

# CALIFORNIA QUESTERS STATE MEETING GUIDELINES

## I. SCHEDULING

- A. In accordance with Article X of the Questers California State Bylaws, the Council shall meet at least once a year at a time and place to be determined by the State Executive Board and the bylaws of the California State Questers Organization 2011.
- B. The Executive Board (2013) passed the motion: Chapters are required to fulfill their assigned rotation for hosting Council Meetings.

## II. DUTIES

- A. The Second Vice President shall implement State Council Meeting Hosting Schedule and Information (posted on the web) and contact the scheduled chapters to select a chairman and that chapters have divided the responsibilities. Chapters should be contacted one year in advance.
- B. The Second Vice President will provide the chairman with a Meeting Agreement Form and Guidelines. The Chairman will be asked to complete this form, have it signed by the Chapter Presidents, and return it to the Second Vice President.
- C. The Chairman shall:
  - 1. Submit proposed plans to the **State President for approval**, including Schedule of Events, programs, hotel contract, possible tours, Meeting Registration form, and anticipated costs. The Chairman shall work closely with the State President and Second Vice President at all times.
  - 2. Appoint a Treasurer for the Meeting. The Meeting Treasurer shall take action as required by Section III, Finances.
  - 3. Appoint a Chairmen for the following committees and furnish them with respective guidelines, if any:
    - (i) Hospitality(guidelines included)
    - (ii) Opportunity Drawing (guidelines included)
    - (iii)Registrar
    - (iv)Golden Poppy Trails/web site liaison
  - 4. Assure that an article about the meeting area is sent to the Golden Poppy Trails editor before the deadline of the ensuing issue, approved by Meeting Chairman and State President. (See samples and copy of articles from Poppy Trails.) The article and registration forms will also be on the website.
  - 5. Send thank you notes to Committee Chairs, Speakers, donors, etc.

### III. FINANCES

- A. The Annual Spring Meetings and Fall Council Meetings are to be self supporting. Any excess will be deposited in the State Questers General Fund.
- B. The Meeting Treasurer shall open a bank account in the name of the Questers using the host chapter's EIN number. Checks may be signed by the Meeting Treasurer or the Meeting Chairman.
- C. The Meeting Treasurer may request an advance of up to \$2000 from the State Treasurer. Such advance will be repaid after the conclusion of the meeting from proceeds of the meeting.
- D. All expenses must be approved by the Meeting Chairman.
- E. All monies received at Meetings (Opportunity Drawing, sale of decorations, etc.) shall be counted and verified. The monies shall be given to the Meeting Treasurer. A report shall be given to the Meeting Treasurer and Chairman.
- F. Income from the Opportunity Drawing shall be allocated to the Preservation and Restoration Fund after the necessary expenses for tickets, mailing, etc. are paid from the proceeds of the drawing.
- G. Within one month after the Meeting, the Meeting Treasurer shall submit any Opportunity Funds and excess funds to the State Treasurer with the completed California State Meeting Financial Report form. The form is on the CA Questers web site. A copy of the Income and Expense Form shall be sent to the State President and Second Vice President. (If you cannot download from the web site, ask the State Second Vice President for a hard copy.)

### IV. REGISTRATION

- A. Registration fee, deadline, and late fee shall be established on need, and shall be approved by the State President and Second Vice-President.  
**Tip: Registration fee must cover all administrative expenses, decorations, docent fees, speaker or entertainment fees, postage, cost of badges, guest meals, meeting room expense, etc.**
- B. **Any Questers and/or guests attending any event shall pay the full registration fee.**
- C. Checks for registration shall be made payable to THE QUESTERS.
- D. Hotel reservations shall be made directly with the hotel by the attendees. There will be no exceptions.
- E. **Registration fees are not refundable.**

- F. Event refunds must be requested in writing and will be made at the discretion of the Host Chapter.

## GENERAL INFORMATION FOR STATE COUNCIL MEETINGS

Select a meeting site which is accessible by both air and highway travel. Be sure to inquire if the hotel provides a free shuttle for those flying in. If not, determine what transportation is available to the hotel as well as the cost. See that the “Golden Poppy Trails chairman has this information so that it can be sent with the material sent to the editor.

