

Southeast Section of the Ninety-Nines Section Meeting Checklist Guidelines

This document outlines suggested guidelines for chapters of the Southeast Section of the Ninety-Nines who have the responsibility of hosting a section meeting. If there are any questions, please contact the Southeast Section Vice-Governor for assistance. The guidelines are provided to help a hosting chapter organize a successful section meeting.



NOTE: Before signing any contract, send to the Ninety-Nines General Counsel for review.

A. HOST CHAPTER

One Year Prior to SECTION Meeting:

- Select the Section Meeting CHAIR
- Select the dates and confirm with SES Vice-Governor: Plan Spring meeting between mid-April to end of May & Fall between mid-September to end of October; avoid special holidays or other established events
- Select a TREASURER for this event
- Select the host location and hotel considering costs, accommodations, accessibility and availability of the site
- Discuss a schedule of events and select a theme
- Select Committee & Chairs
 1. Registration
 2. Program & Educational Seminars
 3. Facilities/Hotel/Lodgings
 4. Meal Planning
 5. Hospitality
 6. Decorations
 7. Tours & Guest Activities
 8. Transportation
 9. Publicity
 10. Printing
 11. Silent Auction

B. SECTION MEETING CHAIR

One Year Prior to SECTION Meeting:

- Download the SOPs for the Section Meeting from SES Website: inform your members and committees of this information
- Always keep good files: write down all decisions so that another person could assume your responsibilities should there be an emergency
- Establish a budget: initiate this at the first planning meeting, use estimates for hotel costs, administrative costs: printing, gifts, covering special guests' meals, etc.

At Section Meeting Prior to the one Your Chapter is Hosting:

- Present Invitation to membership
- Have Registration handouts
- Collect numbers from the current meeting: attendance, meals, hotel count

One Month Prior to Registration Deadline:

- Communicate with all Committee Chairs particularly regarding number of attendees
- Communicate with chapter members and get commitments to help

Weekend of Meeting:

- All Chapter members are needed
- Provide Section Meeting materials to the next host chapter (i.e., usable name tags, attendance info, meals required, hotel rooms needed, section signs)

Week after Meeting:

- Get reports from all Committee Chairs
- Summarize reports for next section host
- Make sure all contractual obligations have been met
- Send Thank You Notes to your Chairs, speakers, etc.

C. FINANCE

One Year to Six Months Prior to SECTION Meeting:

- Open a separate bank account with two signatories to facilitate 501(c)(3) reporting
- Request loan-allowance from Section Treasurer, if needed by chapter
- Determine Registration Fee with CHAIR using input from Facilities Chair, Tour Chair, Printing Chair

About Three Months Prior to SECTION meeting:

- Always keep copies of the actual check from registration and copy of deposit slip stapled together

Hosting: SES 99s Section Meeting SOP

- Work with CHAIR to pay all bills, expect: printing expenses, postage, educational programs charges, stationery, guest meal tickets, registration printing, hotel rooms, audio equipment rental, speaker
- Keep books balanced

Within One Week After Meeting:

- Meet with CHAIR and make sure all bills are paid

D. COMMITTEES

1. REGISTRATION

Prior to Six Months before the SECTION Meeting:

- Prepare printed Registration Forms for distribution at previous Section meeting to the one you are hosting
- On the Registration form have checked box for the following: requesting roommate, car pool, plane pool, baby sitting; flying in – either commercial or private; list the name and phone of person to contact when arriving regarding transportation -- (obtain from transportation chair)
- Inform about the costs to park a rental or personal vehicle at hotel; plane parking; tie-down discount; fuel discount, if any; and other reduced or complimentary services

Six Months Prior to SECTION Meeting:

- Confirm Printing Committee has sent Registration Form to SES Flight Line
- Inform the designated International Rep her room and registration are paid
- Send email invite to other section governors
- Collect info for packets: maps of the area and novel items

As Registration Forms Arrive to the Designated Person:

- One person should receive registration; number each registration when it arrives
- Make 2 copies of the paid registration check: staple 1 check-copy to registration form; give original check and copy to Finance (This is NOT optional.)
- Report the number of registrants received to Meeting Chair and Facilities Chair
- Make a data list (name, phone number, e-mail, number of guests, etc.) of who, when arriving, how arriving, meal count, etc.; copy Chair on this list; update as needed. This will be given to the Governor prior to the section meeting.
- Provide a list of special guests to the Governor: other International Officers, past Governors, etc.

