_\_\_\_ Rec. Secretary\_\_\_\_ Treasurer\_\_\_\_

**Advisor**\_\_\_\_ **Parliamentarian**\_\_\_\_ **Past President**\_\_\_\_ **Executive Board Member**\_\_\_\_

**Club:** Member\_\_\_\_ President\_\_\_\_ State Rep\_\_\_\_ Delegate\_\_\_\_ Alternate\_\_\_\_ Guest\_\_\_\_

How many State Meetings have you attended? \_\_\_\_\_

Are you a First Time Attendee? Yes\_\_\_\_ No\_\_\_\_

Your Age: 20-30\_\_\_\_ 31-40\_\_\_\_ 41-50\_\_\_\_ 51- 60\_\_\_\_ Aged to Perfection\_\_\_\_

**Accessibility Accommodations needed:** \_\_\_\_\_

**Dietary Accommodations needed:** \_\_\_\_\_

**Arrival Information:**

Workshops will be starting at 9:00 am on Friday and will be scheduled based on arrivals marked below.

When will you be arriving? \_\_\_\_\_ Wednesday  
\_\_\_\_\_ Thursday  
\_\_\_\_\_ Friday \_\_\_\_\_ Before 1:00pm \_\_\_\_\_ After 1:00pm  
\_\_\_\_\_ Saturday

Name: \_\_\_\_\_ Club: \_\_\_\_\_

**Registration Fee: Non refundable. No one is allowed on site without paying this fee.**

NYSOMOTC Officers (Pres., VP., Rec Sec., Treas., Adv., Parl.)	Paid by NYSOMOTC	
Club Member	\$50.00	\$ _____
Guest	\$55.00	\$ _____
Late Fee (If postmarked after March 1st)	\$10.00	\$ _____

Please indicate the events you plan to attend:

<b>Thursday - Welcome Reception</b>	Y _____ N _____	N/C
<b>Friday - Executive Board Meeting Breakfast</b>	Y _____ N _____	\$ _____
Club Presidents/State Reps Workshop	Y _____ N _____	N/C
Workshops (list all)		

Participating in Door Sign Contest?	Y _____ N _____	
<b>Evening Activity</b>	Y _____ N _____	\$ _____

Indicate meal choice: \_\_\_\_\_

**A Special Dietary Plate is available upon request. Please indicate exactly what your preference is:**

Food Allergies: \_\_\_\_\_

***Saturday - Luncheon***

Officers: Pres., VP, Rec Sec., Treas., Adv., Parl.	Paid by NYSOMOTC	
Club Member or Guest	Y _____ N _____	\$ _____

Indicate meal choice: \_\_\_\_\_

**A Special Dietary Plate is available upon request. Please indicate exactly what your preference is:**

Food Allergies: \_\_\_\_\_

<b>Evening Activity</b>	Y _____ N _____	N/C
<b>Sunday - Executive Board Meeting Breakfast</b>		\$ _____

Donation to the Marie Simmons Scholarship Fund	\$ _____
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(Separate check/money order payable to the *MS Scholarship Fund*)

TOTAL DUE	\$ _____
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**STATE REP: Include one club check payable to: State Meeting account name here.**

**Mail Registration Form and Fees to: add Registration Chair's info here**

**Mail donations to the MS Scholarship Fund to the MSS Treasurer: add info here**

**Club Participation:** (check all that apply): Club Scrapbook Page Contest \_\_\_\_\_ Ways & Means Raffles \_\_\_\_\_  
Newsletter Contest \_\_\_\_\_ Show & Sell \_\_\_\_\_ Program Booklet Ad \_\_\_\_\_ Door Sign Contest \_\_\_\_\_

