

HOSTING A STATE MEETING

1. Advise the State President at least 6-9 months in advance of the date your federation/association is willing to host a meeting.
2. Advise the State President of a location for the meeting at least 90 days in advance of the meeting so it can be put on the agenda. The state president will then pass the information on to the magazine and the web site.
3. Rooms will be reserved 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 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.(Suggest reservations be under the fed name)
7. Have coffee, hot water, water, juice, and up to six dozen items such as donuts, rolls, or bagels available at the general meeting. Order these in relation to past history of attendance in your federation.
8. Make a reservation for dinner before the dance Saturday evening. Also make written suggestions of lunch places after the Sunday meeting. Send these to the president with the arrangements for the weekend meetings.
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.

Originally written and passed on Sept. 11, 2010

Underlined parts were changes made at the Sept. 11, 2015, meeting.