

**Chapter Guidelines
For Planning and Conducting
Annual Meetings
of
The Virginia Society of Ornithology**



**Originally compiled in 1981
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Introduction

Each year a Chapter of the Virginia Society of Ornithology hosts an Annual Meeting somewhere in the state, usually in or near the city or town where the Chapter is located. Usually a liaison from the VSO Board invites Chapters well in advance to host a meeting. However, a Chapter may volunteer to act as a host club and should contact a VSO Board Member or Officer to express an interest.

Ideally, preparations for an Annual Meeting should commence at least two years in advance of the event. It often takes this much time to line up facilities, dates, and speakers.

The intent of this booklet is to suggest to Chapters procedures that have worked well in the past and to outline clearly the responsibilities of the local Chapter that is hosting the meeting. Chapters may choose to organize their meeting differently from the suggestions set forth here. However, any drastic deviation from standard procedure should be presented to the VSO Board for approval before proceeding with such changes.

In planning the meeting, the Chapter should endeavor to include all costs of the meeting in the registration/meals charges. Although hosting a meeting by a local Chapter is not intended as a “fund-raising” activity, if any profit is made, the allocation of such profit is a decision of the local Chapter.

Suggested Organization Chart

President of VSO
(serves as ex-officio chairman)

General Chairman

Committees

Programs

Arrangements

Finances

Registration

Field Trips

Hospitality

Publicity

Exhibits

Note—It may be convenient to combine the Finance and Registration Committees. In the past many club treasurers have served as Chairman in both positions. All fees paid by those registering for the meeting should be made out to the Local Chapter sponsoring the meeting.

Choosing a VSO Annual Meeting Site

Among the points to consider are:

- *Does the facility have at least 50 sleeping rooms available?
- *Can the facility provide breakfast at 6:00 am? If not, are nearby restaurants available that could accommodate 75+ people at that hour?
- *Can the facility accommodate 150 persons for the banquet? What is the rule on payment for the banquet? When is a final count for the banquet needed by the facility?
- *What is the policy on serving alcoholic beverages? Can a cash bar be arranged?
- *Can the management add gratuities into the total cost of rooms and meals? If this arrangement is made, be sure to inform participants on the registration form.
- *Can the facility provide refreshments for the Saturday evening social hour before the banquet? Refreshments for the Saturday afternoon paper session break?
- *Does the facility have a meeting room for 100 people for both Friday night and Saturday afternoon? Is there a fee for using this room?
- *Does the facility have a convenient space to house exhibits? Is there a fee for using this room?
- *Can the exhibit area be locked when not in use? Are electrical outlets available in this room?
- *Is any advance deposit required?
- *Is there adequate parking?
- *Are fieldtrip sites (usually six to eight) reasonably close?
- *What kind of arrangements are available for speakers? Is there a podium, stage, screen, microphone? Is there a fee for these items? Can the meeting room be darkened to show slides?
- *Does the facility offer tables for registration and exhibits? Is there a fee for their use?
- *What is the cancellation policy on rooms?
- *When is checkout time?

When you have decided that a facility is suitable, obtain a written contract with the facility. This contract should contain all arrangements agreed upon between you and the management. Check back with the facility periodically (to make certain that management has not changed).