**REGISTRATION CHAIR ONLY:**

Date Received \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

# \_\_\_\_\_

## 20\_\_ NYSOMOTC State Meeting

### Evaluation Form

**On-Site Registration:** Was it a smooth process? Yes\_\_\_\_ No\_\_\_\_

Comment: \_\_\_\_\_

**Hotel:** Were the facilities adequate? Yes\_\_\_\_ No\_\_\_\_ Indicate if any problems \_\_\_\_\_

Comment: \_\_\_\_\_

**Workshops:** Which did you attend: \_\_\_\_\_

Comment: \_\_\_\_\_

**Show & Sell:** Attended: Yes\_\_\_\_ No\_\_\_\_

Comment: \_\_\_\_\_

**Friday Night:** Attended: Yes\_\_\_\_ No\_\_\_\_ (If No, would you share why?)

Comment: \_\_\_\_\_

**Saturday Luncheon:** Attended: Yes\_\_\_\_ No\_\_\_\_ (If No, would you share why?)

Comment: \_\_\_\_\_

**Saturday Night:** Attended: Yes\_\_\_\_ No\_\_\_\_ (If No, would you share why?)

Comment: \_\_\_\_\_

**Hospitality Room:** Circle one:    Excellent            Satisfactory            Needs Improvement

Comment: \_\_\_\_\_

**Describe your weekend profile:** check any that apply:

Did you fly\_\_\_\_ or drive? \_\_\_\_\_ Thursday arrival \_\_\_\_\_ Friday arrival \_\_\_\_\_

Buy Raffles \_\_\_\_\_ Attended Workshops \_\_\_\_\_

**Most Favorite Activity and why:** \_\_\_\_\_

**Least Favorite Activity and why:** \_\_\_\_\_

**Suggestions for future State Meetings:** \_\_\_\_\_

\_\_\_\_\_

## Checklist for State Meetings Attended

___ 1966	Yonkers
___ 1967	Gr. Rochester MOTC
___ 1968	So. Tier MOTC – Spring Is Here
___ 1969	MOTC Buffalo – Queen For A Day
___ 1970	TNT of CNY – We’ll Measure Up In ‘70
___ 1971	MOTC Suffolk – Sunny Suffolk
___ 1972	Chemung Valley MOTC - Play Hooky In ‘72
___ 1973	Westside Suburban MOTC – Go Country Style
___ 1974	Mohawk Valley MOTC – Up, Up and Away
___ 1975	Schenectady MOTC – A Twin B’d Day Party
___ 1976	MOTC Buffalo – Twin Spirit In Buffalo
___ 1977	TNT of CNY – Twice As Nice
___ 1978	Staten Is. MOTC – Great In ‘78
___ 1979	So. Tier MOTC – Sweep Into Broome
___ 1980	So. Chauttaqua/Dan-Way-Co MOTCs – Join Our Pow Wow
___ 1981	Gr. Rochester MOTC – Meet Us At Home Plate
___ 1982	MOTC Suffolk – Sail Into Suffolk
___ 1983	Westside Suburban MOTC – Over The Rainbow
___ 1984	So. Chauttaqua MOTC – Stomp Into Chauttaqua
___ 1985	Schenectady MOTC – Tiptoe Thru The Tulips
___ 1986	MOTC Buffalo - Rock & Roll With Buffalo
___ 1987	TNT of CNY – Let’s Meet At The Heart
___ 1988	MOTC Queens – Bite Of The Apple
___ 1989	Nassau Co. MOTC – A Roaring Good Time
___ 1990	So. Tier MOTC – Come To The Tier For The 25 <sup>th</sup> Year
___ 1991	Kins of Twins – Country Fun
___ 1992	MOTC Buffalo – The Winner Is You
___ 1993	Jefferson Co. MOTC – A Bridge Into The Future
___ 1994	Staten Is. MOTC – Party Hardy
___ 1995	TNT of CNY – Magic Live In ‘95 (30 <sup>th</sup> Anniv.)
___ 1996	Gr. Rochester MOTC - Picture This In ‘96
___ 1997	Nassau Co. MOTC – Cruising to Nassau, L.I.
___ 1998	So. Chauttaqua MOTC – Feeling Great In ‘98
___ 1999	Schenectady MOTC – Double Time In ‘99
___ 2000	MOTC Buffalo – Buffalo Rodeo (35 <sup>th</sup> Anniv.)
___ 2001	So. Tier MOTC – Laugh & Have Fun In 2001
___ 2002	Westside Suburban MOTC – Let The Sun Shine On You In 2002
___ 2003	TNT of CNY – Pamper Me In 2003
___ 2004	MOTCs of Queens, Suffolk Co., Nassau Co., TWINrific MOMs, T&T SOS, Staten Is. MOMs – Mardi Gras & More In 2004
___ 2005	Dutchess Co. MOMs – History & Mystery Come Alive In 2005 (40 <sup>th</sup> Anniv.)
___ 2006	Schenectady MOTC – Love The Flicks In 2006
___ 2007	Kins of Twins – A Little Bit Of Heaven In 2007
___ 2008	Capital District MOTC – Out of the States In 2008
___ 2009	Gr. Rochester MOTC – Turn Back Time
___ 2010	NYSOMOTC Past Presidents – The Journey Continues (45 <sup>th</sup> Anniv)
___ 2011	POM of CNY – Turtles Just Wanna Have Fun
___ 2012	Nassau Co. MOTC – Time To Renew In 2.0.1.2.
___ 2013	MOTC Buffalo – Roaring 20s At The Roaring Niagara
___ 2014	Genesee Country & Westside Suburban MOTCs – Disney Dream In 2014
___ 2015	TNT of CNY – Back To The Beginning (50 <sup>th</sup> Anniv.)
___ 2016	MOTC Suffolk – Sweet 16
___ 2017	Gr. Rochester MOTC – Flip Flop To The Lake
___ 2018	NYSOMOTC Executive Board – Back To The Future
___ 2019	Schenectady MOTC – Saratoga Scene
___ 2020	Virtual Executive Board Meeting due to Pandemic (via Zoom) (55 <sup>th</sup> Anniv.)
___ 2021	Virtual State Meeting due to Pandemic (via Zoom)
___ 2022	POM CNY - Looking For You In 2022
___ 2023	WOW MOMs - Buffalo or Bust!
___ 2024	MOTC Suffolk – Broadway
___	
___ Total	

