

## **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. 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, ALL Office Staff (Vanessa Greco), Executive Director CE, CE Liaison, CE 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 year 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

2/20/2018