Within One Month Prior to SECTION Meeting:

- Secure name tags by working with Printing Chair
- Secure a schedule from the Printing Chair with location and times of events
- Put schedule of events into folder and consider making a smaller one to tuck into the name badge holder

Hosting: SES 99s Section Meeting SOP

- Coordinate Goodie Bags/Packet Folder/Envelope with meeting info & other sundries; keep tickets and name tags alphabetized
- Organize a Registration Reception Committee to “wo”-man the desk; determine the hours; provide volunteers with information and signs

At the Meeting:

- Keep a master list of all attendees, checking off names when they check-in
- Add on-site registrants to list when they register
- The VIP tickets should be marked as “Complimentary” on the list & on the ticket
- Give the attending chapter count to the Vice-Governor to declare the quorum
- Chair should check with volunteers at Registration Desk for any needs

2. PROGRAMS

One Year Prior to SECTION Meeting:

- Arrange for seminars, workshops, speakers, etc.

Six Months Prior to SECTION Meeting:

- Give write-up to Publicity for advertisement in SES Flight Line; articles need to go into Flight Line the quarter prior to meeting (publishing deadlines are January 1 for Spring & July 1 for Fall – information should be sent to the Flight Line Editor by December 1 and June 1)
- Work with Facilities Chair to assure proper seating at individual events & to assure special equipment needs for speaker/seminars
- Contact Transportation and Facilities Chairs regarding the speaker’s arrangements

One Month Prior to SECTION Meeting:

- Confirm/ communicate with speaker/seminars

3. FACILITIES

One Year Prior to SECTION Meeting:

- Choose lodgings considering: accommodations for all meetings, accessibility, comps, meal provisions and costs; this should be done with the Chapter Chair and the Meeting Chair involved as well as the Facilities Chair, but thereafter the Facilities Chair should be the hotel contact
- Before signing any contract, send to the Ninety-Nines Counsel for review
- Secure sleeping rooms for: International Board Representative, Governor; negotiate a rate or complimentary with certain number of reservations made by Section; get in writing
- Need business meeting room for all and a board meeting room is desirable
- Consider rooms for educational seminars taking place at lodging facility
- Request complimentary Hospitality Suite, if possible
- Assure Banquet service is adequate; size of rooms are adequate and cost of catering is reasonable

Hosting: SES 99s Section Meeting SOP

- Inquire regarding availability of audio visual equipment and Internet in the meeting room (at no extra charge)

4. FOOD SERVICE

One Year Prior to SECTION Meeting:

- Work with CHAIR and hotel to procure best food selection and price in writing
- Decide how many meals will be included in registration
- If other meals are served off location, coordinate with CHAIR

One Month Prior to SECTION Meeting:

- As registrations arrive count how many of each meal option is chosen
- Inform Printing Chair to indicate meal choice on tickets and how many of each
- Give items to Registration Chair / Committee for stuffing the packet or bag

5. HOSPITALITY

Three Months Prior to SECTION Meeting:

- Ask for donated food and drinks; arrange for members to provide goodies
- Provide coffee; if breakfast is to be served in hospitality suite, have several urns
- Publicize in schedule open times and have sign on door – open or closed; close during meeting
- Have a Hospitality Room sign
- Check with the schedule if there is to be a breakfast any day

Event weekend:

