

## Suggested Procedures for Hosting

### OMGA Quarterly Meetings

**OMGA Board Meetings** are held quarterly hosted by chapters at locations throughout the state with the exception of the 3<sup>rd</sup> quarterly meeting that is currently held in conjunction with Mini-College.

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

**At least 3-4 weeks** prior to the Board Meeting, the Host Chapter should send an informational package (described below) to the following: All Chapter Presidents; all Chapter Representatives; all Chapter Alternate Representatives; OMGA committee chairs; and OMGA Executive Board members (approximately 110 packages). In the interests of sustainability, this may be done electronically with links to the information sites. The email addresses for emailing this informational package are:

Executive Committee: [omgaexec@gaggle.email](mailto:omgaexec@gaggle.email)

Board of Directors: [omgachapters@gaggle.email](mailto:omgachapters@gaggle.email)

Each **package** should contain the following information items:

- Directions with map to the meeting location (Google or Map Quest)
- Meeting locale information including lodging, restaurants and interesting attractions in your area.
- Agenda to be provided by OMGA President (usually available on Monday immediately after the Executive Board meeting held about one month prior to Board meeting.)
- Other additional information for transmittal to the Chapters by the OMGA President (provided by the President)

The **facility** for the meeting should be able to seat for the session approximately 50-70 people at tables that can also be used for eating lunch.

Preferred table arrangement is to arrange tables in a large square setting with everyone seated on the outside of the square. There is no need for a 'head table' for the Executive Committee.

The Executive Committee will furnish an 'In Focus' projector but we would like the host chapter to furnish a large screen on which to project. A TV or computer screen is not sufficient, Although OMGA does have a portable microphone, if one is available for this meeting, and to use it would be greatly appreciated. A microphone, portable is preferred but stationary is acceptable. If possible, please provide a table top podium for speakers and a flip chart or dry erase board with pens and eraser.

The **schedule** for the session typically begins at 10:00 AM and concludes by 4 PM; we ask that your facility room be **open by 9:00 AM** and be available by 9:30 AM so that members can gather prior to the commencement of the meeting at 10:00.

We encourage and welcome **Chapter Displays** to be set up in the room and ask that additional tables also be made available for **OMGA materials** and other **Chapter's sale items**.

The Host Chapter typically prepares **lunch** and morning coffee and it is greatly appreciated if some vegetarian entrees could be made available. In the past, host chapters have requested an RSVP from members seeking a vegetarian lunch or special dietary needs.

Additionally, if possible, a smaller room near the meeting room needs to be provided for the State Treasurer to meet with the **Audit Committee** about an hour prior to the general meeting.

You may request **reimbursement** from the OMGA Treasurer up to \$300 for expenses incurred in connection with hosting a quarterly Board meeting. Please include all receipts when making this request.

The OMGA Executive Board thanks you for taking on these hosting duties and looks forward to seeing you.