



NEW YORK STATE ORNITHOLOGICAL ASSOCIATION, INC.

for the birds and birders of New York State since 1948

Annual Meeting Overview for Host Clubs

Each year NYSOA's annual meeting is hosted at a location in New York State selected by the host club(s). The official corporate business meeting of NYSOA, colloquially known as "the Delegates' meeting," is only one of many activities normally included in the conference. The host club is responsible for planning and running the event, which usually begins Friday afternoon and ends around noon Sunday.

Although running such a conference is a big project for the host club(s), it is also a chance for the club(s) to gain significant visibility both in the statewide birding community and among local businesses, agencies, and residents. In addition, host clubs usually find the project to be one that re-energizes their club(s) and renews their members' pride in and commitment to the local club(s).

Below is a very high-level list of what's involved. A more detailed 8-page document is available for clubs that are seriously considering hosting an annual meeting for NYSOA.

NYSOA will provide a loan of up to \$1000 if your club needs the funds during the planning period (to secure facilities before collecting registration fees, for example).

MAJOR ACTIVITIES FOR HOST CLUB(S):

- 1 – Designate a Steering Committee Chair and 3 or 4 others who are willing to help see the project through from start to finish. This group will recruit additional volunteers as plans solidify.
- 2 – Select and secure a venue and a keynote speaker for a weekend in September, October, or early November. Later, recruit workshop and paper session presenters if these are to be included.
- 3 – Establish the conference schedule (Friday afternoon/evening, Saturday, and Sunday morning).
- 4 – Negotiate prices for meals, souvenir, meeting rooms, printing, and A/V needs.
- 5 – Establish a budget and set the registration fee accordingly.
- 6 – Publicize the event. Create flyer/registration form and publish in NYSOA/club pubs & websites.
- 7 – Line up additional volunteers as needed to cover field trips, registration, check-in, etc.
- 8 – Solicit vendors & advertisers and pursue other fundraising activities you decide on.
- 9 – Create & print program booklet.
- 10 – Create signage as needed for the event.
- 11 – Decide on contents of the welcome packet, create/obtain copies of inserts, and assemble packets.
- 12 – Run the meeting.

Detailed information from recent meetings is available to help with planning, budgeting, and running the event.

For more details, contact the current NYSOA president via email: president1@nybirds.org