- If possible, hang welcome signage at GA airport for fly-ins and publicity
- If desired, host chapter may wear identifying outfits

6. DECORATIONS

Prior to Six Months Before the SECTION Meeting:

- Consider the funds available, ingenuity can be a solution
- Use theme on name tags, table decorations, etc.; consult Printing Chair

7. TOURS & GUEST ACTIVITIES

One Year Prior to SECTION Meeting:

- Determine tours that guests would like on Friday or Saturday after meeting
- Decide about opportunities for 49 1/2s & non-99s in surrounding area
- Collect info brochures for bags or to give to those interested at the Registration Desk
- Get the info to the Registration Chair for inclusion on registration form

- Consider transportation as a group in the price of the tour; communicate with Transportation Chair regarding charter buses/rental vans

Event weekend:

- Have a coordinator at hotel at pick-up/departure location
- Have a hostess on the buses

8. TRANSPORTATION

Having to wait for transportation causes one of the greatest complaints about a section meeting; try to keep events close to or in the hotel, if possible

Prior to Six Months Before the SECTION Meeting:

- Inform General Aviation FBO about the meeting
- Arrange for discounts, waive tie-down fees, courtesy ride
- Give this info to Registration to print on Form
- Begin arrangements with Charter Buses if tours are scheduled

Three Months Prior to SECTION Meeting:

- Give departure times to Registration Chair for schedule-printing which goes into registration packet/envelope
- Monitor with Registration Chair the number attending the specific tours
- Make specific arrangements with Finance to pay for the Charter bus/rental vans
- Give timely notice to Charter bus/rental vans of number of vehicles needed
- Can request volunteers to use personal cars

Event Weekend:

- Inform FBO how many GA planes to expect (or as soon as registration is in)
- Notify members who need a ride to a departure location to a sign-up sheet

9. PUBLICITY

One Year Prior to SECTION Meeting:

- Notify the Airport Manager and the Airport Authority Board, all FBOs, the local Chamber of Commerce and other civic and aviation groups. They may be able to help with speakers, prizes, contracts, facilities, and donations
- Keep notes. Remember to send thank-you notes to those who help
- Put the dates on aviation calendars, The 99s News, Headquarter Dispatch, SES Flight Line, and any newspapers in the local area

One Month Prior to SECTION Meeting:

- Contact Airport Tower Chief
- Contact area newspaper: send press release and ask for interview

10. PRINTING

Six Months Prior to SECTION Meeting:

- ✓ Prepare a Registration Form for CHAIR (or representing member) to take to the Section Meeting prior to hosting; get all the information from Registration Chair and Transportation Chair; confirm and collaborate with Meeting CHAIR. The form should include the following lines or areas:
 - ✓ Name and address
 - ✓ Chapter, office (past or current, including International positions)
 - ✓ Directions for paying by check or electronic payment
 - ✓ Instructions for cancellation policy
 - ✓ Outline of meals and prices for guest ticket
 - ✓ Request for special meal requirements and food allergies
 - ✓ Request for babysitting, children and ages
 - ✓ Outline of tours and prices
 - ✓ Arrival time and date: flying personal airplane with N-number or commercial with Flight number, or driving
 - ✓ Indicate deadline for regular registration and late registration
 - ✓ Provide Hotel information
 - ✓ Include Theme and 99s logo
 - ✓ Send to SES Flight Line Editor by December 1 if hosting a Spring Meeting or by June 1 if hosting a Fall Meeting

Six Weeks to One Month Prior to SECTION Meeting:

- Meet with CHAIR, Tour Chair, and Program Chair to design schedule
- Include brief biographical sketch of guest speakers, seminar and presenter
- Make "Welcome" signs for Registration area and FBO

11. SILENT AUCTION

One Year to SECTION Meeting:

- Collect free items for fundraising at section meeting
- Ask for donations of significant items to auction
- Prepare to carry these items from Hospitality to the Banquet Room
- Have sheet to record auction bids