

CHAPTER 13
STATE ANNUAL MEETING

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Section 1. Introduction

The KPR Annual Meeting (AM) is held each year during the month of June. All members are invited to attend, giving them an opportunity to meet members from all over the state and to learn from each other. It is a time for reflecting on accomplishments of the past year and setting goals for the next year.

The AM shall be hosted by either a Chair/Chairs appointed by the Board or a host chapter approved by the Board. For ease of reference, such hosts shall be referred to as "AM Chair(s)" or "Chairs" in this Manual.

Section 2. Meeting Format

The business meeting follows a format similar to that of a regular Board meeting. Officers and Committee Chairs give annual reports. The Waterfield Awards are given for outstanding members of KPR, and other awards may be given. Unfinished and new business is discussed; in even-numbered years, new officers are announced and sworn in and, in closing, the outgoing and incoming Presidents make comments. In addition to the business meeting, there is time for entertainment, eating, and mingling with other members.

The State Board usually holds its June quarterly meeting in conjunction with the AM.

Section 3. Planning

The AM Chair(s), in coordination with the Administrative Manager, the State Treasurer, and the State President, are responsible for overall planning, organizing, and carrying out the AM; for keeping the KPR Board informed of meeting details and progress throughout the year; and for publicizing the AM in *The Kernel* at Board meetings, and in the press. The Chair(s) are responsible for coordinating with other chapters about their participation, communicating information for *The Kernel*, and arranging for the distribution of alerts through the KPR Alert System. All communication pertaining to the Annual Meeting is routed through the AM Chair(s).

The AM Chair(s) for the next AM shall be named no later than the September Board Meeting. When the meeting is hosted by a chapter, the president of that chapter may serve as chair of the AM, or may designate a chapter member to do so.

A planning group comprising the AM Chair(s), the Administrative Manager, the State Treasurer, and others as indicated shall meet soon after those responsible for planning are known to begin initial planning, discuss the budget and other details, and define responsibilities. Of particular importance are the provisions in the section below about financial matters.

Section 4. Financial Matters: Budget; Procedure for Processing Receipts; Procedure for
Paying Expenses; Refund of Registration Fee

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- A. Budget. Budgetary concerns are among the major discussions that must be held in the planning group's first meeting. Information resulting from the meeting will be helpful to the State Treasurer in preparing the proposed budget.
- Allocation. The allocation for the AM is included in the KPR budget approved by the Board at its quarterly meeting in December prior to the next AM, in June of the following year.
 - Income. The AM allocation in the KPR budget includes all money taken in from registration fees, banquet fees, cash donations, and all fund-raising efforts such as split-the-pot, silent auctions, and raffles.
 - AM Budget. The budgeted amount should be itemized by respective meeting expenses (including, but not limited to, those for entertainment, printing, decorations, supplies, equipment rental when necessary, meal costs, and meeting refreshments, making any adjustments as may be necessary later). This procedure will assist in efforts to ensure that expenses do not exceed the total amount budgeted by the Board.
 - Registration Fee. It is important that the registration fee be set in accordance with the plans and projected expenses.

B. Procedure for Processing Receipts

- All registration forms and fees and other monies relating to the AM, including cash or check donations and income from all ways and means projects, shall be collected and deposited by the Administrative Manager.
- Checks for donations shall be made out to KPR and mailed to KPR's business office for deposit by the Administrative Manager and designation toward AM expenses.

C. Procedure for Paying Expenses

- Upon presentation of invoices/receipts and the Miscellaneous Expense form approved by the AM Chair(s), the State Treasurer shall pay meeting expenses directly to vendors or reimburse the chapter or individual members for expenditures for meeting expenses on-site at the AM.
- Payment may be made when items such as a deposit to hold the hotel **must** be paid before the budget is approved; but such payments should be limited to the extent possible. Invoices/receipts and the Miscellaneous Expense form approved by the host chapter president shall be submitted to the State Treasurer to request payment.
- When payment to vendors or reimbursement to the chapter or individual members is requested after the budget is approved but before the AM, payment may be made upon submission to the State Treasurer of invoices/receipts and the Miscellaneous Expense form approved by the host chapter president.
- All payments shall be made by check.
- Reimbursements to Board members for travel expenses shall not be paid on-site.

94 D. Refund of Registration Fee. Refunds of registration fees may be given within ten (10)
96 days preceding the AM when members must cancel because of serious personal or family
circumstances.

98 Section 5. Administrative Manager Duties. The Administrative Manager:

- 100 -- Coordinates with the AM Chair(s) and the State Board throughout the year as
indicated.
- 102 -- Designs the registration form based on information from the AM Chair(s).
- 104 -- Receives registration forms and payments for the meeting, monetary donations,
proceeds from all fund-raising activities, and any other monies related to the meeting.
- 106 -- Deposits all monies in the KPR account.
- Prepares name tags for registrants.
- Coordinates with the host chapter regarding printing programs.

108 Section 6. AM Chair(s) Duties.

The AM Chair(s) may name committees to perform duties as discussed below or may choose to
110 perform the duties themselves.

- 112 a) Meeting Facility Committee. This committee meets with hotels, selects a suitable site,
and arranges logistics for the Annual Meeting. Items that need to be negotiated with
114 the hotel are the number of guest rooms available and rates, meeting rooms, and
restaurant facilities capable of serving a banquet meal and regular meals for attendees.
116 It is assumed that the cost of the meeting rooms will be waived if there are a sufficient
number of registrants as agreed upon with the hotel. The contract is signed after full
discussion with the State President.
- 118 b) Menu Committee. This committee works with the hotel to develop the menu and price
of the awards banquet and any other meals and refreshments for planned breaks during
120 the meeting.
- 122 c) Program Committee. This committee:
 - Plans the program for the event, which includes securing speakers for the meeting
and selecting entertainment for the awards banquet.
 - 124 -- Drafts the agenda for the business meeting for approval by the State President.
 - Arranges for printing of the program, which may be handled by the chapter or by
126 the Administrative Manager upon request of the Annual Meeting chair.
- 128 d) Registration Committee. This committee:
 - During planning, periodically consults with the Administrative Manager for
130 updated information on the number of registrants for whom the administrative
manager has received registration.
 - Prepares registration packets.
 - 132 -- Works with the Administrative Manager on preparing name tags; The
Administrative Manager makes the name tags, which are recycled from year to
134 year. New tags are made for people attending for the first time. Tags for on-site
registrants are prepared by the registration committee.

- 140 -- Staffs the meeting registration desk and collects monies owed for on-site
142 registrations and/or any other monies owed by registrants as reflected on the
registration sheet.
- 144 e) Solicitation Committee. This committee:
- 146 -- Determines and collects the contents of the registration packets (convention favors,
helpful information, etc.).
 - 148 -- Works with the other KPR chapter presidents to obtain door prizes provided by
each chapter, as well as additional door prizes.
 - 150 -- May determine any additional revenue-generating ways and means ideas if needed.
 - 152 -- Ensures that any cash donations, including any proceeds from ways and means
154 projects, are forwarded to the Administrative Manager.
- f) Media Committee. This committee prepares and submits news articles for publication
in the March and May issues of *The Kernel* and may provide news articles to other
chapters for publicizing the meeting.

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