General Chairman

- *Appoints chairmen of the working committees to help organize the VSO Annual Meeting (see page 3 for suggested committees). Provides each Chairman with a copy of this booklet.
 - *Periodically calls meetings of the Chairmen to assess the progress of planning.
 - *Attends VSO Board Meetings with up-to-date information about the upcoming Annual Meeting.
 - *In cooperation with other Committee Chairmen, scouts and selects a suitable location for the meeting (at least one year and preferably two years in advance of the meeting).
 - *In cooperation with other Committee Chairmen, selects, contacts, make all arrangements for fees, and schedules the banquet speaker. See Appendix A, Selecting a Banquet Speaker.
 - *In cooperation with other committee members, develops a budget for hosting the Annual Meeting. This is essential for determining the registration fee. See Appendix B, Setting the Registration Fee.
 - *Provides all Committee Chairmen with a schedule for completing assigned tasks. Be sure to check the submittal deadlines for both the Winter and Spring VSO Newsletters.
 - *In cooperation with the Publicity, Program, Registration, Exhibits and Field Trip Chairmen, oversees and submits the write-up for publication in the VSO Spring Newsletter.
 - *Plans the Friday night program after the VSO business meeting.
 - *In cooperation with the Arrangements Chairman, clarifies which meals will be served by the facility and chooses banquet menu. In cooperation with the Hospitality Chairman, clarifies bar and break arrangements with the facility.
 - *After the meeting, writes thank-you notes to the banquet speaker, Committee Chairmen, personnel at the facility at which meeting was held, and any other persons who provided help.
 - *At the conclusion of the meeting, fills out the questionnaire on page 23 and sends it to the President of the VSO or to the Annual Meeting Chairman.
- .

Program Committee

*Invites individuals to present papers during the Saturday afternoon session. A notice soliciting papers should be placed by the Program Chairman in the VSO Winter VSO Newsletter and a reminder should also appear in the Spring issue. Please note, the deadline for Winter submissions is fairly early, usually around mid October. See Planning Calendar on page 14.

*In cooperation with General Chairman and Registration Chairman, oversees preparation of programs for the paper session. In recent years, a program featuring a brief abstract of each paper has been included in the Registration Packet.

*Obtains from each speaker a list of what equipment will be needed for the paper presentation. See Appendix D for an example of a form to be sent to all speakers at the paper session.

*In cooperation with the Arrangements Chairman, ensures that the meeting area is properly set up and necessary equipment is in place. If the facility does not provide, carousel projector, overhead projector, and screen, the Program Chairman should bring this equipment for the meeting.

*Meets and greets speakers at the meeting site. Serves as the escort of the banquet speaker for the weekend.

*Attends the paper session and assists the Vice-President of the VSO, who presides at the paper session. (For instance, if equipment malfunctions, or help is needed from the facility staff with set up, etc.)

NOTE

Good sources for paper-session speakers are colleges, universities, and VDGIF contacts. Contact the Chairman of the VSO Murray Award Committee for names of Murray Award recipients who may be willing to present a paper.

Usually the Local Chapter hosting the meeting provides a carousel projector, overhead projector, and a large screen. If other equipment is needed by a speaker, the presenter is usually expected to provide it. The facility may have equipment that can be used. Check to see whether there is a fee for such use.

Arrangements Committee

*In coordination with the General Chairman and Program Chairman, checks to make certain that a room of sufficient size for the paper session is available, that the room can be darkened to show slides, that there is a good sound system, a podium or stage is available, and that there are adequate electrical outlets for equipment. (Please note, that if the building is old, it may not be able to accommodate a

3-prong plug. Check to see if adaptors are needed.)

*In coordination with the Exhibits Chairman, makes certain that a room of sufficient size is available for exhibits.

*In coordination with the Hospitality Chairman, makes certain that an area for the social hour is available. (This is often in the same area where the banquet will be held or it may be held in the exhibits room.)

*In cooperation with the Field Trip Chairman, arranges a suitable area for the field trip sign up sheets. If desired, also arranges for the display of the tally-board of species observed during the meeting.

*In cooperation with the Registration Chairman, arranges a suitable area (including tables) for the registration process.

*In cooperation with the management of the facility, makes certain that a room of suitable size is available for the banquet.

*In cooperation with the other Committee Chairmen, decides the order of events at the banquet, including awards, door prizes, introduction of featured speaker, etc.

*Determines table arrangement at the banquet (whether or not a head table will be required).

*Chooses an appropriate individual to give the invocation before the banquet (if an invocation is desired).

*If necessary, arranges parking facilities.

*During the meeting weekend, is available to facilitate any arrangements involving the facility and the needs of the participants attending the Annual Meeting.

Finance Committee

*Maintains all financial records pertinent to the VSO Annual Meeting. Most Local Chapters find it convenient to simply have the registrants make the checks payable to the local bird club and deposited in that account.

