

## **Annual Meeting Planning**

Select Date & Time: Traditionally the 3<sup>rd</sup> Monday in June in lieu of the regular lecture.

Board Nominations: Include announcement in the APB. APB deadline January 15.

Reserve Location: Student Center Ballroom - Reserve room & check for current rental cost  
(Dennis Casey 595-2027)

Program: Plan a program. Get contract mailed through office.

Flyer: Create a flyer giving date, location, cost, agenda, program, and parking permit information. Include a registration section at bottom showing cost of lunch and parking permit. Give a deadline for registration and include a signature line for credit card users. Ask members for any dietary restrictions. Have flyer ready for printing by mid-April and put in mail to distribute at the 1<sup>st</sup> lecture in May.

Food: Committee contact University Catering (#595-2346) to select menu and give count to catering one week prior to event. Check for special dietary needs.

Decorations: Ask All-A-Bloom to provide floral table centerpieces. Food service provides table cloths and will provide vases if desired.

AV Equip: Check for microphone or other AV equipment required by speaker or program. Verify the UWP student will be available to work AV equipment.

Guests: Invite guests: Chancellor or his/her representative, International Programming Manager, Parkside Police Chief and Office Representative, ALL Office Staff (Vanessa Greco), Executive Director CCP, CCP Liaison, CCP Accountant, and any others who may have been involved or interested in ALL.

Displays: Arrange for tables for Focus Group and Committee Displays and notify focus group and committee chairs to provide, bring and set up a display. Printed display identifiers should be retained from previous years to be used again. E-mail or phone group/committee chairs a couple weeks prior to remind them of displays.

Bring ALL's display board with timely information and displays.

Registration: Arrange to have tables outside ballroom for registration. Have list of registrants to check-off outside the Square. Need adhesive-name labels for each registrant/guest. Food choice should be indicated on the name tags. Have parking permits to sell and list of those who have pre-paid. (Person in charge should have some small bills for making change.)

Info at Tables: Program, lectures for new term, minutes of previous year's annual meeting, budget, committee reports, slate of officers. Using folders may help

Agenda: 11:00-12:00 View displays  
11:00 - 12:00 — Registration (Renew Membership & Parking Permits)  
Welcome: President or appropriate guest  
12:00 Noon — Luncheon  
1:00 - Annual Meeting  
    Introduction of guests  
    Introduction of the Board, Members at Large & Committee Chairs  
    Approve Minutes & Budget & any Bylaw Changes  
    Nominating Committee Presentation of Proposed Slate of Officers  
    Election of Officers & Members at Large  
    Exchange of Gavel from Outgoing to New President  
1:30 - Program

10/2016