

# Region Meeting Guidelines

**Purpose:** To communicate the purpose and goals of ANCW and its programs and activities that are in place to achieve these goals.

**Objective:** To provide a national meeting on a region level involving more members with ANCW programs and giving more access to all ANCW information and materials.

Don't forget to "light fires" under your attendees!! Dr. Karl Menninger said, "Attitudes are more important than facts," and attitude is the ingredient leaders and planners of ANCW Region meetings must include in their programs.

The basic format for programming an effective Region Meeting is as follows:

1. Region meetings are designed as ANCW workshops. The emphasis for region meeting programs for the following year will be decided and announced at the Summer Conference by the Executive Committee following the priorities identified by the Long-Range Plan.
2. The President Elect shall be the general chairperson.
3. The President Elect shall be an invited guest to provide an update on ANCW and ANCW activities.
4. The Region Director shall be "master" of ceremonies.
5. The host state affiliate shall designate a cattlegirl as Host State Chair. It is recommended that the host state chair be the current or Past President of that state or a past national president.
6. The Region Director and Host State Chair should be prepared to present a date and place for the following year's region meeting at Summer Conference using the worksheet in this packet. These two representatives should also be prepared to present a tentative agenda and more detailed information at the Annual Convention. If the Host State Chair cannot attend one of these meetings, she is to send someone to represent her.
7. A copy of all correspondence should be sent to ANCW.
8. The President Elect will pass responsibility for Region Meeting planning for the next year's Region Meetings to the Vice President at the Region Meeting Planning Meeting held at Summer Conference.

## ***ANCW Region Meeting Agendas***

Region Meeting agendas will be provided by the Executive Committee at the Summer Conference prior to the Region Meeting.

## ***Region Meeting Host State Responsibilities***

1. Select a location that has access to an airport. Remember to consider the size of the airport and the cost of flying into the area. Individuals and ANCW officers alike operate on limited funds.
2. Select and decide with the host hotel concerning:
  - Meeting rooms
  - Meal plan
  - Size of expected group
  - Room accommodations

- Audio/visual needs for meetings (i.e., microphones, TV's, VCR, power point projectors, etc.)
  - Registration tables, chairs, signs, waste baskets
  - Transportation to and from the airport
3. Determine cost of meals, room, and equipment.
  4. Contact speakers as to audio/visual needs. Answer any questions they have about room accommodations, transportation, etc. Whoever secures the speakers should do this and relay it to the Host State Chair and Region Director as it may be volunteers doing this.
  5. Make and pay for room reservations, pay registration fee, and contact the ANCW Officer or her representative as to arrangements made.
  6. Make and pay for room reservations, pay registration fee, and contact the ANCW Region Director or representative as to the arrangements made.
  7. Entertainment or other activities are optional.
  8. Plan for some type of get-acquainted time, making sure all introductions are made at the first session.
  9. Provide name tags.
  10. A listing by state of all pre-registered cattlemen helps the get-acquainted process. List full names and mailing addresses and give to all attendees.
  11. Encourage cattlemen in your state to attend the region meeting. Give them a job so they will be involved. Cattlemen attendees do not have to be ANCW members, but they will not be able to vote if they are not ANCW members. This will be an opportunity to get them to join ANCW, so they can take part in the voting process.
  12. Work closely at all times with your Region Director. All Host State key people and ANCW staff need to copy the Region Director on all communications.
  13. Assign a hostess for ANCW Officer, keeping in mind that the Host State Chair and Region Director have other responsibilities.
  14. Arrange for pre-event and post event publicity via press releases from staff or media person.
  15. Provide addresses and/or labels for sponsors of the meeting so thank you notes can be easily sent.

### ***Registration Fee and Information***

1. A region budget should be developed to determine the cost of registration.
2. The budget process should include postage, meeting room expense, equipment, speaker costs (including lodging, travel, honorarium etc.), meals to be provided including tax and gratuity. A worksheet has been included in this packet for your use.
3. Consider a pre-registration fee with a cut-off date. Onsite registration should be higher. Let possible attendees know if a one-day registration is available and include the cost. The registration form should also include a refund policy, if any.
4. Host State Chair or host state committee will mail the meeting registration and hotel reservation information.
5. Registration information should be mailed at least 2 months before the meeting. Be sure to include to whom the check is to be made and hotel registration information. Include cut-off dates for hotel registration rates and pre-registration.

6. Recommend appropriate clothing for weather and events.
7. Include information in the registration packet as to what the hotel provides.
8. Information on any special tour or state program (such as a state meeting preceding or following the meeting) not included on the Region Meeting agenda should be included in the registration information so that ANCW Officers and the Region Director can make plans accordingly.
9. The Host State will collect registration fees, and plan and print the program.