*In cooperation with the General Chairman and other Committee members, develops a budget for the Annual Meeting. This is essential in determining the amount that will be charged as the registration fee. Please see Appendix B, Setting the Registration Fee.

*Receives registration funds from the Registration Committee Chairman. (Note—in recent years many bird clubs have had a joint Registration/Finance Chairman. Often this person is the Treasurer of the bird club and thus authorized to sign checks.)

*Coordinates with the Registration Chairman if, when, and under what circumstances a refund may be made to a registrant. Many facilities require a firm “minimum count” ten days prior to the event. Refunds may not be possible after that date, and this should be stated on the registration form.

*Disburses money to cover all expenses (Local Chapter and Committee Chairmen expenses, facility charges, expenses for the Murray Award winners, Conservation Award winner and fees for the banquet speaker.) The Finance Chairman should require that all expenses be submitted in writing.

*Coordinates, in advance, with the facility management how the banquet bill and other charges will be handled. Some establishments expect full payment at conclusion of the meal.

*Makes a final financial report to the General Chairman and to the President of the Local Chapter hosting the meeting.

Registration Committee

*In coordination with the General Chairman, Finance Chairman, and other committee members develops a budget for the Annual Meeting and sets the registration fee. See Appendix B, Setting the Registration Fee.

*Prepares the registration form. See the sample in Appendix C.

*In coordination with the General Chairman, provides information to be submitted to the VSO Spring Newsletter. This information should include the registration form, directions to the facility where the meeting will be held (including a map), telephone number of hotel for reservation request, deadline for hotel reservation, deadline for reservations, deadline for refunds (if applicable, or statement that there will be no refunds), banquet information and price, description of registration process, and any other appropriate information. This information should be submitted to the General Chairman who will collect all material for submission to the VSO Newsletter Editor.

*Receives registrations and money. Handles all correspondence relating to registration.

*Periodically turns over funds to the Finance Chairman.

*Lines up bird club members to work at the registration table during the meeting.

*In cooperation with the Arrangements Chairman, arranges a suitable area (including tables) for the registration process.

*Prior to the meeting, arranges for name tags, and prepares a registration packet that will include the program, meal tickets, and any other necessary information. Interesting leaflets about the town or local points of interest are also often included.

NOTE

In spite of your best efforts, be prepared for 10 or more last-minute registrations. You may also receive last minute banquet requests. Ask the management of the facility if they can accommodate such requests. (Sometimes they will accept 4 or 5 last minute reservations for the banquet, but often the management will not.)

Field Trips Committee

*In cooperation with the General Chairman, decides where the field trips will be held. Plan enough trips so that groups can be limited to around 20 participants.

*Line up field trip leaders for each field trip. Note—Field trip leaders do not necessarily have to be from the host club. Many able leaders from around the state may be willing to help.

*Arranges length of trips so that participants have time to return for the Saturday paper session.

*Arranges to have the field trip sites scouted before the meeting.

*Prepares maps and directions to the field trip sites and provides all field trip leaders with sufficient copies for the participants.

*Prepares and submits to the General Chairman a description of field trips for the VSO Spring Newsletter.

*In cooperation with the Arrangements Chairman, provides a suitable area for the field trip sign-up table at the meeting and (if desired) the species tally board. Note—The VSO has a species tally board. Check with the Field Trip Chairman of the VSO if you would like to borrow it.

*Designs and has copies made of the Field Trip Program to be given to the Registration Chairman for inclusion in the participant's packets.

*Provides sign-up sheets for the field trips.

*At the Friday evening session of the meeting, gives a brief overview of the field trips, birds likely to be seen, difficulty of walking, time and place of assembly, and duration of trips.

*Helps leaders organize caravans at the site from which the field trips depart. Provides highly visible signs for the leaders so that participants can easily identify the scheduled trips.

*Oversees the provision of light refreshments for the field trips (lemonade, water, cookies, etc.).

*Arranges with each field trip leader to keep a checklist of the birds seen. If desired, the Field Trip Chairman can list the species on a tally board at some convenient location.

