

HOSTING A STATE MEETING

1. Notify the State President at least 6-9 months in advance of the date your Federation/Association is willing to host a meeting.
2. Notify the State President of the location for the meeting at least 90 days in advance of the meeting so it can be put on the agenda.
3. Reserve Rooms for the following meetings:
 - a. 1-2:45 PM Saturday for Caller/Cuer workshop. Contact the coordinator to find the specific room requirements. At this time (Sep 2010): Ges Hoffner is this person.
 - b. 3-5 PM Saturday for Ways and Means meeting.
 - c. 9-10 AM Sunday closed door room for executive meeting.
 - d. 10-12 AM Sunday for general meeting make sure the room will hold at least 50 people.
4. Host a dance the Saturday night before the general meeting.
5. Have the Host Federation/Association representative give the welcome before both the Ways and Means and the General Meeting.
6. Provide a motel with a block of 10 or more rooms for visitors. If possible select a motel with an elevator or guaranteed first floor rooms. Send this information, including phone numbers to state first Vice President and the State Secretary 90 days before the meeting you are hosting.(Block should be under the Federation Name)
7. Have coffee, hot water, water, juice, and 6 dozen items such as donuts, rolls, or bagels available at the general meeting.
8. Make a reservation for dinner before the dance Saturday evening and select a place for lunch after the Sunday meeting.
9. The State Federation will reimburse the host federation up to \$150 dollars for meeting rooms; food, drinks, and supplies for the Sunday meeting; if receipts are turned in to the State Treasurer.

Sep 11, 2010