

Suggested Guidelines for Hosting Executive Committee Meetings

OMGA Executive Committee Meetings are held quarterly and hosted by chapters at locations throughout the state with the exception of the 3rd quarterly Executive Committee meeting that is currently held in conjunction with Mini College.

These **guidelines** are intended to assist you as a **Host Chapter**

At least 3-4 weeks prior to the Executive Committee Meeting, the Host Chapter shall send an informational package (described below) to the following:

- OMGA Executive Committee: President, President Elect, Past President, 1st, 2nd, 3rd Vice President, Treasurer, Secretary.
- Appointed Position Chairpersons: Historian, Database/Web Master, Gardener's Pen Editor
- Statewide OSU Master Gardener Program Coordinator (Gail Langellotto-Rhodaback) and Program Assistant (Patty Driscoll).

Each **package (this can be done electronically)** should contain the following informational items:

- Directions with a map to the meeting location
- Locale information including suggested lodging, restaurants and interesting attractions

The **facility** should include a table with chairs for 15 persons. Food and beverage suggestions: Danish, muffins or breakfast rolls; fresh fruit, juice, coffee, hot water for tea and water. In the interest of sustainability, the Executive will provide their own cups

Time: Open the facility at 9:00 AM and make it available until 4:30 PM. The meeting starts at 10:00 AM

Lunch: The Executive Committee usually walks to a nearby restaurant for lunch. If you plan to provide a lunch for a small fee that is acceptable with prior notice to the Executive Committee.

The OMGA Executive Committee thanks you for taking on these hosting duties and looks forward to seeing you in 2011 – 2012

Betty Faller
OMGA President