If the hotel should request that the Questers have a certificate of insurance, the Questers are covered by an umbrella policy from the International Questers Organization. The form: Request for Certificate of Insurance is on the International website ([www.questers1944.org](http://www.questers1944.org)) under forms. The request is sent to the International President. **The Certificate of Insurance is sent directly to the hotel.**

The Meeting Chairman, with the approval of the Second Vice President and State President will select menus for the meal functions. It is helpful to have two selections (plus one vegetarian choice) for each meal. Arrange for any complimentary meals for speakers, etc. It is suggested that the cost of the meals to attendees be increased to cover the cost from the hotel to cover set up fees, taxes, and gratuities. Meal tickets for indicated choices should be included in the Registration Packet. It is helpful to have meal tickets for each function printed on different colored paper. Plans should be made with the hotel meeting coordinator as to how these tickets will be collected.

Ask the State President if the International President (usually on even years) will be attending the meeting. If so, the State President will provide you with the appropriate protocol.

**Tip: If International President attends, all expenses will be paid from the event proceeds.**

With the advice of the President, determine how large the rooms need to be for the meal functions and meetings. Establish seating arrangements (head table, reserved table for past presidents, meeting chairman and others, such as committee chairmen).

The Meeting Chairman may wish to appoint a few “greeters” to assist people in finding locations of the meetings, hospitality room, meal functions and other event locations. These greeters should be easily identifiable to guests needing assistance.

In cooperation with the hotel, determine if a hospitality room/registration area will be provided for free. Also determine if there will be a complimentary room. Hotel policies vary when providing complimentary rooms. Be advised that it often depends on the number of guest rooms booked for the event. Not all hotels have such policies, however if they will provide one free room, then use that room for the hospitality room. Be sure to ascertain if the hotel will allow food to be brought in for use in the hospitality room.

**Tip: Hotels will charge for coffee and water setups in the hospitality rooms. Be sure to include these figures into the budget.**

**Tip: Take into consideration if the hotel provides complimentary breakfast or happy hour. You may adjust hospitality room accordingly.**

The Meeting Chairman shall coordinate with the State President and Hospitality Chairman as to what hours the hospitality room will be open. It should not be open during the Council Meeting, any of

the meal functions and seminars. Tables and chairs should be made available for those chapters selling items.

**Suggestion: Ask if meeting rooms can be complimentary if meals are served. ALL OF THE ABOVE MUST BE INCLUDED IN THE CONTRACT.**

When the Meeting Treasurer opens the bank account, the financial institution will normally provide some free checks. Should that number not be sufficient for your needs, you may ask for more. Order the minimum amount printed. If ordering printed checks, using QUESTERS for the name of the account is recommended. The Meeting Treasurer may use her address, and there should be two names on the account, those of the Meeting Chairman and the Treasurer. Only one signature is needed.

When arrangements are made with the hotel for meeting rooms specify your requirements in writing. For the council meeting, for example, there needs to be a head table, flag and podium. If possible, secure a hand mike (for the Chapter Presidents reports). Check with the State President as to her needs for the Executive Board Meeting and the President's Workshop or other workshops being held. Bear in mind that hotels often contract out their audio/visual needs and this can be costly, so make your choices wisely and consider them in your budget. Also arrange for tables to display the P&R Opportunity drawing gifts. The hotel may charge for setup here as well, so make sure this is spelled out ahead of time. The meeting chairman should be the only person to give directions to hotel staff once the meeting has begun. A good relationship with the hotel staff is always a good thing.

Attendance at the meetings varies. The hotel should be able to seat at least 100 people and up to 120. Attendees at the Fall Meeting can be fewer than at the Spring Meeting. Members often share rooms so consider that when booking rooms with the hotel. In the recent past, 30 to 40 rooms were sufficient. Depending on the location of the event, often members of the local chapters do not stay at the site hotel. Obtain the best price possible for the guest rooms.

