AFWA Spring Meetings and Board Installations
YOUR CHAPTER’S INVITATION TO HOST - OVERVIEW

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| **UsersWHO?** | Each Spring the AFWA National and Foundation Boards hold in-person Board Meetings. In addition to the meetings, an annual installation will be held for incoming leadership of both Boards. |
| **LecturerWHAT?** | These meetings are held alongside a 1-2 day CPE seminar, workshop, or event organized by a host Chapter. |
| **Daily CalendarWHEN?** | Spring Meetings are planned for May or June. Including all meetings and events, our visit to your city will typically last 3-4 days. |
| **Map with pinWHERE?** | The location for each year’s meeting rotates based on invitations from Chapters such as yours. We love seeing new cities and meeting members of AFWA from across the country.***We’d love for you to invite us!*** |
| **GaugeWHY?** | There are many benefits to your Chapter for hosting the Spring Meetings.* **Increased attendance at your Chapter’s program:** The National and Foundation Boards will bring nearly 30 paying attendees!
* **Free promotion of your program:** AFWA headquarters will promote your Chapter’s program via the national website, social media accounts, and national eNewsletters including Accountability.
* **Donations to your Chapter’s Scholarship Fund:** The Foundation of AFWA will host its own fundraising event during your Chapter’s program, with the opportunity to share a portion of those earnings with your Chapters.
* **We’re fun!** What better way to get to know the Board members, than to bring them to your city. The National and Foundation Boards like to have a good time wherever we go.
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| **GearsHOW?** | It all starts with an invitation. But once your city is selected, you should be aware of your responsibilities, as well as those handled by AFWA Headquarters. In brief…

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| **CHAPTER RESPONSIBILITES** | **HQ RESPONSIBILITES** |
| * Coordinate the date, venue, and programming for your Chapter’s event
* Manage registrations
* Secure any sponsors
* Promote locally to members and businesses
* Make venue arrangements for Board Installations
 | * Coordinate meeting space, timeline, hotel accommodations, and meals for Board Members
* The Foundation will plan and coordinate any fundraising activities
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**Continue reading for more information and details about coordinating your Spring Meeting with the National and Foundation Boards.**

AFWA Spring Meetings and Board Installations
YOUR CHAPTER’S INVITATION TO HOST - DETAIL

Each year in May or June, the National and Foundation Boards hold in-person board meetings. These meetings will be held in conjunction with a program hosted by a local Chapter which has invited the Board to attend. These local programs may be a monthly meeting, CPE seminar or small conference, AFWA spring conference, or other event hosted by the Chapter.

Several factors will be considered when selecting the host city for the Board’s meetings, including:

* Dates of the event
* Proximity to Board Members and ease of travel in and out of the city
* Number of CPE hours offered during the Chapter’s event
* Enthusiasm of the Chapter and willingness to assist with planning

**GENERAL TIMELINE**

Headquarters should receive an official invitation from the Chapter to share with the boards one year prior to the event (e.g. for events held in June 2020, ideal invitation received May 2019). At the very latest, the invitation should be received by September 1 of the year before (e.g. for events held in June 2020, deadline is September 1, 2019).

* 12-9 months out: Invitation received at Headquarters. Formal invitations may be submitted to any current member of the National or Foundation Board, and should copy AFWA Executive Director, Ericka Harney, Ericka.harney@afwa.org
* 8 months out (October): Board votes on Spring Meeting location
* 6 months out: General event information due to Headquarters to share with the board:
	+ Hotel location and any lodging information for members to make reservations
	+ Event timelines to include finalized dates, general agenda with times
	+ Board members to book/arrange their own travel to location
* 5-4 months out: Headquarters to work with chapter and event location to secure board rooms and other meeting details.
* 2 months out: This is the latest point the board will need event registration information; Headquarters to work with chapter on installation evening.

**HEADQUARTERS’ RESPONSIBILITY AND SUPPORT**

AFWA Headquarters staff will work closely with chapter leadership to plan the board meetings.