Hospitality Committee

*Provides social amenities for the meeting. Arranges for table decorations for the banquet.

*In cooperation with the Registration Chairman, arranges a centerpiece for the registration table.

*Obtains door prizes and arranges method of distribution. Often exhibitors will donate door prizes. Also check with members of the local bird club and area businesses.

*In cooperation with the Arrangements Chairman and management of the facility, coordinates the refreshments at the Saturday afternoon paper session break and social hour before the banquet.

*Writes thank-you notes to all individuals, organizations, and businesses that donated door prizes, floral arrangements, etc.

Publicity Committee

*Prepares a short item for the VSO Winter Newsletter extending an invitation to the upcoming Annual Meeting. Please note, the deadline for Winter submissions is fairly early, usually around mid October. See Planning Calendar on page 14. This article should include the date and place of the meeting, highlights about the field trips, and the name of the featured speaker.

*In cooperation with the other Committee Chairmen, prepares the programs for the Annual Meeting. This would include a schedule for all activities. See Appendix F for a suggested schedule. Provides the General Chairman with a copy of the program schedule for inclusion in the VSO Spring Newsletter. Has programs printed and provides copies to the Registration Chairman for inclusion in the packets to be given to the participants.

*In conjunction with the Program, Registration, Exhibits, and Field Trip Committee Chairmen, prepares and submits to the General Chairman a complete write-up of the upcoming Annual Meeting for inclusion in the spring issue of the VSO Newsletter.

*Periodically writes articles for the host chapter's Newsletter informing bird club members of the progress concerning the upcoming meeting.

*Provides information about the upcoming Annual Meeting to local newspapers including information on where the meeting will be held and how reservations may be made.

*Considers photographing events for the bird club or VSO archives.

Note

It may be beneficial to contact chapters who have recently hosted an Annual Meeting for examples of the programs, scheduling, and any other information that could be useful.

Exhibits Committee

*Prepares a short item for the VSO Winter Newsletter extending an invitation to exhibitors for the upcoming Annual Meeting. Please note, the deadline for Winter submissions is fairly early, usually around mid October. See Planning Calendar on page 14. This article should include the date and place of the meeting, any fees that will be charged, deadline for application, and procedure for arranging an exhibit. Please see Appendix E, Exhibitors Registration Form.

*In coordination with the General Chairman, decides if an exhibit fee will be charged. If so, will this fee be the same for VSO members and non-members? As an alternative to charging a fee, many host chapters simply require that all exhibitors are VSO members and pay the registration fee for the meeting. Note—Bird clubs that wish to exhibit are usually not charged any fee.

*In coordination with the Arrangements Chairman, selects a suitable area for exhibits, preferably an area that can be locked when not attended. Checks on the arrangement of the exhibit tables and any equipment that may be necessary.

*In coordination with the General and Publicity Chairmen, sets the schedule for the exhibit area. Informs exhibitors when they may set up, when the room will be open, and what time the exhibits will need to be removed. Check these details with the facility management.

*Provides the General Chairman a schedule for the exhibit room that can be included in the general write-up announcing the Annual Meeting in the VSO Spring Newsletter.

*Provides the Publicity Chairman a list of the exhibitors for inclusion in the program for the meeting.

*Prepares signs or posters indicating the location of the exhibit room.

*Is on hand Friday to greet and assist exhibitors. It is very helpful to exhibitors if they can park (even temporarily) close to the exhibit area for unloading.

*At the conclusion of the exhibits, checks to make sure that the area has been returned to its original order.

Planning Calendar

One to two years before the scheduled Annual Meeting

- Select a General Chairman and Committee Chairmen

- Select a date and meeting facility (General Chairman)

- Select a banquet speaker (General Chairman)

- Present plans to the VSO Board (General Chairman)

Eight months prior to the meeting

- Submit announcement of the meeting for publication in the VSO Winter Newsletter (Publicity Chairman)

- Submit a call for individuals to present papers at the Saturday afternoon session for publication in the VSO Winter Newsletter (Program Chairman)

- Submit call for exhibitors for publication in the VSO Winter Newsletter (Exhibits Chairman)

Four months prior to the meeting

- In coordination with the Publicity, Program, Registration, and Exhibits Chairmen, the General Chairman will submit full details of the upcoming Annual Meeting (including schedule and registration form) for publication in the VSO Spring Newsletter.

