

MnIPS Arrangements Committee Process and Activities

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Updated February 18th, 2002, Sylvia Wiebe

Updated September 27th, 2002, Bill McTeer (Add introductory paragraph)

This file contains a template description of the process and activities of the MnIPS Arrangements Committee from the perspective of some of the past chairs. It should be viewed as a starting point for the committee chair to organize the year's activities, not as a prescription for what has to be done. There are a number of tasks described here, but it isn't that much work if they are broken up among multiple committee members.

This document is being created based on information provided by John Belich. Dennis Cummings also provided some feedback via the base Volunteer document being circulated. , Raj Ulagaraj is currently responsible for the MnIPS Arrangements committee.

Current information regarding the Arrangements committee

Attendee requests are currently received in the following manner.

What is the time effort for the current activity for each meeting? About 2 - 5 hours

- 75-80% of meeting attendee requests are received via email
- Remaining requests are received via voicemail

What information is collected?

- If they will be attending
- What they would like for dinner
- Information on joining
- Cost of meeting without dinner

Task list for this effort

Task	Due
Contract dates and rooms with the hotel	Done during the summer between June and August
Call Gina Yetzger at Green Mill and pick the meal	2-3 business days after the last meeting. 952-703-7528. Alt# is 952-703-7526
Send President, Newsletter, and Website people the meal info to be placed online as well as in the mailer	As soon as possible after getting information from Green Mill
Send out email invitation to mailing list saved (currently that is saved in a draft in Outlook and is copied and amended as needed) ***Can the mailing list be saved where volunteers can have access, otherwise list should be shared monthly for each volunteer involved***	After meal selected and President, Website Team and Newsletter Team are notified of selections. Periodically (I try once a week) until the meeting
Tabulate responses as they come in and send reminder emails	Week before meeting
Get the Speaker's meal request, working with Program committee to get this information	Week before meeting
Send email to the primary members as a reminder of meeting and to get final count of from member list.	Week before meeting
Call in a guaranteed number to Gina by 4PM or so. This is the minimum amount we must pay for.	Friday before day of meeting
If I get any additional requests I tally them up, add them to the list and call Gina to make sure we will be prepared. They	Monday before the meeting

always prepare an extra meal or two of each so we usually don't have issues with walk-ins.	
Tabulate the results of the meeting and send them to the president.	Wednesday after the meeting,
President lets Accounting know final count of attendees and dollar amount of monies collected	??

Tracking

How do you track attendees for the meeting?

Attendees are currently tracked in Outlook, which contains email messages and new messages created for phone-ins. After the deadline, the results are tallied and put into an Excel Spreadsheet.

Records have been saved in electronic format for historical purposes.

Future

What are the different ways of receiving requests? Currently requests are received by email and voicemail. Membership, Website and Arrangements chairpersons should discuss other ways of communications for future use?

What other information can/should be collected/reviewed in the future.

The current detailed information being collected is:

- Who paid
- How they paid
- How much they paid for the event
- If they paid for dues

What can be collected/reviewed:

- Are they current with their dues
- How they heard about the organization
- If they have been a member or attendee in the past
 - If so, what made them come back