



Updated 2/17/10

ITE MEETING ARRANGEMENTS PROCEDURES AND RESPONSIBILITIES

1. Program Selection

Vice President*
Local Area Program Chairperson
Designated Program Chairperson

2. Location Selection

Vice President* w/Arrangements Chairperson
Local Program Chairperson w/Arrangements Chairperson

3. Restaurant/Room Arrangements

Arrangements Chairperson – includes choosing meal and arranging for alternate meal for those with dietary restrictions.

NOTE: Senior Arrangements Chairperson, designated by the Vice President, must be advised of all plans/arrangements, including guarantee and pricing.

Reservations are encouraged for all meetings, but required for some. This depends on the flexibility of the restaurant or caterer.

4. Pricing

A. General Pricing Guideline – NOTE: ITE IS TAX EXEMPT. Do not figure tax, only gratuities into price. Actual cost is restaurant single dinner price including gratuities.

To determine charge to members:

1. How many no charge dinners will there be? This includes speakers, new members, and other invited guest (NC).
2. Approximately how many paid dinners do we anticipate? (PD)



3. $(NC) \times (\text{actual cost})/PD = \text{minimum to be added to actual cost for pricing meeting, not less than } \$1.00.$

B. Differential Pricing – when some form of reservation is requested and “at door” admissions are permitted. Difference should be at least \$2.00.

C. Cancellations – when reservations have been required/requested. If paid reservations have been required, full refund may be made if cancellation is called in before guarantee is given. Substitutions may be made at any time.

D. Student Subsidies

ITE Met Section Policy – Student Dinner Subsidies

The Met Section encourages students to attend Section dinner meetings. This provides a mutually beneficial opportunity for students to meet prospective employers, attend technical programs, and participate in Section activities.

As an incentive to attend, the Section will charge students one half the price of any regular dinner meeting (except Industry Day and social events). To be eligible, the student must be currently enrolled as an undergraduate or graduate student in a school of recognized standing and must make advance reservations and/or payment, as required in the meeting announcement. Persons who work full time (more than 30 hours per week) are not eligible.

5. Guarantee to Restaurant

If the restaurant requires an exact count, prepaid reservations must be made. If they need a minimum, telephone reservations are encouraged. The actual guarantee, which should be approved by the Vice President, should be low enough that we easily cover it (usually around 60), but high enough so that the number of dinners available is sufficient.

NOTE: Some restaurants have flexibility on what they can provide and what they charge; e.g., if we are under by 3-5 people, they don't hold us to the guarantee. If we are under by 10, they do. Similarly, they may only be able to accommodate 10 above the guarantee.



Each month's arrangements should be checked carefully and verified in writing, particularly when using a new location. The restaurant should be told that they are to bill the ITE Treasurer after the meeting. Special arrangements must be made if this is not possible.

6. Room Requirements

Two spaces are needed for each month's meeting. A room to be available beginning at 3:30 PM (typically) for the Executive Board, and the dinner facility, with cocktail area, if separate bar area is not provided. In general, there should be no additional charge for the room for the Executive Board meeting. Costs must be weighed carefully if there is a fee. The dinner facility should be equipped with a head table, microphone, and lectern.

It is the responsibility of the Vice President to coordinate efforts of the Arrangements Chairperson and any other committee chairpersons who are organizing an afternoon seminar, which will require an additional room to be set aside.

7. Actual Meeting Day

Arrangements person should confirm starting dinner time. Along with at least one assistant, he/she must check people in, provide receipts as requested, provide dinner tickets, name tags, and collect money. The restaurant must collect tickets and will be paid by the number of tickets returned. In the case of a buffet, this may not be necessary. The arrangements person is responsible for having dinner tickets, name tags, receipts, and change.

The following tabulated information must be given to the Treasurer, along with expenses in a letter report. A copy should be provided to the Vice President. A section Business Meeting Summary form is provided in Appendix B.

