

# CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION POLICIES & PROCEDURES

## CHAPTER MEETING HOSTING & PREPARATION GUIDELINES

**PURPOSE.** The purpose of this document is to define the steps to be used in hosting and preparing for Chapter meetings.

**POLICY.** It is CPRA policy to hold monthly Chapter meetings. The goal of the meetings is to present cost-effective business sessions and programs that are well planned, efficiently conducted, and provide information that enhances the professional growth of the members. The President-Elect is responsible for overseeing the meeting arrangements.

**PROCEDURES.** There are many aspects to conducting successful and worthwhile meetings. Attention to detail is critical. Observe the guidelines as shown below. There is also a quick reference "Checklist" that includes timelines. It is attached to this Guideline and should be completed in preparation for each meeting. Upon completion of the Checklist, the meeting host should sign it and provide a copy to the President-Elect.

**Meeting Schedule.** Beginning in September of each year, the President-Elect should begin soliciting member agencies to host chapter meetings for the upcoming year. An annual calendar of scheduled CPRA meetings should be reviewed and approved at the November Quarterly Executive Committee Meeting. Include as much detail as is available. Publish the calendar on the CPRA Web Site.

**Meeting Host.** Each Chapter meeting will have a host. Many members have hosted meetings before and therefore will be familiar with what is required to host a meeting. Others may not have hosted a meeting and will appreciate assistance in planning a meeting. The President-Elect will provide this assistance. NEVER assume that everything has been handled. It is important to ensure that the Host has maintained contact with the facility provider and that the entire Chapter's meeting requirements will be met. The President-Elect and the Meeting Host should jointly go over the Meeting Checklist. It is essential to follow the timelines shown on the Checklist.

**Meeting Notices.** The President-Elect and/or the Meeting Host must provide the meeting information to the CommLink editor NLT the cutoff date. This same information should go to the webmaster at the same time. Full information about the Meeting Program should be publicized in the CommLink in order to boost attendance.

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**Meeting Locations.** Typically, meetings are best held in conference rooms of hotels, restaurants, or convention centers. Hotels typically charge for the use of a meeting room, but may waive the charge if a minimum number of meals are guaranteed. This should be negotiated. CPRA typically does not pay for room rental. Larger agencies may have their own facilities which can accommodate CPRA meetings, but may require use of catering services.

Note: There may be special occasions or an opportunity for a hosting agency to hold a meeting at a place which might be considered a tourist attraction, such as an amusement park, movie studio, or park etc. These locations may help boost meeting attendance. However, most attendees are government employees who are on duty. Common sense should be used in selecting a meeting location. Avoid settings which might convey a less than professional image.

**Facility Requirements.** Selecting the right size facility is important. Meeting attendance tends to vary. Sign-in sheets from the previous year's meeting for that location may be a helpful guide. Obviously, location, program and many other factors can affect attendance

The facility should be able to accommodate at least 70 people for the meeting. Guarantees should be for no more than 40 unless there is pre-registration for a special event or if historical data for a previous years meeting at the same location would suggest a greater number. Most facilities will allow for a small number of additional meals over their guaranteed number if necessary.

If at all possible, two rooms should be reserved. The first room will be used for the General Business Meeting, Program, Lunch, and Frequency Coordination. The second smaller room will be used for the Executive Committee Meeting. If only one room is available, it should be sufficiently large enough to allow the Executive Board Meeting to be held with minimal disruption from members arriving for the General Business Meeting. In this instance, a large table should be available for the Executive Committee meeting.

A table for the Early Bird Refreshments should be located in an area convenient to the Executive Committee Meeting. It should also be accessible to members who arrive early for the General Membership meeting

The Meeting Host is expected to arrange for a table that is to be used by the Sergeant-at-Arms as a meeting sign-in table and for collecting the meeting registration fee.

## CHAPTER MEETING HOSTING & PREPARATION GUIDELINES (Cont.)

**American Flag.** Arrange for the use of an American Flag. Either use one provided by the facility or bring one in as needed. CPRA owns a flag and stand set. The Sergeant at Arms retains the flag set. Ask that person to provide the flag set as necessary.