State officers are installed at the Annual Spring Meeting and the recognition of Chapter Anniversaries should take place as well. If a Chapter Presidents Workshop is held, it is done at the Fall Council Meeting. The State President must be consulted for the schedule of these events.

A Hospitality Room is the digression of the host chapter and the hotel. International Questers Conventions has eliminated the Hospitality room other that source of display and selling items. A no-host cocktail hour may be arranged with the hotel. Often the hotel bar or lobby may be used with permission from the hotel for this event.

The Meeting Chairman or someone appointed by her should make certain that the State President has a reserved seat at all functions.

Suggested forms and guidelines are included to help you in your planning:

- Meeting Operating Budget Guidelines
- Opportunity Drawing Notice to Chapter Presidents
- Registration Form Information
- Schedule of Events Form
- Sample Registrar's Report
- Income and Expense Statement for use by Meeting Treasurer  
(Spreadsheet is recommended)

The State President and Second Vice President are there to assist you in any way possible and to answer any questions you may have or to help you resolve any problems which might arise. Don't hesitate to keep in contact.

## **TIMELINE FOR PREPARATION FOR QUESTER STATE MEETING**

### **12 MONTHS BEFORE THE MEETING**

A. Select and meet with Hotel and make arrangements for number of rooms for the event, including meeting rooms, hospitality room, banquet facilities, equipment (audio/visual, Flag, podium, etc) and meals and costs. When booking the number of guest rooms, be advised that many members will be sharing rooms, so do not over estimate the rooms needed. Take into consideration the room costs when booking. Our members appreciate reasonable prices.

*Tip:* Tips, wait service, and set-up fees and taxes (if any) need to be “all inclusive” with the cost of each meal or meeting set up fee. This should be included in the contract. We want no surprises on the final bill. Tax may be on every dollar item.

B. Send copy of hotel agreement (before signing) to State President and Second Vice President so they may make any suggestions or changes to the contract.

C. Appoint committee chairmen. Schedule planning meeting with committee chairmen.

D. Establish meeting budget (see Sample Budget Guidelines).

*Tip:* Cost of tour events and entry fees should be “all inclusive” to cover taxes, tips for drivers, meals and any other expenses.

### **4 MONTHS BEFORE THE MEETING**

A. Prepare and submit material for the Golden Poppy Trails by the established guidelines. This includes Registration Form, Schedule of Events, an article about the area or items of interest in the city where the meeting will be held and information about the opportunity drawing.

B. Final minor revisions may be negotiated with the Poppy Trails editor.

C. Keep in contact with the hotel for any changes on their part. Keeping in contact with the hotel makes for a good working relationship.

### **3 MONTHS BEFORE THE MEETING**

A. Open the event bank account; deposit the advance from the State. This should be done far enough in advance to cover all advance expenses. Do not use personal funds to reserve hotels, events, etc.

B. Schedule a planning meeting or contact committee chairman for updates on progress of the event.

## **2 MONTHS BEFORE THE MEETING**

A. Visit the hotel and re-confirm arrangements for room rates, meeting rooms, hospitality room, meals.

B. Contact the State P & R chairman and host chapter to determine which chapters will be selling items in the Hospitality Room so space and tables can be provided.

C. Send Opportunity Drawing tickets to Chapter Presidents.

NOW YOU'RE READY FOR THE FUN TO BEGIN!!!!!!

## **1 MONTH AFTER THE MEETING**

A. The Council meeting Treasurer shall submit one copy of the form:

“California State Meeting Financial Report” to the State Treasurer accompanied by one check to include:

1. Refund of State meeting Advance
2. Net Opportunity Drawing proceeds
3. Any excess monies

Form: California State Meeting Financial report is on the CA Questers website. (If you cannot download from the website, ask the State Second Vice President for a hard copy.)

B. When all checks have cleared your balance should be 0 and the account should be closed. Keep all records and receipts.

## SAMPLE OF STATE MEETING OPERATING BUDGET GUIDELINES

The following is a sample budget. Guidelines are based on the number of average attendees times the \$35.00 Registration Fee.

