



District Directors Duties regarding District Meetings

1. Location

- a. The size of the location will vary depending on which district you are in and the average number of members that attend your meetings.
- b. You can ask the clerks in your district if they have a facility in their municipality that can hold that number of clerks you usually have for a meeting. Make sure they really know how many people can fit in their room “classroom” style.
 - i. It is nice to find a facility that will not charge a fee for use of the room. But if there is a hotel or another event space that has a meeting room, get pricing on room rental for the day. If there are contrast involved, please send then to the WMCA office. \$100 to rent a room is reasonable and when divided by the number of attendees is only \$5 per person for 20 attendees; \$2 for 50, etc.

2. Set the date and times

- a. Remember to think about other associations having something at the same time; such as League or Towns meetings or Treasurer Conferences. If you are unsure, double check with Sydney (info@wisclerks.org) to see if there is anything else on the WMCA calendar.
- b. Also remember that many members are Clerk/Treasurers and, therefore, be mindful of tax times – such as December & end of January duties.

3. Find Speakers

- a. Who –
 - i. If you know the topic you would like but don’t know a speaker, ask the chair of the PEC. The Professional Education Committee has developed a list of speakers and/or contacts to talk to about getting a speaker for various subjects.
- b. You might have heard a speaker at another event. Make sure to get their contact information for future reference.
- c. Make sure to mention good speakers in your District Reports so that other Districts can learn about good speakers that they may contact in the future.
- d. If you don’t know what your district clerks would like at their next meeting, work with Alex/Executive Director to put out a Survey Monkey survey to ask the clerks in your district. The WMCA has an account with Survey Monkey, so no need for you to build a survey from scratch, we have most of the information already in our account and, of course, all of the email addresses ready to go.
- e. Plan ahead – if you are thinking of having Liquor Licensing – do that in January/February- before the season. Or Board of Review should probably be at the latest – April to be trained before BOR in May.

4. Questions to ask the speaker –

- i. How much is their speaker fee?
- ii. Do they charge mileage, too?
- iii. When do they expect payment - on the day of meeting or will they invoice?

4. **Food**

- a. Get Names of Caterers
 - i. Two or three Caterers if possible
 - ii. If you are meeting in a municipal building, ask the clerk for the name or names of caterers in the area
 - iii. If you need to consider meeting in a hotel, find out if they have their own food service

- b. Get contact information (Phone & email) and share it with the Sydney/Executive Director (info@wisclerks.org)
 - i. Will supply the caterer with our tax-exempt information and non-profit status
 - ii. Will work out the date that a final headcount must be given to the caterer
 - iii. And will work out when the caterer needs payment (The WMCA has a credit card which makes meeting day payments easy.)

- c. Menu Considerations to consider:
 - i. Should always have water available
 - ii. First thing in the morning & morning break – coffee, water, sweet rolls or muffins, if available
 - iii. Lunch – soup & sandwich or soup & salad – do not need a heavy 3 course meal
 - iv. Need to consider gluten free & vegetarian clerks
 - v. Sodas & water with cookies for afternoon breaks

5. **Cost per attendee to consider:**

Fixed Charges

Cost for meeting room: _____

Plus speaker fees: _____

Subtotal: _____ divided by average # of attendees = _____

Plus lunch & break(s) price per person: _____

Plus Cvent & CC cost: \$5.00

Equals cost per person for meeting: _____

6. **Agenda and Registration Information**

- a. **IMPORTANT:** In order for online registration to open in a timely fashion, please fill out the District Director Meeting form on page 5 and agenda on page 4 of this packet and send completed forms to info@wisclerks.org no later than 5-weeks before the meeting.
- b. Per the Certification Committee – Registration time in the morning and lunch time do not count toward certification hours. Only class and business meeting time.
- c. Ideally you want to give your attendees at least a 5-week notice. Then they have time to take the registration to a meeting for permission to attend and the funds to pay for it.
- d. The WMCA office can create the final layout of the registration form once all completed forms are received.

