



AST STATE ASSEMBLY CHECKLIST FOR A SUCCESSFUL MEETING

WHERE TO BEGIN...

Sometime must be spent in preparation of a meeting in order to make it successful. It is very important that people leave a meeting with a feeling of accomplishment rather than frustration. A well-planned meeting helps to achieve this. The following checklist can be used to plan an annual business meeting with Board of Directors elections, Delegate elections or a workshop only.

When planning your next business meeting or workshop, if you have questions or need some guidance, please reach out to your State Assembly Leadership Committee Representative. They are there to help in any way they can. To find your state's representative click on the *About SALC* menu at stateassembly.ast.org.

Find a Location (preferably at no cost and accessible to most members)

- A School
- A Hospital
- Hotel meeting room
- Accommodations you may need
 - Size of room
 - Electrical outlets
 - Internet
 - Telephone access
 - Copier
 - Parking
 - Lighting
 - Acoustics
 - Temperature – heat/air
 - Restrooms
 - Stairs/elevators – handicap accessible
 - Traffic Directions

Secure a Date

- Preferably a weekend
- Check event calendars in the area that may compete with the date
- Check for AST events that may conflict for members (for example AST National Conferences, Forums, etc.)
- Try to keep annual meetings with elections within the same month each year for consistency in BOD terms and bylaw compliance. Members can also plan to attend from year to year.
- Assign one person to be the contact person, (this includes online and AST journal).
They will:
 - 120 Days prior to the meeting submit a Date Request Form to AST State Assembly Dept at stateassembly@ast.org.
 - Handle preregistrations
 - Answer member questions about the meeting and registration
 - Secure monies and financial records of funds collected

Develop a Meeting Agenda

- When will elections take place during the meeting (if applicable)
- Advisable to vote early while there is a Quorum present if concern that members will not stay the whole meeting

- Times your speakers will present
 - Each presentation must be at least 50-60 minutes to receive a CE credit
 - Subject relevant to the profession of surgical technology and surgical assisting
- For speakers, always have a backup plan. Things happen, so have someone on standby to speak if you have a no-show, a CST or CSFA. This will ensure the members receive the CE credits that were advertised.
- When will your Annual Business Meeting take place (if applicable)
- Don't forget breaks, time for speakers to set up, and lunch (voting time if applicable)

BEFORE THE MEETING

Workshops

- Assign an Education Committee
- *Submit the CE Approval Application at least thirty (30) business days before the date of the meeting for approval to AST at stateassembly@ast.org. CE Credits will not be approved for attendees until the application is submitted in its entirety. A letter of approval is sent to the contact person when accepted. Submit completed application to stateassembly@ast.org. Do not submit to the AST Education Dept.*
- Obtain AV requirements from speakers
- Notify all members at least 60 days prior to the workshop for best attendance.

Annual Meeting with Elections – in addition to the workshop directives above

- Inform members of elections *at least 60 days prior to the meeting*, advertising the elections in your newsletter, state website, mass email through a qualifying site, post cards, etc.
 - Include open Board positions, how to apply, where to obtain the Consent to Serve and Curriculum Vitae forms, and the deadline for submission – 30 days prior to the meeting date.
- *Check the status of registrants for a quorum of active members. A Quorum must be reached before the assembly can conduct any state business or elections. *An active member is both a current AST member and NBSTSA certified CST.*
- Make ballots
- Establish a Tellers Committee

Meeting Packet

- Program agenda
- AST Program Participant Evaluation Forms – for State Assembly use; no not submit to AST
- Consent to Serve Forms (for elections) – for State Assembly use; no not submit to AST
- Descriptions of open Board positions (for elections)
- State Assembly Bylaws
- Secretary's Report
- Treasurer's Report
- SA minutes and BOD minutes from last meeting

Food for Meeting

- Arrange food/beverages for lunch and breaks

Equipment

- Tables (numbers, size, shape)
- Chairs (numbers, comfort)
- Screen
- Projector
- Laptop
- Extension cords
- Flip chart/extra paper/markers

Vendors

- Ask vendors to sponsor food for the meeting
- Allow vendors to display their wares at the meeting
- Provide a table/display area for the vendors

AV

- Check AV requirements for speakers
- Test AV equipment
- Have speakers put any media and PowerPoint's on a flash drive in case the venue does not have internet access available.

Registration

- List of *Active* Membership for voting and elections (if applicable)
- List of All Members in the state
- List of pre-registered participants
 - Member status (AST member, nonmember, certified, non-certified, students)
 - List of fees paid – totaled
- Name tags
- Pens/pencils

DURING THE MEETING

Ground rules

Ground rules create a productive environment where everyone can contribute in a meaningful way.

- No cell phones
- Require proper preparation
- No side conversations
- Attendance means participation
- It is OK to have different opinions, but communicate a unified decision outward
- Make sure tasks are executed

Elections

- If elections are being held:
 - Inform members of voting procedures
 - Tellers Committee will tally votes
 - Newly elected Board will be sworn into office by the President

AFTER THE MEETING

Workshops

- Collect Program Participants Evaluations
- Pass out Certificates of Attendance with approved CE Credit amount to attendees

Board Meeting

- Five members of the State Assembly Board of Directors, at least two of whom are officers, shall constitute a quorum to hold a Board meeting.
- Secretary takes minutes
- Retain all CV's and Consent to Serves on newly elected members for your records.
- If possible, set up next meeting date with time/place
- Distribute materials to new Board members
- Voting by the State Assembly Board of Directors shall be by either voice, mail ballot, telephone conference call, fax, or any other form of electronic transmission that complies with state law.

Post Meeting Forms - Submission to AST within five (5) business days of the program to stateassembly@ast.org

- All workshops held: AST A5 C Post-Program Report Form
- When Board of Directors elections are held, completed AST A6 BOD Change Form
- When Delegate and Alternate elections are held, completed AST Delegate/Alternate Form

Follow-up

- Distribute minutes as soon as possible
- File minutes in a place where you can easily find them
- Communicate tasks to task owners
- Track tasks and follow-up if not completed by due date