

# CHECK OFF LIST FOR A SUCCESSFUL MEETING

## Where to begin...

First decide if you need to have an annual meeting with elections/workshop or just a workshop.

- Find a location (one most accessible to the members)
  - a school
  - a hospital
  - or last resort a hotel meeting room - \$\$\$
- Secure a date
  - Preferably a weekend
  - check event calendars in the area for competition for your date
- Assign a person to be the meeting contact who will
  - collect/keep a list of registrants
  - answer member questions about the meeting
  - keep financial records of money collected
- 120 Days prior to meeting, fill out date request form and send to Mary Parker at AST**
- Develop a meeting agenda
  - when will elections take place during the meeting
    - vote early while you have a quorum
  - when will speakers speak
  - when will your business meeting take place
  - don't forget breaks and lunch

## Before the meeting:

### Workshop:

- assign an Education committee
- make sure state is an approved provider
  - if not fill out the Self Study Report and send to Kevin Frey at AST
- choose a theme for the speakers (optional)
- have committee find speakers
  - Doctors, vendors, CFA's, CST's, RN's, or PA's
  - have speakers fill out the Speaker & Educational Program Content form
  - get AV requirements form speakers
- send out invitations to members 60 days prior to the workshop**

**Elections:**

- inform members of elections 90 days prior to workshop by putting election information in your newsletter or your state web site
  - include positions on the board that are open and how to apply
- check the status of registrants for a quorum of active members
  - establish a quorum with registrants and at the meeting
- make ballots
- establish a tellers committee

**Include in the meeting packets:**

- program agenda
- AST Program Participant Evaluation
- consent to serve forms (for election for active members)
- descriptions of positions open on board (for election for active members)
- scratch paper for notes
- Copies of Bylaws - if there are changes
- Secretary's report
- Treasurer report
- SA minutes and BOD minutes from last meeting

**Food at the meeting:**

- secure food for lunch and breaks

**Vendors:**

- ask vendors to speak at the meeting
- ask vendors to sponsor food for the meeting
- allow vendors to display their wares at the meeting
  - make sure you have a table for the vendors

**AV:**

- check what AV requirements speakers need
- make sure AV equipment works

**At Registration:**

- list of active members for voting and elections
- list of all members in the state
- list of pre-registered participants
  - member status (AST member, non-member, certified, non-certified)
  - list of fees paid
- AST Educational Program Attendance Record
- Attendee packets pre-stuffed
  - for active members
  - for members and non members
  - designate active members

### **During the meeting:**

#### Elections:

- inform members of voting procedures- see handbook
- tellers committee will tally votes- see handbook for procedure
- newly elected officers and BOD will be sworn in to office by the President or for new states by the AST GAPA Representative

### **After the meeting:**

#### Workshop:

- collect Program Participants Evaluations
- pass out certificates of attendance with correct CE credits to attendees

#### Board Meeting:

- have a short BOD meeting
- have secretary take notes at meeting
- give CV forms to new BOD members to fill out
- set-up next meeting date with time/place
- send Mary Parker at AST newly elected officers including name and term dates
- if handbooks and manuals were not passed down from previous officer request new books for new officers

#### Post Meeting:

- paperwork complete and store for education audit
  - Summary program report
  - Attendance record
  - Program participants evaluations
  - AST program report
  - AST educational program agenda