### **Income**

70 attendees @ \$35	\$2450.00
Advance Money from State	<u>\$2000.00</u>
	\$4450.00

### **Expenses**

Return of State Advanced Money	\$2000.00
Registration/Name Tags/Meal Coupons/Guest Meals	\$250.00
Program Book	\$200.00
Speaker/Display	\$200.00
Hospitality Room	\$400.00
Meeting Rooms/Audio Visual	\$1,000.00
Convention Chairman's Expenses	\$200.00
Miscellaneous Expenses	<u>\$200.00</u>
<b>Total Expenses</b>	<b>\$4,450.00</b>

***Tip:* This is a sample budget to be used as a guideline.**

The following items should be considered a “wash” since they will be a direct charge to those attending the meeting.

Meals

Events/Tours

Transportation (Charter Buses, etc.)

## SUGGESTED COMMITTEES FOR STATE MEETINGS

These California State Meeting Guidelines suggest the following committees be appointed:

1. Hospitality—This committee is responsible for the Hospitality Room. The Meeting Chairman may choose a nearby chapter to chair the Hospitality Room.
2. Opportunity Drawing—State Guidelines for the Opportunity Drawing Chairman to follow.

### Assigned Tasks

- 1) Golden Poppy Trails—This chairman is responsible for the information which will be printed in the state newsletter. This material includes the Registration Form, Schedule of Events, and an article and photo about the meeting site or the area. This publicity material shall be approved by the Meeting Chairman and the State President. Be aware of the deadline for the receipt of the material by the Editor. Sample Registration Forms and Schedule of Events Guidelines are included in these Guidelines. Other possible items to be included in the article are: information on the Opportunity Drawing; any special events or tours which are planned; a bio on any special guests, such as an event speaker or the International President. A few words about weather, suggested clothing, appropriate footwear for tours, etc. would be helpful. Be sure to include airport location and availability of shuttles and other means of ground transportation. Include directions to the hotel as well.

Deadline for the Spring is December 1

Deadline for the Fall is June 1

- 2) After the event, prepare a “wrap up article for the “Golden Poppy Trails”. This could be a personal thank you from the chairman, comments on the meeting itself, a statistical report, photo spread, or whatever the chairman feels appropriate.

***Tip: It helps to have a good working knowledge of the computer to facilitate any last minute changes to the “Golden Poppy Trails”.***

- 3) Registrar/Name Tags—The Registrar is responsible for verifying the information and correctness of fees on each Registration Form. This chairman will be responsible for forwarding monies collected to the Meeting Treasurer. The Registrar will be in close contact with the Meeting Chairman for purposes of reporting number of attendees, guests, meals and meal selections, tours, etc.

a. Name tags and Questers Blue Pouches (as long as they last) will be given to each member and guest attending. This pouch may include the program schedule for the event, as well as tickets for meals, tours, etc.

b. Registration table will be needed. Usually it is set up in the lobby of the hotel, with permission from the hotel, or in the Hospitality Room for attendees to pick up Meeting information, handouts of local interest and their Questers Blue Pouches. The Meeting Chairman should be consulted as to the place and times registration will be open. This chairman will ensure that there are sufficient members to assist in this task.

c. The Registrar is responsible for preparing a report which will be given orally at the Executive Board Meeting and at the Council Meeting. The report will be given to the State

President. The report should include total Questers and guests, number taking tours and attending the banquet.

- 4) Schedule of Events—The chairman prepares the schedule that the registrants receive in their Questers packets. This chairman will work closely with the Meeting Chairman and State President. The meeting Schedule of Events should be finalized when all of the meeting rooms have been determined. Times of events, meeting times and names (or numbers) of meeting rooms, meeting places for tours, etc., should be included. Tours should not be scheduled during the Executive Board Meeting.
- 5) Mini Lyceums are to be coordinated with events schedule. Each speaker or a collector is usually allotted thirty minutes. Two should be scheduled during the Meeting.

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## GUIDELINES FOR OPPORTUNITY DRAWING CHAIRMAN

The purpose of the Opportunity Drawing is to provide funds for the State Preservation and Restoration (P&R) account. This money is available to Chapters through grant applications transmitted to the State P&R Chairman.

