

VISD AGM Policy Manual – Mini Conference

February 2004

May 8, 2004, at the Mary Winspear Community Ctr, Sidney, B.C. marked the first Mini Conference for VISD, hosted by the District. It was a learning process, and the following are some things for future consideration:

1. A small Committee consisting of the Admin Officer as Chair, with several officers should be sufficient to organize and carry out the AGM.
2. The Committee should consult the D/C and the DTO for their preferences.
3. Cost out all of the food and rental items; add them all up, and divide by the smaller and reasonable numbers of registrants you expect to have, in order to arrive at what the Registration Fee should be. The Cash Bar should not be included in the Registration Fee, but run separately. Profits could cover over runs in Registration.
4. As District traditionally pays for the following items they should not be included in the registration fee:
 - Rooms for meetings
 - Coffee break refreshments
 - Photographer
 - Piper (if desired)
 - Invited guests
 - Invited guest speakers
 - Gifts and flags
5. Those items that should be considered for costing the Registration Fee are:
 - Food for Luncheon
 - Bar drinks – glass rental, bar rental
 - Table coverings and napkins – rentals
 - Decorations
 - Registration Form – printing and mailing
 - Program cards for luncheon - printing
 - Equipment such a microphone, overhead and screen, podium, bar, etc.
6. The arrangements for rooms will be very important to the aspects of conducting meetings, while still meeting the need of setting up for coffee and lunch. If space permits using separate rooms is preferred. In the Mary Winspear Ctr adjoining rooms for the Training Meeting was used; the opening of a folding wall was used to make the transition from Training Meeting to Luncheon. The wall was opened briefly to provide coffee which was set up in the adjoining room. This allowed the caterers to set up the coffee and lunch buffet while the meeting was in progress.
7. In total 3 rooms should be booked, unless otherwise requested, for the Commanders Meeting, Training Meeting, and Luncheon/AGM/Change of Watch. It is desirable to hold the luncheon, AGM and Change of Watch in the same setting.

8. Room set up:

- A formal draped Head Table, which is used later for the AGM Executive Committee. 3 long tables are recommended.
- 2 long tables for coffee service and luncheon food.
- Round or rectangular tables to seat registrants, with corresponding numbers of chairs. Remember that not all persons sitting at the Head table will be at that table for the AGM ceremonies, so make sure they have a place to move to.
- The Training meeting is usually set up theater style, with a Head table for the DTO, recording Secretary, and ADTO. 1 or 2 long tables should do, with enough chairs to accommodate seating in the room for visitors and squadron TO's. If the Awards are to be handed out at the end of the Training Meeting, a table should be set close to the Head Table for ease of handling. If they are to be handed out at the Luncheon, then the table should be close to that Head Table.
- Commanders Meeting should accommodate about 12 persons with a central table (1 or 2 long tables) arranged with chairs around it.
- The Cash Bar can be a simple table from which wine is served or a proper bar (which may add to the cost of service). Glasses can be rented for a small cost from Gala Van Rentals. However, the breakage fee is equal to the amount of rental for a doz. glasses, so be careful. A licensed "Serve it Right" person MUST be in charge of the Bar, and that person must formerly approach the manager of the space that is being used for clearance to serve spirits; then must obtain a license from the RCMP or other local authority to serve for the specified date, time and numbers of people. Drinks sold at \$2.50 for a 5oz. serving, using a 6oz glass will bring a good profit, which can subsidize most of the smaller costs associated with serving wine. Keep in mind that not all registrants will drink.
- Table settings should be kept simple. It is not necessary to use table cloths; table decoration and paper place mats could be used just as easily. However Gala Van Rentals has round, rectangular and full size cloths from \$5 to \$6, and napkins at .40 cents each. The Head Table should be draped to the floor on its front edge.
- Catering may include some of the things you would have to rent, such as plates, napkins, table coverings etc. Ask what they provide with their service.
- When using a microphone and podium, place them to the end of the Head Table for speakers.
- A small table for gift exchange, presentation flags etc should be place within reach of the Head Table also.
- Water and glasses should be placed at the Head Table. This service could also be placed in the meeting rooms.