

_____ ANNUAL MEETING

Location: _____

Local chapter:

Contacts:

Time Before	Task	Status	Notes
5 years	Board of trustees decides upon meeting site		
4 years	Executive vice-president arranges for chapters or individuals to help with meeting arrangements as annual meeting organizers		
3 years +	AM organizer begins the search for meeting facilities and selects meeting dates		
3 years + and then at least biannually	AM organizer reviews meeting plans with executive vice-president Executive vice-president reports meeting status to the board at each board meeting		
2 years	Treasurer works with facility contact to finalize and sign meeting contract (please note that <i>ONLY</i> the treasurer is authorized to sign contracts) AM organizer begins to solicit speakers and arrange tour stops		
1 year before	Board at annual meeting determines AM speaker gratuities for upcoming year Publicity committee and AM organizer begin		

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	<p>promoting next year's meeting at current annual meeting and chapter meetings; and in HSA web site, journal, other web sites and magazines</p>		
1 year to 9 months	<p>AM organizer finalizes: Tour details Welcome dinner host, speakers, and activities Scientific program moderator and speakers Decorations committee chairperson and tasks Treasurer obtains and signs tour bus contracts</p>		
1 year to 6 months	<p>AM organizer and public relations committee begin meeting promotion at chapter meetings and outside HSA in trade magazines and gardening web sites AM organizer arranges hotel meal menus and tour lunch Treasurer, where necessary, obtains and signs meal contracts (please note that <i>ONLY</i> the treasurer is authorized to sign contracts)</p>		
January 1, year of meeting	<p>AM organizer sends note publicizing meeting to editor for inclusion in the first <i>Holly Letter</i> of that year</p>		
March 31 - DROP DEAD DATE	<p>All information and decisions needed to establish meeting fees should be complete. Speakers should be confirmed, food</p>		

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	<p>arrangements and menus completed, buses contracted, tours established, optional Sunday tour list written up, etc.</p> <p>Executive vice-president and AM organizer must send all information necessary to do the AM budget to treasurer (or designated assistant). This information <i>must</i> include:</p> <ul style="list-style-type: none"> Percent gratuity or service charge and percent tax amounts charged by hotel List price and unit cost (list price plus tax and gratuity or service charge) of hotel meals, beverages served during breaks, open bar setups, audio visual equipment, etc. List price and unit cost of tour buses List price and unit cost of box lunches Entrance fees Estimated decoration or other supply costs Any reimbursable expenses incurred to date (fax/ phone charges, postage, printing, etc.) 		
April 15	<p>Treasurer, or designated assistant, sends completed meeting budget to president, executive vice-president, and secretary for review and approval</p>		
May 1, year of meeting	<p>AM organizer and/or executive vice-president sends computer specialist the following information necessary to prepare the meeting announcement <i>Holly Letter</i>:</p>		

Time Before	Task	Status	Notes
	<p>Meeting schedule including times, description of activities, locations/room names</p> <p>Information on welcome address including speaker's name, title, and address along with the title of his/her presentation</p> <p>Tour schedule</p> <p>Program schedule including the name, title, and address of each speaker along with the title of his/her talk</p> <p>List and description of optional Sunday tours</p> <p>Date of hotel registration deadline</p> <p>Directions on how to get to hotel including several copies of hotel brochure</p> <p>Time hotel restaurant opens for breakfast</p> <p>Mailing inserts, if any are to be sent out with meeting announcement</p>		
No later than June 9	Computer specialist mails completed AM announcement <i>Holly Letter</i> to the secretary		
Interim Board Meeting	Board must approve: Slate of nominated officers and trustees Any bylaws amendments that are to be included on the ballot		
No later than July 1	<p>AM organizer sends article promoting meeting to editor for inclusion in third <i>Holly Letter</i> of that year</p> <p>AM organizer sends secretary:</p>		

Time Before	Task	Status	Notes
	<p>List of speakers' names, addresses, work and home phone numbers, and E-mail addresses An agenda of which speaker will be speaking on which day and at what time</p> <p>Secretary Mails AM announcement <i>Holly Letter</i> to HSA members (requires approximately 3 weeks for delivery by bulk mail) E-mails <i>Holly Letter</i> to overseas members Mails confirmation letters and <i>Holly Letter</i> to speakers</p>		
3 months before the meeting	<p>Chairman of the Publicity Committee submits meeting announcement to <i>American Nurseryman</i> for publication.</p>		
1 month before the meeting	<p>AM organizer makes arrangements for 2 people to assist the Secretary in manning the registration and sales tables and for tour bus captains Hotel and early bird registration deadlines Secretary sends registrant totals to executive committee Treasurer modifies bus reservations if necessary</p>		
1 month before the meeting	<p>Secretary Mails annual board meeting packet to board members</p>		

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	E-mail speaker thank-you letters to the president		
1 week before meeting	Secretary sends meeting registrant totals to treasurer who informs hotel and tour lunch providers of final meal counts (Secretary has a 72 hour deadline to adjust meal counts)		
1 month after the meeting	Secretary, treasurer and AM organizer each send meeting summary reports to Executive Vice-President		