

## Seed Money for Board of Director's Meetings Proposal to Executive Board for Review

### Background:

- Hosting a Board of Directors meeting is a financial risk for host chapters, since it is difficult to estimate number of attendees and accurately order food and supplies, etc.
- Cost is prohibitive for small chapters which may not have sufficient funds on hand, and therefore, start-up costs are assumed by individuals.
- However, meetings are a tremendous benefit to the entire organization.
- Therefore, following is a proposal with low risk for CSLSA but potential tremendous benefit for host chapters.

### Proposal:

- **Host Chapter Selects One of Two Options:**
  - **Option I: CSLSA provides seed money to host chapter and host chapter splits any profit with CSLSA 50/50.**
    - Seed money suggested amount of \$2,500 (50 attendees at \$50 per person) to be provided to host chapter. Note: The number of attendees can be modified if requested, based on a conservative average of number of attendees over past number of years. Total seed money can be based on revised number times \$50 per person. 50 attendees will be used for examples below.
    - Funds will be provided 3 to 6 months prior to meeting
    - Chapter agrees to repay the lesser of either: 1) the full amount of \$2,500; or, 2) if fewer than 50 attendees are present (based on official CSLSA sign in sheet), host chapter repays \$50 per official attendee. As an example, if only 45 members are officially signed in, host chapter repays only \$2,250 (45 times \$50). Repayment to be made within 1 month of conclusion of meeting.
    - In addition to seed money repayment amount described above, host chapter additionally agrees to split any profit from the meeting and from fund raising activities such as raffles, 50/50 with CSLSA – based on the honor system. Host chapter to provide a simplified expense/revenue balance sheet to CSLSA within 1 month of conclusion of meeting, along with profit sharing payment.
  - **Option II: Host chapter provides all seed money, assumes all risks, and keeps all profits**
    - Chapters selecting this option assume all risks and maintain all profits.
  - **Selection of Options:** Chapters must notify CSLSA which option they are selecting at the Board of Directors' meeting preceding their event (6 months). If they fail to do so, it is assumed they are selecting Option II (assume all risks with no seed money). In the event a chapter cannot host a meeting they have committed to, the replacement host is chapter can select either option at the time they are selected/confirmed.

## General:

- **Host Chapter Expectations:** Regardless of option selected, certain expectations should be explicitly provided to host chapters. Although not suggested as official Policy & Procedure items, host chapters should be encouraged to do the following:
  - Attempt to keep registration fees at or near \$50
  - Registration fees should not be used for profit for the host chapter. As an example, host chapters are encouraged to not cut back on food, room, or gift expenses with an explicit purpose of profiting the host chapter.
  - Host chapters are expected to provide, at a minimum, a continental breakfast for two days, full lunch and dinner for one day, and water and snacks throughout meeting.
- **CSLSA Expectations:** Regardless of option selected by host chapter, the CSLSA should assist the host by doing the following:
  - Promote the meeting through the website
  - President or representative should encourage all members and chapters to RSVP in a timely manner in order to assist host chapter with preparations.
  - Upon request, CSLSA can provide host chapters with a guidance document for hosting meetings; including: a sample meeting budget, sample supply lists based on 50 attendees (water, drinks, paper goods, etc), suggested meal options, general tips for finding local hotels, fundraising suggestions (how to organize donations for raffle, etc.), and tips for setting up outings such as golf, etc. This can be a living document that can be expanded upon and revised over time. San Clemente will create a base document using information and experiences from the spring 2010 meeting as a template.