

Post District Officials Conference Call - Notes
January 28, 2014
2 PM (CST)

16 District representatives participated on the call which lasted approximately one hour.

The goal of the call was to open up dialogue and encourage interaction between district officials for sharing of information that pertains to the various planning stages of the district meetings.

Documents sent in advance of the call for review included the District Memo sent in December, 2013, District Guidelines for District Meeting Programs, and District Officials job descriptions.

It was agreed that the role and responsibility of the district officials is to work closely together to ensure a successful and productive district meeting.

Program, Schedule, Governance

The conference call participants identified some items to consider in organizing the meeting:

- The meeting location should be secured close (within 30 minutes) of a major airport to help promote attendance.
- Educators and Regulators should first concentrate on the basics of the meeting content such as networking and topics of interest for discussion (roundtable sessions), and not overload on the program CE since participant surveys consistently indicate CE is not the primary reason for attending.
- The optimum time of CE should be 5-8 hours.
- CE – A change in operations occurred recently. In the past as part of shared responsibilities between the Host Board and Host College, the college would serve as the CE provider for the meeting at no cost. Some districts are finding that their Host Colleges are charging anywhere between \$15,000 - \$20,000 to provide CE. Districts may want to revisit this change and expense with their colleges.
- For CE speakers it is recommended to reach out to individuals within your district to present on topics of interest to help keep costs down. NABP can also make speaker recommendations and have staff present to help reduce expenses.
- The Secretary/Treasurer usually solicits for sponsorship. It was suggested to look at past years to see who has offered previous funding.
- Set a figure in the beginning stages of planning for estimated meeting costs for securing the proper amount of sponsorship/donations needed. In addition, reevaluate membership dues and registration costs. (*Attachment*)
- Some districts have obtained their own credit card for purpose of disbursement for deposits, final payments, etc.
- Recommendation to build in two business sessions during the meeting and to avoid holding these sessions on the last day of the meeting since attendance usually decreases.

- Solicitation of topics for the board sessions should be sent in advance to the various board members to encourage interactive dialogue.
- Providing a “script” of agenda of items to cover during the board sessions to board chairs also helps to keep the sessions flow and ensures coverage of items that need to be addressed.
- A few districts have developed their own websites to post meeting information and past minutes.
- NABP can post district meeting links (registration, agenda, etc...) on the NABP Website to as a means of providing district information to further enhancement member attendance.

District Meeting support during the 2014 May NABP Annual Meeting

- ***“From District Meetings to Annual Meetings – Learn about NABP”***, session held on Saturday, May 17 will be geared to new members as an orientation to promote attendance and participation at these meetings. Representation includes NABP Executive Committee members, NABP staff, and new this year, NABP Past Presidents.
- District Officials/Planners will be invited to present (at their option) a table top display during the NABP Hospitality Brunch on Sunday, May 18.
- A reserved table will be held during the NABP Breakfast for district officials/planners for networking of district related items on Tuesday, May 20, 2014.

Additional means of support

- NABP will host a storage site of information that will be created and made available to share various documents from district officials for planning purposes. We expect this to be completed by early March which when operational, notice will be sent out to all district officials.
- A follow-up District Officials conference call may take place, if needed in late March.
- Please feel free to contact NABP staff at any time should you have any questions or concerns in regards to the planning of these meetings and we would be happy to assist.