### ***Region Director's Responsibilities***

1. Attend meetings at ANCW Summer Conference and Annual Convention designated for region meeting planning.
2. Work closely with State Host Chair. Communicate!!!
3. Notify ANCW of meeting date, meeting site, host state chair and contact information. Before setting date, be sure to check with the ANCW to make sure that date is open.
4. Finalize tentative agenda with State Host Chair.
5. Contact all region state presidents and region committee representatives two months before meeting, letting them know what is needed from them for this meeting. Contact these same persons with reminders one month before the meeting. Confirm receipt of all materials.
6. A week prior to region meeting, have a conference call with all the state Presidents to answer any and all question and concerns they have about the upcoming regional event.

Mail registration to:

- State presidents in the region
- Region committee members
- ANCW President, President-Elect and Vice President
- All ANCW members in your region. (The ANCW can supply addresses for all ANCW members in your region. Be sure to project the mailing cost ahead of time to be included in the registration fee.)
- Some state affiliates may have newsletter that will include registration information in their publication. Be sure to contact each state affiliate well in advance with information, including a tentative agenda, so it can be printed in a timely manner.

### ***Suggested timeline for Region Meetings***

July/August – Attend Summer Conference

- **HOST STATE CHAIR**  
Announce dates, meeting location, and who the name and contact information for the host state chair.
- **REGION DIRECTOR (both outgoing and incoming)**  
Contact state presidents for your region with dates and location of meeting

*\*It is suggested that the Host State Chair or Region Director bring a flyer or simple brochure of their upcoming Region meeting to the summer conference "Region Meeting".*

January/February – Annual Convention

- **HOST STATE CHAIR**  
Make progress report. If meeting is within the four month\* time frame, have tentative agenda and registration information for meeting.

- **REGION DIRECTOR (incoming)**  
Contact all state presidents in region with dates, location, and registration information.

#### Four months Before Region Meeting \*

(Note that this is usually before annual convention as most region meetings take place in April or May.)

- **HOST STATE CHAIR**  
Program should be planned and agenda complete.  
Budget should be complete also so that registration costs can be determined.

#### Three Months before Region Meeting

- **HOST STATE CHAIR**  
Send hotel reservation and registration forms to the Region Director so that she can look it over and make sure that nothing is missing.
- Confirm once again all hotel arrangements, dates, times, and rates.

#### Two and One-Half Months before Region Meeting

- **HOST STATE CHAIR**  
Mail Registration and tentative agenda to all parties.

#### One Month before Region Meeting

- **HOST STATE CHAIR**  
Check all details with the hotel and workers. Check with each speaker so their required equipment will be available.
- **REGION DIRECTOR**  
Contact state presidents and committee chairs with reminder of meeting and their responsibilities.

# Region Meeting Planning Worksheet

**When?** \_\_\_\_\_

(Remember to consider what might be happening on a national level as well as what is happening in the other states in your region. Discussing this at the current region meeting will help make sure that it fits as many schedules as possible.)

**Where?** \_\_\_\_\_

(A hotel with meeting room space and restaurants close by or in the facility is always helpful. Remember to keep the cost as reasonable as possible.)

Expected size of group? How many rooms to block? \_\_\_\_\_

Room accommodations? Cost? \_\_\_\_\_

Meals included in hotel price. Breakfast? \_\_\_\_\_

Equipment needs for meeting. What is available? \_\_\_\_\_

Meeting room set up. \_\_\_\_\_

Registration table, signs? \_\_\_\_\_

Is transportation available to and from the airport? \_\_\_\_\_

## Agenda

The agenda will be provided by the Executive Committee at the Summer Conference prior to the Region Meeting.

## Region Meeting Budget Worksheet

<b>Meeting room cost</b>	_____
<b>Postage</b>	_____
<b>Printing, copies, etc.</b>	_____
<b>Speaker's</b>	_____
<b>Equipment</b>	_____
<b>Name tags</b>	_____
<b>Decorations</b>	_____
<b>Meals not included in room rate (Hotel/off site)</b>	_____
<b>ANCW Officer Expense</b> (Room and registration fee)	_____
<b>ANCW Region Director Expense</b> (Travel, Room, and registration fee)	_____
<b>Entertainment expense</b>	_____
<b>Total</b>	_____

Divide the total cost by the average number of attendees to your region meeting to get your registration cost. Your registration cost should cover all these expenses. You may wish to secure sponsors for your meeting so that you can lower the registration cost and make the meeting more cost available to more members.

*Does Your Registration Information Include?*

- The meeting dates
- Registration cost
- A cut-off date for pre-registration
- Your refund policy, if any
- Hotel information and how to make the reservation (including sleeping room costs, directions to the hotel)
- A cut-off date for hotel reservation rates
- What the hotel provides, i.e., hair dryer, coffee pot, restaurants, shuttle from airport, etc.
- Recommendations for appropriate clothing for weather and events
- Meals included in the registration cost
- Tentative agenda (make it as complete and as attractive as possible people want to know if it's worth their time and effort)
- Name and address of who is to receive registration fee and contact information in case of questions