- # members
- # non-members (identified at time of reservation)
- # students
- # paid dinners, total collected
- # free dinners (new members, speakers, guests)
- # subsidized dinners (students)



8. Program Writeup

The newsletter should contain a brief writeup, highlighting the technical program if the information is available. The Newsletter Editor may write this up, or may designate a “correspondent” for a given meeting.

9. Meeting Announcement

A. The Vice President will notify all Board members and Chairpersons as necessary, of deadlines for receipt of information to be included in the meeting announcement flyer.

B. The Vice President is to be notified, as soon as possible, of the time, place, location, program, cost, directions, and special items for each meeting. The name and telephone number of person(s) to receive reservations should be stated, as required.

C. Mailing labels for the meeting announcements can be obtained from the Membership Chair. Announcements are to be delivered to the printer so that the membership can expect to receive them no less than 10 days prior to the meeting date.

10. Newsletter

A. The Vice President is responsible for informing the Newsletter Editor of the meetings scheduled for each quarter. The meeting date, location, and contact person should be provided.

B. Due to the space constraints in the single page meeting announcement flyer, special events connected with a meeting (i.e., afternoon seminar) may need to be further referenced in the newsletter.

C. The Vice President and Newsletter Editor shall coordinate mailing schedules and deadlines, to identify when a meeting announcement can be inserted into a newsletter issue and avoid separate postage charges.



APPENDIX A

Vice President's Role Regarding Meeting Schedule, Program, & Location Selection

Prior to the December Organizational Meeting, the Vice President-Elect should check with the voting members of the Board regarding known commitments. (This might include monthly Planning Board meetings, or other regularly scheduled meetings.)

The Vice President-Elect then generates a tentative schedule, rotating meetings, Monday-Thursday, with a minimum of four weeks between meetings, and between New York/New Jersey locations.

The Vice President-Elect also identifies the locations, at least to the extent of New York or New Jersey. Annual meetings (Polytechnic, Princeton, Westchester, Long Island) may be continued, but are not guaranteed.

By the December meeting, the tentative schedule should have been circulated to the entire Board, soliciting comments on time, place, and programs suggested. Meetings at which awards are to be presented should be identified.

At the December meeting, the schedule is distributed, with a copy sent to the District I Communications Coordinator. (The communications Coordinator should notify each Section of any conflicts of meeting dates so that schedule adjustments may be considered.)

A copy of the final schedule should be provided to the Public Affairs Chairperson who will then distribute to other related groups, such as ASCE Urban Transportation, WTS, etc.

The Vice President-Elect should contact the Professional Development and Technical Committee Chairpersons afternoon sessions or special conference to be held. All Committee Chairpersons should be invited to submit a program for a monthly meeting.

The Vice President, Arrangements Chairperson, and Newsletter Editor should coordinate to have flyers available at each meeting announcing the next program. The Public Affairs Committee may use this as the basis for some publicity.

NOTE: This is a living document. Please send comments and revisions to the Vice President.



APPENDIX B

ITE METROPOLITAN SECTION OF NEW YORK & NEW JERSEY

SECTION BUSINESS MEETING SUMMARY

DATE: _____

LOCATION: _____

CHAIR: _____

RECEIPTS: _____

BUDGET LINE ITEMS:

CASH: _____

CHECKS: _____

TOTAL: _____

(Section Meetings)

ATTENDEES:

FULL PRICE: _____

(Section Meetings)

HALF PRICE: _____

Students (Student Coordination)

NO CHARGE: _____

New Member (Membership Committee)

Speaker (Section Meetings)

Other (Guests, etc.)

NO SHOW (PAID) _____

(Section Meetings)

TOTAL _____

RESTAURANT BILL:

Dinners: (# Guaranteed _____)

(# Served _____)

Room Charges: _____

Gratuities: _____

TOTAL BILL _____

LESS DEPOSIT _____

AMOUNT DUE _____

CASH: _____

ITE Check: _____