

# 2018 REPORT FOR THE AAUW ANNUAL MEETING

## Summary:

The AAUW Annual Meeting was held on June 14, 2018 at the Children's Home of Poughkeepsie. This was an unusual venue as the meeting is usually held in a banquet space of a restaurant. It was chosen in order to introduce AAUW members to a vital resource for children and families in our community.

The CHP charged \$30.00 per person for dinner; an exceptionally reasonable price. The dinner included nuts and crudites with punch, set out before the meal; a choice of three entrees ; a salad, focaccia, coffee and dessert. There was no alcohol served. A highlight for guests was being served dinner by residents of The Children's Home who are part of an innovative training program designed to provide life skills and culinary skills to those residents.

Guests paid **\$39.00 per person to attend** and we had **76 attendees**. A contribution will be made to the Home by AAUW from profits earned.

Two members of the Children's Home staff were the guest speakers and they gave a presentation about the programs and mission of the Home. Also, Katherine Murray, a Marist College student who was the recipient of The Irene Keyes Memorial Scholarship Award, spoke about her experience at The National Conference for College Women Student Leaders .

Close contact with Board President Maria De Wald was essential (and appreciated) as it is the President's responsibility to arrange the speaker, the program for the evening, the centerpieces, the photographs, and various other tasks that required coordination with all aspects of the Annual Meeting.

## Timeline and Responsibilities:

### September:

1. This event is traditionally held on the second Thursday night of June, at a cost of about \$45.
2. Look for a new venue, if needed. Usually accompanied by/in coordination with AAUW Board President. ( Maria De Wald in 2018) Generally, do not guarantee more than 60 people.

### October-November:

1. Select venue, menu, linens, and pay a deposit. Check provided by AAUW Treasurer . (Diane Jablonski in 2018, although CHP did not require a deposit).
2. Determine when venue needs final count and final payment.
3. Arrange any AV needs with venue and/or with Board member Mary Anne Boylan.
4. Arrange for tables needed for displays, registration, slide show; podium.

### January:

1. President chooses and invites a guest speaker.

## **February:**

1. First notice of "Save the Date " for March issue of The Branch ( Margaret Nijhus in 2018).

## **March:**

1. Second notice of "Save the Date" with guest speaker's biography for the April issue of The Branch .

## **April:**

1. Registration form and article about the Annual Meeting with the biography of the speaker for the May issue of The Branch. Checks to chairperson; Pay Pal to Treasurer.
2. Contact Bonnie Auchincloss to ask if she will again present slide show of the events of the year.
3. Coordinate with Branch Editor ( Margaret Nijhuis in 2018 ) regarding printing nametags.

## **May:**

1. Collect and record checks on spreadsheet.
2. Send checks to Treasurer in batches.
3. Arrange two volunteers to act as greeters and to check in guests.
4. Verify AV equipment needed for speaker and slide show.
5. Arrange for AAUW signage to be put on easel at entrance. ( Maria DeWald in 2018).
6. Ask for e-mail reminders to be sent ( Margaret Nijhuis). Expect and plan for last minute checks and registration, even after deadline. . **Note** : In 2018 , there were six unexpected guests, three of whom had paid "at different meetings" but were not registered; one of whom arrived and paid on the spot; and two of whom paid by PayPal ,but there was no record of that payment. Four registered guests did not attend .Registration and checks arrived as late as two days prior to the event, so future event chairs and venues need to take late registrations into consideration.

## **June:**

1. Notify venue of final count and pay. Ask Treasurer to bring blank check to dinner in case there are last minute attendees
2. Send spreadsheet to AAUW President.
3. Send spreadsheet to Margaret Nijhuis so she can print nametags. Bring extra nametags to event.
4. Night of the dinner: Arrive early and check with caterer; give alphabetically divided spread sheets to greeters; verify tables and equipment needed; oversee check-in; coordinate with Treasurer for final payments.

**Judy Linville, Chair**