Two weeks prior to the meeting

- Have copies of the program printed (Publicity Chairman)

- Have copies of abstracts for the paper session printed (Program Chairman)

- Have field trip programs printed (Field Trip Chairman)

One week prior to the meeting

- Begin to assemble packets for registrants (Registration Chairman)

- Scout field trip sites (Field Trip Chairman)

- Have field trip sign-up sheets prepared (Field Trip Chairman)

Appendix A Selecting a Banquet Speaker

The following are points to consider before selecting a banquet speaker.

- *Have a clear idea of what you expect to pay the proposed speaker.

- *Bear in mind that popular speakers are booked well in advance.

Plan ahead!

- *Sources of speakers include individuals at universities or colleges, authors, tour leaders, researchers, and government officials. Ask both local bird club and VSO members for ideas. The first priority should be to find an entertaining speaker.

- *The best way to make the initial contact is either by phone or through email. Tell the speaker where and when the meeting will be held. Ask what the fee will be and determine the transportation cost. Please note that if airline tickets will be purchased, the host club should buy the ticket. When the ticket is purchased, check to see what type of refund is available in the event that the speaker cancels.

- *Does the speaker plan to bring a companion to the meeting? Be sure to reach an agreement as to how those expenses will be covered.

- *What equipment will the speaker require?

- *Describe to the speaker the facilities that will be available, for instance, a stage, podium, microphone. Provide the speaker with a definite length of time in which to present the program (no program should exceed one hour).

- *If an agreement is reached, obtain a commitment from the speaker in writing.

- *Ask for the title of the program, a brief description, and a biographical sketch to use in the VSO Newsletter.

- *Is the speaker an author, and if so, will books be offered for sale? Is the speaker willing to hold an autograph session?

- *Provide the speaker with your contact information and touch base occasionally to make sure that all plans are still valid.

Appendix B Setting the Registration Fee

VSO Annual Meetings are meant to be self supporting. Although not envisioned as a “fund-raiser” for the host club, any profits derived from the meeting are for the use of the host club. The registration fee should be set to recover all expenses incurred in hosting the meeting. These expenses will include:

- *All costs for the use of the facility. Although the participants will book rooms directly with the facility, there may be costs involved with renting the exhibit and program rooms. The banquet cost is itemized separately and the banquet fee should cover that.

- *Speaker’s fee and transportation costs.

- *Weekend lodging and banquet cost for the speaker.

- *Saturday lodging and banquet fee for the Murray Award winners.

In recent years there have been two Murray Award Winners.

- *Saturday lodging and banquet fee for the Conservation Award winner.

- *Hospitality Committee (centerpieces for tables, door prizes)

- *Registration Committee (name tags, packets, printing costs)

- *Program Committee (printing costs)

- *Publicity Committee (printing costs)

- *Field Trip Committee (refreshments, printing costs)

- *Exhibits Committee (printing costs)

- *Refreshments for Saturday paper session break

- *Refreshments for social hour before banquet

- *Any other items that the host club may want to offer (such as T-shirts for the host club members involved in the meeting, local field lists, light refreshments prior to Friday business meeting)

Generally speaking, you can expect at least 100 persons to attend (check with the chapters that have hosted recent meetings). The attendance will depend somewhat on the location, field trips offered, and speaker. Will local chapter members who are assisting with the meeting be expected to pay the registration fee? Generally speaking, those people do pay the fee, but an understanding should be reached early in the planning. Set the registration fee to cover all projected costs.

Appendix C Sample Registration Form

VSO Annual Meeting
Registration Form
May 3—5, 200?

Lodging arrangements should be made directly with the motel by calling ????. The deadline for motel reservations is ????. Be sure to mention that you are with the Virginia Society of Ornithology.