### I. BEFORE THE EVENT

- A. Select a committee of three or more.
- B. In consultation with the Meeting Chairman and the **Second Vice President**, the Opportunity Drawing Chairman may decide how the gifts will be disbursed – selected by the individual winners or distributed by the committee. *Caution:* The committee is responsible for the mailing of any gifts to absentee winners. The cost of the mailing is deducted from the monies collected.

**Tip: Try to pick money for the gifts that have to be mailed**

- C. Articles for a drawing may be antiques, collectibles or theme baskets. The suggested value of the item is \$50.
- D. Ticket prices are \$1 each or 6 tickets for \$5. Be sure to specify this price in the letter to Chapter Presidents. If possible, send tickets 6 to 8 weeks of the Council Meeting. This should provide each Chapter with two meetings to sell tickets.
- E. Coordinated with the writer of article for the *Golden Poppy Trails* promoting the Opportunity Drawing and stressing that it is the main source of funding for State Preservation and Restoration. This maybe combined into one article or two.
- F. Borrow a current Directory from your president to obtain addresses and check with the State Treasurer to obtain any changes in chapter status or membership.
- G. Write a letter to each Chapter President. The letter should include:
  - 1. A statement that the Opportunity Drawing is the major source of funding for the State P&R Program.
  - 2. A description of the type of gift to be donated and the \$50.00 value of the gift.
  - 3. A request that the Chapter be responsible for delivering the gift to the event. The gift should include a card stating the name of the Chapter, Name and Address of the Chapter President.
  - 4. A supply of tickets; at least six for each Chapter member.
  - 5. Request that the Chapter President return, two weeks prior to the meeting”
    - a. All sold ticket stubs with the member’s name and Chapter on them
    - b. All unsold tickets
    - c. One check for all sold ticket made out to The Questers.
- H. Record the number of tickets sold and the monies received from each chapter.
- I. Keep a record of expenses for postage, phone calls etc. Save receipts.
- J. Ask the Meeting Chairman to include a place to display the gifts and to hold the drawing.

## II. DURING THE EVENT

- A. Arrange display of gifts. Have an attendant present when the display room is open
- B. Have Opportunity Drawing committee members sell tickets at registration, before each meeting and at each meal function. Have tickets available to sell just prior to the drawing.
- C. The chairman decides how the gifts will be disbursed – selected by the individual winners or distributed by the committee. Remember - the committee is responsible for the mailing of any gifts to absentee winners. The cost of the mailing is deducted from the monies collected.
- D. For an absentee winner, note the name of the winner and the person who will deliver the gift

***Tip: A current directory will help identify chapters and individuals during the raffle.***

- E. At the conclusion of the drawing, thank everyone for participating.
- F. Make arrangements to meet with the Convention Treasurer count the money and turn it over to her. (Checks received prior to the convention should already have been given to the treasurer.) In your records note the total monies received.

## III. AFTER THE MEETING

- A. Within one week after the meeting, after gifts are mailed, compile the total expenses. Submit bill with receipts to the Convention Treasurer for reimbursement.
- B. Submit a Report to the State President and the Meeting Chairman. The report should include:
  - 1. A list of participating Chapters.
  - 2. A financial report of total income, total expense, and net proceeds for the P&R fund.
  - 3. Recommendations for future events.



**MEETING AGREEMENT FORM**

**QUESTER FALL COUNCIL MEETING**

Host Chapter(s) \_\_\_\_\_

Meeting Dates \_\_\_\_\_

Meeting Location – City \_\_\_\_\_

Facility (Hotel/Motel) \_\_\_\_\_

(If known at this time)

Name of Chairman \_\_\_\_\_

Please sign and date this form below.

\_\_\_\_\_  
Host Chapter President(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Host Chapter President(s)

\_\_\_\_\_  
Date

**Return to:**

\_\_\_\_\_, **Second Vice President**

**California State Questers**

\_\_\_\_\_ (Address)

\_\_\_\_\_