**Audio Visual Systems.** Arrangements should be made with the meeting facility for a lectern, screen, and small public address system. The Chapter has its own PA system that can be used as necessary. Notify the Program Presenter that he or she is responsible for providing his/her own laptop projector system.

**Parking.** If there are parking costs, it may be possible to negotiate parking validation depending on group size; number of paid meals, etc, or seek a commercial sponsorship; otherwise parking fees will be paid individually by attendees. Be sure to include in the meeting announcements and notifications if there will be parking fee to be paid by each attendee.

**Early Bird Refreshments.** The Early Bird Refreshments are primarily for the participants in the Executive Committee meeting that is held before the Chapter/General Membership meeting. Early arrivals for the Membership meeting may help themselves to whatever refreshments are available.

**Sponsor for Early Bird Refreshments.** The Commercial Advisory Committee Chairperson is responsible for arranging for a commercial sponsor for the Early Bird Refreshments. The Meeting Host should coordinate with the Commercial Chairperson regarding the arrangements for the refreshments. Costs should be negotiated and agreed upon prior to committing to a sponsor.

**Commercial Presentation.** In recognition for providing the Early Bird Refreshments, the sponsor is allowed up to 5 minutes to make a Commercial Presentation, which is separate from the Chapter/General Membership Meeting Program Presentation.

**Lunch and Meeting Registration.** The registration fee for the Chapter/General Membership Meeting and luncheon is \$20. There is no charge for those who do not have lunch. When selecting a meeting location, every effort should be made to provide a luncheon for approximately \$15-\$20. If the luncheon/room costs exceed the \$20 amount, the President-Elect's approval is required prior to confirming the reservation.

**Break Even Meeting Budget.** The general idea for the meeting budget is to allow the Chapter to break even on the luncheon. The sum of the registrations at \$20 per person plus the proceeds from the Early Bird sponsorship should normally be sufficient to cover most of the meeting expenses. This may vary as much as a \$100 either way based on complimentary luncheons, guarantees, and other conditions. The President-Elect is responsible for overseeing the expenses of the luncheon and maintaining the costs within the break even guidelines.

## CHAPTER MEETING HOSTING & PREPARATION GUIDELINES (Cont.)

**Programs.** The President-Elect has overall responsibility for obtaining and approving Program Presentations. Selecting a program should be done in close coordination with the Meeting Host. Presentations may be relevant to events or projects involving the hosting agency; thus serving as a good reason to travel to that location. It is important to strive for balance. Topics for programs should be of broad interest. Suggested topics include: regulatory activities, law, fire, EMS programs or technologies, 9-1-1 issues, advanced technologies, communications operations, and technical subjects. The latter topics should be presented on a level that will inform those who are technical, and educate those who may not be, and of course, be interesting to all.

**Commercial Presentation Program.** When the program involves a commercial presentation, preference should always be given to APCO members over non-APCO members. Presentations made by Commercial Members should be at a level which may educate or inform about a new technology, but should not be presented in manner which is merely a "sales pitch."

**Correspondence.** It is customary for the Chapter President and/or Secretary to send letters of thanks to the Meeting Host, Commercial Member Sponsor, and Guest Speaker. The Secretary is responsible for gathering names and addresses of those individuals.

**Posting Meeting "Presentations" on the CPRA Web Site.** The CPRA web site is a vital information source for members. Thus, as a general practice, Program Presentations may be posted on the web site if there is a digital format readily available. The President-Elect is responsible for initiating this action and coordinating with the web master as appropriate. The following guidelines apply: the topic and information will be of interest to the general membership; the presentation will be posted at the discretion of the Executive Committee; and the program will be posted using standard APCO/CPRA disclaimers.

Note: The above posting procedure applies only to the program presentation. It does not apply to the product/service presentation by the commercial member who sponsored the meeting.