

# Checklist of Needs for AANR-West Spring Board Meeting

Leslie and Michelle:

Again, congratulations on having Lupin Lodge chosen to host our **March 2, 2019** AANR-West Board meeting. Here is a checklist of things we need to discuss in order to make the meeting go smoothly for both your staff and our members.

## 1. **Date/Time/Location of Meeting:**

- The meeting begins at 9am Saturday morning and will go to about 5-6pm in the evening. I request we use the main restaurant/clubhouse room instead of the library as I don't think that area is large enough to accommodate the number of people who will be attending. I discussed this with Michelle a year ago when the idea of your club hosting first came up. Because early March is still your off season, she did not think this would present a problem. It is also heated in case of cold/rain outside, and near food and rest rooms which the Big Yurt is not.

## 2. **Comings and Goings:**

- While many of us will be driving in on Friday afternoon, we ask that the club provide, if possible, shuttle service to and from the San Jose airport on Friday Mar xx and Sunday March xx for those who are coming from out of state. I will ask the affected board members and officers to provide your office with flight schedules, so you can coordinate with them.

## 3. **Meeting Room Setup**

Let me describe what would work for us ideally:

- 6 six-foot long tables arranged in a U-shape (2 tables per side).
- About 20 folding chairs facing these tables at the "open U" end of the table arrangement
- A side table to hold literature and refreshments.

## 4. **Equipment**

- Several power strips to power our lap top computers, projector, and recording equipment.
- I don't think the room has this but ideally, we would like a white board with dry markers and eraser. Alternatively, a stand-up easel and 2x3 writing pad. I know you had this at the NAC meeting last summer.
- A projector that plugs into a PC, so we can display web information to the assembly. A screen is also required if a clear wall space is inadequate for showing the projected image.
- We have our own recording equipment and sound system including hand microphones and speakers.

## 5. **Refreshments**

- We request the club provide drinks and snacks on during mid-morning and mid-afternoon breaks. Plates, cups, and utensils, obviously but since this will be alongside the restaurant, we can figure out a way to incorporate that into your existing infrastructure.

## 6. **Restaurant**

- We request the restaurant be open Friday for dinner, Saturday for breakfast-lunch-dinner, and Sunday for Breakfast and lunch to accommodate our meeting staff and guests.

## 7. **Club Participation**

- Of course, your members are welcome to come the meeting! If they feel compelled to speak on any issue, they can do so also at the appropriate times set aside for public comment. We strive for a "Town Hall" atmosphere!

## 8. Literature and Convention Brochure

- There is no official brochure printed for the regional convention. However, may be a need to have extra copies made of the convention agenda plus other handout material which varies meeting to meeting.
- We would request the availability of your club's photocopier machine and/or office printer to make additional copies if the quantities we bring with us prove inadequate.

## 9. Club Special Events

- Every club likes to show off a bit at these conventions. If you want to put on a dance or karaoke or some other event Friday and/or Saturday evenings, we are more than happy to encourage that! We would love to participate.

In summary we look forward to both a fun time and informative series of meetings. The Convention committee you will be working with is

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Let me know if you have further questions.

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## Appendix 1: Photos of Previous Convention Layouts



Above: Meeting room setup for Thursday night and Sunday. Note water and snack table on the right