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## ~State Representative Registration Checklist~

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1. Review the Third Call Registration Packet and forward to the club members as soon as received.
2. Discuss the State Meeting and the registration information at the club meetings.
3. Collect the members' registration forms and fees.
4. Review each form and make corrections with the member's approval.
5. Provide your club's Treasurer the checks collected and obtain one club check for the full amount to be paid to the State Meeting account.
6. Mail one club check with all the registration forms to the State Meeting Registration Chair.
7. Remind members to make their room reservations directly with the hotel (add name of hotel)
8. Fill out and return the entry forms to the respective chairpersons of the Club Scrapbook Page and Newsletter Contests, the Show and Sell contract and fee, Club's Ad for the Program Booklet.
9. Be sure to respond by the specific deadlines for the following:

<b>FEBRUARY 1<sup>st</sup>.</b>	<b>March 1<sup>st</sup></b>
Newsletter Contest Entry Form	Newsletter Contest Entries
	Show & Sell Contract and Table Fee
	Club Scrapbook Page Contest
	Club's Ad for the Program Booklet
	Hotel Reservations
	Registration Form
10. Club's Tax Exemption Form – submit to the hotel by the stipulated date (see Third Call)
11. Prepare the club's basket donation for the Ways & Means Raffles
12. Remind club members attending to bring extra funds for the various Raffles and Show & Sell.
13. Join us to celebrate the **(add #) NYSOMOTC State Meeting (add name).**

Submit this form to request a refund for events' expenses.  
Expenses are approved by the State Meeting Chair



## State Meeting Expense Refund Voucher

Host Committee Chair - fill out all pertinent information  
Original & receipts attached - submit to the State Meeting Chair for approval  
Upon approval, the State Meeting Treasurer issues the refund.  
Retain a voucher copy for your file.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Committee: \_\_\_\_\_

### EXPENSES:

Postage \$-----

Copies \$-----

Supplies \$-----

Misc. \$-----

\$-----

Subtotal \$-----

Advanced \$-----

Total \$-----

\_\_\_\_\_  
Committee Member's Signature

Date Received-----

Approved by----- State Meeting Chair

Date Paid-----

Paid by----- State Meeting Treasurer

Check Number-----

Amount \$-----



# New York State Organization of Mothers of Twins Clubs

Founded in 1966

## Financial Transmittal Form

Prepare two [2] copies:

Date: \_\_\_\_\_

- Submit one [1] to your Treasurer with the cash and/or checks
- Retain one [1] for your files

Name: \_\_\_\_\_ Board Position: \_\_\_\_\_

*Enclosed:*

<u>NAME</u>	<u>AMOUNT</u>	<u>CHECK / CASH/ ZELLE</u>	<u>PURPOSE</u>
		<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Zelle	
		<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Zelle	
		<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Zelle	
		<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Zelle	
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		<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Zelle	

**TOTALS:**

Cash: \_\_\_\_\_

Checks: \_\_\_\_\_

Total Deposit: \_\_\_\_\_

**SIGNATURES:**

Submitted by: \_\_\_\_\_

Received by: \_\_\_\_\_  
(TREASURER)