

AAPA Guidelines on Committee Meetings

ROLES			
	Committee Chairman	Staff Liaison	Membership Services
Scheduling	Select date and time of meeting (with staff liaison).	Provide date, time, and meeting needs to Membership Services.	Set up logistics for meeting, including negotiation of hotel contract if needed (looking at host port recommendation if any).
Logistics	Determine whether the committee will just need meeting space or if there will be special events (speakers, port tours, etc.)	If in a port city, contact local port to ask them to “host” the meeting and to get hotel recommendations. Obtain name of a port contact for follow up.	Contact the host port contact to arrange/ confirm any port sponsored functions
Agenda	Develop draft agenda (with input from committee members).	Develop list of possible meeting/event sponsors (if needed) from committee members and host port — give to Membership Services.	Contact potential meeting sponsors.
Meeting Materials	Provide staff liaison with any handouts two weeks prior to the meeting.	Send meeting announcement four or more weeks out, then draft agenda and other materials two weeks out. Take the lead in preparing handout materials for the meeting.	If a fee is to be assessed to cover extraordinary costs, determine the fee, send “registration” forms and collect them. (Coordinate with Accounting Department)
On-Site Tasks	Run the meeting and prepare minutes for distribution.	Provide assistance and support to Chairman as needed.	

AAPA Executive Committee Policy on Frequency/Location

In consideration of port staff time and resources, in 1993 the Executive Committee created a standing policy recommending that AAPA committees meet outside of the Spring Conference and Annual Convention to the extent possible. However, some committees still hold short (1- to 2-hour) meetings at those times, especially if they are planning a seminar or to give a status report on ongoing projects.

Technical committees generally meet once or twice a year at times other than the Spring Conference or Convention at a variety of locations. Some meet at port locations and the host port may sponsor a welcome reception, several of the meals and/or a port tour. Other committees may meet at a hub city that has hotels in close proximity to the

airport for easy travel arrangements. Generally the committee chairman, along with AAPA staff, determines locations and times. The length and format of meetings vary by committee. Meetings held outside of the Spring Conference or Annual Convention generally allow for a more comprehensive discussion of committee issues and more networking time.

Logistics

If a committee meeting takes place at the Spring Conference or Annual Convention, the staff liaison will work with the committee chairman to pick a time. Committee meetings should never overlap with events on the business program and should ideally seek to avoid conflicts with other committees with overlapping members. The staff liaison will provide the time slot and needs to Membership Services, which will make arrangements for a room and any other logistical needs (audio-visual equipment, etc.).

For other committee meetings, the AAPA staff liaison should work with the committee chairman to select a date and location for a meeting. The meeting might take place in a hotel or at port offices. If in a port city, the staff liaison should contact the local port to ask them to “host” the meeting. The host port may provide a meeting room and/or audio visual equipment, sponsor a welcome reception, several of the meals and/or a port tour. The staff liaison should determine the needs and provide a contact at the host port for Membership Services to contact to make such arrangements.

The staff liaison should obtain hotel recommendations from the host port (ports sometimes have ownership interests in or special relationships with hotels). The staff liaison should provide any hotel suggestions and a description of needs to membership services, which will negotiate a contract with a hotel and make provisions for any other requirements (meeting room, meals, etc.).

Meeting Notices/Agendas/Handouts

The staff liaison will send out an announcement to Committee members at least four weeks in advance by e-mail or fax and post the announcement on the committee’s E-community forum. The Committee Chairman will develop a draft agenda with the assistance of the staff liaison and input from committee members. (One option is to ask the Chairman to send an e-mail out to the committee asking for suggestions.) Two weeks prior to the meeting, the staff liaison will send out a reminder e-mail and a copy of the draft agenda by e-mail or fax and post the announcement on the committee’s E-community forum.

The staff liaison will be responsible for putting together folders/packets of information for the meeting. Be sure to have these materials together at least four days before the meeting (especially if someone is helping you stuff the folders) to allow enough time for copying and stuffing.

Folders may include the following:

- a. Agenda
- b. Committee roster
- c. If planning a seminar:
 - 1) Planning Extraordinary Education and Training Programs guidebook
 - 2) Sample agenda
- d. Other materials as appropriate

Meeting Costs

Committee meetings are intended to be as revenue neutral as possible (except for AAPA staff time and travel expenses). Expenses for a regular committee meeting (a gathering for verbal discussions) might include a meeting room charge at a hotel, coffee breaks and a lunch (which can sometimes be sponsored or turned into a no-host event by simply providing a long, open lunch break). Other activities, such as a reception, port tour, or a dinner, should not be planned unless sponsored. If teleconferencing and accessibility to a speaker phone is expected, the committee meeting should ideally be located in a port office (which can provide the service) rather than a hotel.

Sometimes committee meetings are expanded to include other activities, such as guest speakers (requiring audio visual equipment and occasionally expense reimbursement), mini-workshops or drills, or port tours or research field trips. These events may be planned if the costs are sponsored or if attendees are charged a fee to recoup costs. In the case of a fee, use of a fax-back "registration form" is helpful not only to get a head count but to make it clear that the person is agreeing to be billed. Registrations and billings should be coordinated in advance with the Accounting Department.

If sponsors are needed, the staff liaison is responsible for developing a list of potential sponsors (in conjunction with the committee chairman) and Membership Services is responsible for contacting potential sponsors.

Media

AAPA committee meetings are generally not open to the press. Media representatives may not attend without the express permission of the committee chairman and, if permission is given, the chairman will notify members at the beginning of the meeting that members of the press are in the room.