Headquarters is responsible for coordinating:

* Board meeting rooms
* Board sleeping rooms/hotel block (which may be part of the event’s hotel block)
* Meeting food and beverage
* Audio/visual needed
* Ground transportation options

In addition to the board meetings, Headquarters can assist the chapter with some event planning:

* Graphic design
* Event promotion via AFWA’s National website, social media accounts, eNewsletters
* Consult on general event coordination, logistics, food and beverage, and working with venues

**Hotel Accommodations:**

* If a chapter is hosting an event in which hotel accommodations are needed for all attendees, the National and Foundation Boards should be included in the lodging room block/room night count for all attendees. (See meeting specifications on final page for AFWA’s lodging needs.)
* If a chapter is hosting an event that does not require all attendees to stay overnight (e.g. local CPE, chapter meeting, etc.), headquarters will secure a hotel for the board and welcome recommendations from the host chapter.
* Board members are individually responsible for paying hotel room bills, meals and transportation.
* Headquarters covers the cost of any meeting rooms needed, meals or snacks provided during board meetings, local printing and shipping, and any other incidentals incurred by the board to hold their meetings.

**PROGRAM PARTICIPATION**

AFWA National and Foundation Board members are expected to attend the Chapter’s event. Each Board Member will register individually and should be honored at the AFWA Member rate.

Registration and Staff participation?

**Board Meetings**

Board meetings are usually held either the day before or the day after a chapter’s event. Depending on business of the Boards, one may be before and one may be after the chapter’s events. They do not take place during a chapter’s event(s) so that all board members can attend and support the chapter. (See meeting specifications on final page for AFWA’s meeting space needs.)

**AFWA NATIONAL AND FOUNDATION BOARD INSTALLATION**

During these meetings, incoming leadership for the National and Foundation Boards will be installed. Traditionally the installation is held during an evening dinner event, hosted and planned by the host Chapter.

The Installation dinner and its registration may be included with program registration or promoted as a separate event. Local AFWA members should be encouraged to attend and additional guest registration should be allowed as well.

* Each Board Member will pay for herself and any guest. The installation typically costs between $30/$60 per person.
* Board Members and guests included, the venue should be able to hold a minimum of 50 guests.
* The chapter is responsible for identifying the venue, coordinating food and beverage, and coordinating arrangements for a podium and microphone.
* The boards to be installed are responsible for the installation portion of the program. The host chapter will work with Headquarters to outline the evening.
* Any necessary transportation to and from the venue will be coordinated by headquarters and the Boards. We welcome in recommendations unique to your city.

**Installation Photography**

A photographer is needed for the event and is paid by the national organization. Headquarters welcomes recommendations for a local photographer. If within budget, the photographer can be used during the chapter’s meeting/event for additional photos for the chapter’s and/or headquarters use.

**FOUNDATION FUNDRAISING**

With approval by the host Chapter, The Foundation of AFWA will hold some sort of fundraising effort in conjunction with their spring meeting. The types of fundraising are dependent upon the state gaming laws (Raffles, bingo, games of skill) and what the chapter will permit. These have included:

* Silent Auctions
* Live Auctions
* Raffles
* Games of Skill

The Foundation is responsible for soliciting items donations and running all aspects of the auctions/raffles. While chapter involvement is not required for the fundraising efforts, The Foundation will gladly accept assistance.

If the Chapter has a separate scholarship fund, a profit sharing agreement may be arranged for funds raised.

**BOARD MEETING SPECIFICATIONS**

**AFWA’s Lodging Room Needs** (Combination of single and double rooms needed.)

 Day 1 8 lodging rooms

 Day 2 18 lodging rooms

 Day 3 18 lodging rooms

 Day 4 10 lodging rooms

Actual needs will vary depending on location and chapter’s event scheduling. Check with AFWA Headquarters for exact requirements.

**Meeting Space Needs**

**Foundation Board Meeting**

* Six (6) hour time frame needed, either 8:00 am to 2:00 pm or 12 noon to 7:00 pm
* Conference seating for 18 people
* Food Service: AFWA Headquarters will arrange for refreshments

 **National Board Meeting**

* + All day meeting, usually 7:30 am – 6:00 pm
	+ Conference seating for 18 people
	+ Food Service: AFWA Headquarters will arrange for refreshments