

## 2012 GUIDELINES FOR HOSTING TEXAS STATE AFA MEETINGS

### Concept of Operations:

1. The Texas State AFA meeting is the responsibility of the Texas State president, but is hosted by the local chapter.
2. The state president is responsible for all scheduled activities. The business meeting agenda should be provided to each chapter president NLT two weeks prior to the State meeting.
3. The host chapter should have adequate resources, i.e., personnel and funds to properly host the meeting. A host chapter must have an overall event coordinator, plus a person to manage registration and at least one individual for each simultaneously held event. The chapter representative should be prepared to discuss this subject with the state membership during the bidding process and also submit it in the chapter's written bid.
4. The state president will review and approve the proposed schedule and all costs associated with the meeting before the final schedule is provided to each chapter. The final package should be provided to each state officer and chapter presidents NLT eight weeks prior to the meeting.
5. The state president is responsible for notifying, meeting, and hosting regional and national officer, unless the host chapter agrees to assume responsibility.
6. The state president and host chapter president should discuss and agree on who will pay specific expenses prior to the meeting.
7. The host chapter is responsible for obtaining the guest speaker(s) and appropriate gifts, unless the state president accepts responsibility.
8. If a silent auction is scheduled for the meeting, the Texas Aerospace Education Foundation Chairman is responsible for appointing a project person. The proceeds of the auction will go the Texas AEF. The hosting chapter will ensure an area is available to display silent auction items. The Texas AEF Chairman or Treasurer will provide bid sheets for the items and be responsible for collecting monies at the end of auction.
9. The host chapter should expect to make a nominal profit from the meeting. Registration checks should be made out to the hosting chapter. Those monies collected from people attending the event should not exceed the operational cost by more than approximately \$500. Chapters that collect sponsorships or other funds from corporate organizations may make additional profits, but should also consider making a donation to the Texas AEF or reimbursing those who attended.
10. Texas State AFA Treasurer will provide \$300 prior to the Spring and Fall meetings and \$400 for the summer Convention as seed money to fund meeting expenses. Recommend the funds be provided to the host chapter eight weeks prior to the meeting. The money does not have to be repaid to the State Treasurer since this is an approved AFA Texas State budget expenditure.
11. Recommend three separate registration fees. One fee includes adult beverages in the hospitality suite, while the other fee excludes adult beverages, but includes snacks and other beverages. For those only attending the meeting, a separate fee could be charged to cover the meeting expenses incurred by the chapter.

## Planning:

1. Host chapters should schedule state meetings to avoid conflicts with AFA regional, national or local events.
2. Select a site that can provide adequate support and is conveniently located. The site should have suitable meeting rooms and dining facilities.
3. The host chapter should attempt to keep fees for hotel rooms, meals and events as low as possible. Chapters desiring to host the meeting at special, more expensive venues should discuss alternative costs with the state membership in advance of bidding for the meeting. Preferably, the discussion will be held at an earlier state meeting. A membership vote should determine the site in that situation.
4. Host chapters should attempt to negotiate for the best room rates, meals and beverage costs. Strongly recommend selecting a hotel that allows AFA to provide its own beverages for the hospitality suite. Also, recommend that the host chapter consider soliciting one or more of their community partners to sponsor the hospitality suite. The cost of the registration fee then could be lowered.
5. Prior to registration, the state president will determine who will pay for regional and national officers' expenses.
6. If golf is scheduled, insure that the golf course is within the general area of the meeting site. Green fees should be reasonable...suggest \$60 maximum.
7. Golf and other activities should be scheduled so that members can travel to the site Friday a.m. Activities should not start between 7 and 8 AM, (depending on the time of year).
8. A function for the spouses should be scheduled on Saturday during the AFA business meeting. Transportation and lunch, if appropriate, should be arranged at minimal cost.
9. If a silent auction is planned, recommend a Saturday night event be scheduled during the state convention. This allows members to complete the evening in the hospitality suite and silent auction area. Also, a scheduled Saturday night event, (including a speaker or special entertainment), should increase camaraderie and may add to the meeting attendance.
10. Host chapters should use their approved tax-exempt number for a non-profit organization to have the sales exemption applied to costs for setting up the meeting. This can save 7-9% on meal costs. Chapters can provide the number to the host hotel.
11. No reservation is made until the registration fee is paid in advance. Persons paying at the door will incur an additional charge for meals. Recommend deleting any late fees on the registration form except as noted above.
12. After the final schedule and agenda have been approved, have the registration package posted on the Texas State AFA website. The AFA Texas Secretary will then email the schedule and agenda to all members listed on the AFA Texas Officer Roster.