



# AMERICAN CONNEMARA PONY SOCIETY

Document Number: ACPS PO7

Document Name: National Annual Meeting

**I. Purpose:** To assure that the membership will meet annually for the purpose of carrying out the business of the American Connemara Pony Society. This meeting will also seek to educate the membership in areas directly effecting the development and promotion of the Connemara pony breed.

## II. Strategy:

1. The location of the ACPS annual meeting will be determined by vote at the meeting of the new ACPS board of governors, which is held immediately following the ACPS annual meeting of that year. If no decision can be made at that time the board of directors will research selected meeting areas and report a decision at the January meeting.
2. The ACPS past or newly elected president will select a chairperson for the annual meeting.
3. The chair of the previous ACPS annual meeting will assist the new chairman throughout the coming year.

## III. Responsibilities of the Chairperson of the ACPS National Annual Meeting.

1. Select committee members to assist in planning the meeting
2. Identify a host hotel and secure facilities to include:
  - Meeting room to accommodate up to 60 people. The Friday meeting room for the ACPS Board of Governors meeting should be set up as a hollow square to accommodate 30 people with additional seating for guests away from the table. The room set up for AGM may be modified to include a head table for the Executive Board and classroom seating for the general membership.
  - Banquet facilities for up to 100 people
  - Hospitality room fro Thursday, Friday and Saturday, preferably with VCR/DVD available.
  - 30 hotel guest rooms should be reserved in one block, convenient to the Hospitality Room. The hotel will usually hold rooms for up to 30 days prior to the meeting at a group rate.
3. Negotiate Contracts
  - All contracts must be signed by the ACPS President or Treasurer
  - The chair will request payment of the required deposit from the ACPS treasurer
4. Coordinate meeting agenda and date with the ACPS President.
  - The president determines the agenda and assures that time is allowed to complete all scheduled ACPS business including committee meetings
5. Identify airport access and ground transportation.
6. Meals
  - Thursday night: recommend an alternate restaurant (Dutch treat)
  - Friday night: plan welcome reception / dinner
  - Saturday night Awards Banquet: usually held at the hotel. Banquet style buffet works well due to many vegetarians and often the extra cost of a split menu.
7. Financial
  - All financial matters to be processed through the National ACPS treasurer
  - The regional treasurers are not responsible for the financial matters of the annual meeting.
  - An annual meeting budget should be submitted to the President and Treasurer by July 1 for approval.
  - All incoming checks are to be made out to "ACPS" and submitted promptly to the national treasurer.
  - Receipts for all miscellaneous expenditures must be submitted before or at the annual meeting whenever possible
  - A full financial statement must be submitted from the meeting chairman to the national treasurer within thirty (30) days following the annual meeting.
8. Publicity
  - Information about the Annual Meeting must be forwarded to the Magazine editor and Webmaster to be published.

## IV. Weekend agenda:

- The meeting chairman must closely coordinate this with the ACPS President to avoid any overlap or crowding of the agenda.

- It must be understood that the Board of Governors meeting and committee meetings are the priority and that a member serving on the board of governors may not be able to attend alternate activities scheduled for the same time.
- Suggestions for meeting activities:
  - Educational Speakers-supported in part by the ACPS Educational Foundation
  - Horse Events coinciding with the week before after or during the annual meeting.
  - Clinics /demonstrations
  - Group trip to local event: i.e. Spruce Meadows

**V. Miscellaneous**

1. Coordinate transportation for those without cars.
2. Registration Packets: (these are usually folders yet may often be canvas bags depending on the approved budget.)  
Registration packet should contain:
  - Meeting schedule and agenda
  - Welcome letter from the committee
  - Any pertinent maps
  - Free coupons or discounts at local tack shops.
  - List of Attendees
  - Meeting evaluation Form with suggestions for next year
3. Hospitality Room: This room should be available at all possible times. Members who are not staying at the hotel need a place settle in and meet new friends. Everyone looks forward to sharing their videos on the VCR, pony pictures and small talk.
  - Volunteers assure that this room is open at designated times and that hospitality items are made available to members. (Snacks, maps, sewing kits, first aid) It is for the comfort of the membership and it is not to be used for committee meetings.
5. Banquet decorations / centerpieces / token gift: These can be very simple.
6. ACPS National Meeting Raffle: This is optional yet usually proves to be fun for everyone! Dollars raised will help to defray miscellaneous expenses of the meeting.

**VI. ACPS National Store:**

1. The National ACPS Store may be set up at the ACPS National Meeting at designated time. Table space will be provided at no charge as requested by the national store chairperson.
2. The National ACPS Book Store may be set up at the ACPS national meeting. Table space will be provided at no charge as requested in advance.
3. Regional ACPS Stores: Regional store managers may request table space and bring items for sale to the national meeting that do not duplicate items of the national store.

Regional Store Manager must:

- a. Inform the National Store chairperson that they will be selling items at the meeting and what they intend to bring for sale.
- b. Request adequate table space from the National meeting Chairman (1/4, 1/2, whole table space)

4. Fees:

National ACPS Store: None  
 National ACPS Book Store: None  
 Regional ACPS Stores:

- a. All regional stores selling at the ACPS Annual Meeting will pay 10% of all gross sales to the national treasurer to contribute to the cost of the meeting facility, table set up, etc.
- b. All items using the ACPS copywrited logo pay 10% of gross sales to the ACPS National Store in addition to the annual meeting facility fee.

**Revision History**

Date	Changes	Author
3/99	New	Elizabeth Platais
10-08	Update	Chris Knox