Please fill out the form below and send it along with your check made out to the (specific name) Bird Club. The deadline for registration is ???. Deadline for refunds is ???.

| | | |
|---|------------------------------------|--------|
| Registration | ____Number of persons at \$25 each | \$____ |
| Saturday Banquet | ____Number of persons at \$20 each | \$____ |
| Saturday Breakfast* | ____Number of persons at \$8 each | \$____ |
| Sunday Breakfast | ____Number of persons at \$8 each | \$____ |
| (all prices include taxes and gratuity) | | |
| Total | | \$____ |

Please mark the number and selection of banquet entrees:

____Chicken ____Beef ____Vegetarian

Names of persons attending_____

Address_____

Telephone Number_____

*Note: Some facilities will make a breakfast buffet available at a set price. You may elect to have the facility simply offer an early breakfast for the participants on a “pay-when-served” basis.

Appendix D Sample Speaker Registration Form

Thank you for your interest in presenting a paper at the VSO Annual Meeting scheduled for May 4, 2007. The paper session will begin at 1:30 pm. Each presentation should be no longer than 20 minutes in length. Please note that in the past paper sessions have “filled up” pretty quickly, so promptly fill out the form below and return it along with your abstract by April 10, 2007 to the Program Chairman, John Raptor, 919 Birdsong Lane, Exeter, VA 24610. You may reply by email to Jraptor@juno.com.

Presenter_____

Co-Presenter_____

Address_____

Phone_____ E-mail_____

College/Organization Affiliation_____

Paper Title_____

Please check the time slot preferred: ☐ 1:30 to 1:50

☐ 1:55 to 2:15 ☐ 2:20 to 2:40 ☐ 2:45 to 3:05

☐ 3:30 to 3:50 ☐ 3:55 to 4:15

We will do our best to honor your time-slot request, but everyone may not get his/her first choice.

A screen, overhead projector, and carousel projector will be provided. Participants are strongly encouraged to bring any other equipment that they may need for the presentation. If you have questions, please contact the Program Chairman.

Appendix E Sample Exhibitors Registration Form

Thank you for your interest in exhibiting at the VSO Annual Meeting scheduled for May 3 - 5. *(All exhibitors must be members of the Virginia Society of Ornithology and must pay the registration fee for the meeting.) The registration form will be in the VSO Spring Newsletter. The Exhibit Room will be open on Friday at 12:00 noon for set up of exhibits and will remain open until 7:30 pm. The Exhibit Room will reopen on Saturday at 12:00 noon and will remain open until 6:00 pm. All exhibits must be removed from the room by 11:00 am on Sunday morning. Please fill in the form below to ensure that adequate space and equipment will be available for all who wish to exhibit. Return this form by April 15, 2002 to Exhibit Chairman, Alice Bird at 444 Bobwhite Drive, Salem, VA 25032. You may reply by email to abird@juno.com

Name of exhibitor_____

Address_____

Phone_____ Email_____

Type of exhibit_____

Please check the items that you require:

Tables_____ How many_____

Chairs_____ How many_____

Electrical outlets_____

*Note—in this area you will need to describe the fee structure (if any) for the exhibitors.

Appendix F Suggested Meeting Schedule

Friday, May 3

| | |
|------------------|-----------------|
| Registration | 1:00 to 9:00 pm |
| Exhibits | 1:00 to 7:30 pm |
| Business Meeting | 7:30 pm |
| Friday Program | 8:00 pm |

Saturday, May 4

| | |
|---------------|-----------------------|
| Breakfast | 6:00 am |
| Field Trips | 7:00 am to 12:00 noon |
| Registration | 12:00 noon to 3:00 pm |
| Exhibits open | 12:00 noon to 6:00 pm |
| Paper Session | 1:30 to 4:30 pm |
| Social Hour | 6:00 to 7:00 pm |
| Banquet | 7:00 to 10:00 pm |

Sunday, May 5

| | |
|-------------|-----------------------|
| Breakfast | 6:00 am |
| Field Trips | 7:00 am to 12:00 noon |
| Checkout | 12:00 noon |

Please note that hours for any activities should be adjusted to fit the individual needs of the host chapter.