7. The WMCA Office assists with:

- a. Emailing the meeting notice to your District members and non-members announcing the meeting and allowing them the choice to register on-line or from a paper copy
- b. Posting the registration on the website along with links
- c. Processes all registrations and payments
- d. Assist with venue and F&B costs/contracts/invoices.
- e. Creates Sign in sheets that will be emailed to you a day or two before the meeting.
**Scan and email or Mail the Sign in sheets back to the WMCA Office after the meeting.

8. Meeting Day

- a. Arrive early to set up a registration table
- b. Have everyone sign in upon arrival - if for any reason someone has to leave early, please put the time they left next to their name. (They can get credit for just the hours they were at the meeting.)
- c. NO door prizes – the WMCA Board of Directors has stated that no registration fee moneys will be used toward door prizes at District Meetings. A proper alternative that promotes our education is to draw names for a free registration to the next District Meeting.
- d. Make sure you leave the facility the way you found it, especially if using a municipality's facility.
 - i. If the meeting room had to be re-arranged for your group, help them put it back
 - ii. Help with pick up of soda cans and papers left behind by the attendees

9. Follow up and Notes

- a. Email the WMCA Office anytime for an update on how many registrations are in. We can always send out a second notice message to the district to try to boost attendance.
- b. The Cvent software does allow the capability for emailing just your district anytime you might have a message for them.
- c. It is also very easy to email handouts or messages to just the members that have registered for an event.
- d. After your meeting day – write a report on your meeting – how many attended, the education you had and any other information you might want to share and send it in to the WMCA Office for the next Board of Directors meeting packet.

**Certificates of Attendance are no longer necessary because after the meeting, you mail back the sign in sheets and their attendance will be posted into the Cvent system and each member will see the points they have earned in their Membership account.

EXAMPLE AGENDA



WMCA DISTRICT ____ MEETING

DATE: Thursday, September 13, 2018

LOCATION: Deer Valley Lodge
401 West Industrial Drive
Barneveld, WI 53507

COST*: \$25.00 for members \$35.00 for non-members

AGENDA

8:30AM – 9:00 AM Registration with coffee, juice and bagels.

9:00AM -12:00 PM **Title, Speaker Name and title – plus paragraph describing the class**

10:30-10:45 AM **Break**

12:00 PM – 1:00 PM **District IV Business Meeting & Lunch**

1:00PM – 3:00 PM **Title, Speaker Name and title – plus paragraph describing the class**

2:00PM – 2:15 PM **Break**

[This meeting is worth __ credit hours toward WMCA Certification.]

There is no partial day registration – the fee is non-negotiable.

A \$10 service fee will be charged for registrations after the deadline.

Cancellation Policy: 50% of registration will be forfeited upon cancellation prior to the deadline and 100% of the registration fee will be forfeited upon cancellation after the deadline.

District Director Meeting Form



262 W Main Street
Wales, WI 53183
920.568.9278

***This form must be returned no later than 5-weeks before the meeting.**

Please submit all finalized forms and agendas to Sydney Harris, info@wisclerks.org.

Once completed documents are received, we will work on setting up online registration and any further details.

District #: _____ **District Director(s):** _____

Email: _____ **Phone Number:** _____

Date of Event/Meeting: _____ **Time of Event/Meeting:** _____

Venue Name/Location: _____

Venue Room Capacity: _____

Description of Event/Meeting (50 word maximum):

Please attach a final agenda and add any additional notes below.

You can find an example agenda on **page 4** of the **District Director Duties** document.

Select the Room Set: Classroom Theater Banquet Other

Will you be managing the catering?:

If yes, please provide the company info, what you will be ordering, and an estimate of cost per person:

Speaker Fee (If applicable): _____ **Meeting Room Fee** (If applicable): _____

Will you be having any Board-of-Review training? (Additional \$15 per person): Yes No

Contact to Ship Manuals to (If other than the District Director):

Name: _____ Email: _____

Address: _____

Other Notes: