



# Tips for Planning General Membership Meetings

Revised 09/08

- 1. SIGN UP:** Decide which month and who you want to team up with. Preparations should begin at least two months ahead of your scheduled program.
- 2. ARRANGE FOR PROGRAM SPEAKER.** Secure a speaker and determine a topic for the meeting. Obtain the speaker's bio to help you prepare a personal introduction and a press release. Follow up with the speaker to ensure that they have the correct information about the meeting. This year our budget includes up to **\$10 for a speaker lei**. Please buy this lei to present to your guest speaker. Submit your receipt & Expense Voucher to the treasurer for reimbursement. An Expense Voucher form can be downloaded from our chapter website (Members Area, Resources, then Forms).
- 3. FACILITY LOCATION:** Current meeting location is **Maui Community College**, Ka Lama Building, Rooms 201 and 102. Please use 201 only if your speaker will need the use of computers and if you anticipate more than 15 attendees (including the speaker). All dinners will take place in Room 102 regardless of which room is used for the program/meeting. **Bring 2 large trash bags:** One for the dinner rubbish and another for recycling. If you have any questions about the facilities, contact Rhonda Barut at [rhonda@iaap-nokaioi.org](mailto:rhonda@iaap-nokaioi.org)
- 4. THE RECOMMENDED TIME FORMAT FOR MEETINGS:**

6:00 p.m.	Dinner
6:30 p.m.	Program/Guest Speaker
7:30 p.m.	Business Briefs or Meeting
- 5. SELECT CATERER & MENU:** Choose the caterer or restaurant of your choice. Please try to keep the cost to a maximum of \$12 per person. When determining the price of dinner, include the following: Meal, beverage, dessert, and tip or delivery charge. **The chapter must break even** on the costs for these dinners; however, the speaker's meal is paid for by the PD Committee. Obtain & submit a receipt with Expense Voucher for reimbursement.
- 6. GUESTS:** Remember, the chapter no longer pays for dinners for first-time guests. Please inform any guest when they RSVP that they will need to send a check in advance. We also request \$10 from non members attending the program portion of the evening. MCC students are exempt from this \$10 program fee.
- 7. PREPARE A WRITE-UP FOR THE BULLETIN, WEB SITE, & CALENDAR MAUI:** **This information is due 4 weeks prior to the meeting date, so please plan ahead.** Include a description about the topic, a bio and photo of the guest speaker, the dinner menu & price, and the RSVP contact person to reserve dinner. Email this to our Bulletin Editor, Marylou Green, at [mlg@rclaysutherland.com](mailto:mlg@rclaysutherland.com) & our Web Master Rhonda Barut at [rhonda@iaap-nokaioi.org](mailto:rhonda@iaap-nokaioi.org)
- 8. PREPARE AND SUBMIT A PRESS RELEASE:** Send this to The Maui News 2 to3 weeks prior to the meeting date. You can submit it online though the Virtual Newsroom at [www.mauinews.com](http://www.mauinews.com)
- 9. DOOR PRIZES:** One or two door prizes provided by the planning team are *optional*. However, it does add a little fun to the meeting. The funds provide an easy fundraiser for the Retirement Trust Foundation (RTF) and Research & Educational Foundation (R&E Found.).