Frequently Asked Questions

*Who notifies the Conservation Award Winner and Murray Award recipients?

The host chapter provides the banquet ticket and lodging for these award winners. Usually there is one Conservation Award winner and two Murray Award recipients. The VSO Conservation Chairman notifies the winner and invites him/her to the Saturday banquet. The host chapter makes the reservation for lodging for Saturday night and provides the banquet ticket. The VSO Murray Award Chairman notifies the recipients and invites them to the banquet. The host chapter makes the reservation for lodging for Saturday night and provides the banquet ticket. The host chapter should provide a registration packet for both the Conservation and Murray Award winners. If there are any questions, contact the President of the VSO.

*Who actually moderates at the Friday evening meeting, paper session, and banquet?

On Friday evening, the President of the host chapter or the General Chairman opens the session and welcomes the attendees. The meeting is then turned over to the President of the VSO who moderates the business meeting. The business meeting is usually short, taking no more than 15 or 20 minutes. The VSO President then turns the meeting back to the host chapter. The host chapter usually presents a short slide program, lecture, or some other activity. The Field Trip Chairman makes a brief announcement about the field trips.

On Saturday afternoon, the Program Chairman attends the paper session (to “trouble-shoot” any problems that may develop), but the Vice-President of the VSO moderates the paper session.

On Saturday evening, the President of the host chapter or General Chairman brings the meeting to order and suggests that diners take their seat. If an invocation is to be given, introduces the person who will deliver it. After most of the diners have finished eating, brings the meeting to order and makes any necessary announcements. Turns the meeting over to the President of the VSO who will call the VSO Conservation Chairman to present the Conservation Award.

Frequently Asked Questions (contd.)

The VSO President will then announce (or have the Chairman of the Murray Award Committee) announce the Murray Award recipients. The VSO President may choose to make a few announcements and will then turn the meeting back over to the host chapter. The General Chairman (or someone else who has been designated to do so) will introduce the banquet speaker.

*Can persons who are not members of the VSO attend the Annual Meeting?

Everyone is welcome to attend the Annual Meetings. In fact, it is suggested that the Publicity Chairman prepare timely articles for the local bird club Newsletter providing information about the event and registration materials.

*Can someone attend the banquet without paying the registration fee?

This is a question that should be answered by each host club. In the past some Local Chapters have allowed “banquet-only” attendees (often they are members of the bird club or the spouse of someone attending the meeting). Other Local Chapters have required that anyone who attends any activity (including the banquet) must pay the registration fee. The decision is up to you.

*What if some question develops that has not been addressed in this booklet?

Contact the VSO President. He/she can either answer your question or put you in touch with local chapters who have recently hosted Annual Meetings.

If you have any additions, changes, or ideas that may be useful in improving this booklet, contact:

Thelma Dalmas
1230 Viewmont Drive
Evington, VA 24550
jtdalmas@juno.com

Report of the Annual Meeting

This form is to be filled out by the General Chairman after the completion of the meeting. Make a copy of the completed form and send it to the current VSO President or the VSO Annual Meeting Chairman.

The year of the meeting_____

Location (facility and city) _____

How many registered for the meeting?_____ Registration fee?_____

How many lodging rooms were used?_____

How many attended the banquet?_____ Cost of banquet per person_____

Check one: Was it a sit-down_____ Buffet_____

Did the facility charge for meeting rooms?_____ How much?_____

Did the facility charge for the use of any equipment?_____

How many exhibitors did you have?_____

Did you charge an exhibitors fee?_____

How much was the banquet speaker's fee?_____

What was the speaker's transportation cost?_____ Lodging cost?_____

How much was the Murray Award recipients cost?_____

How much was the Conservation Award winner's cost?_____

How many field trips did you have?_____

What was the cost of field trip refreshments?_____

What was the printing cost (programs, field trip programs, paper session abstracts)?_____

Any other comments:_____

NOTES