

AGENDA ITEM

August 22, 2003

OLD BUSINESS: 1. COMMITTEE REPORTS

b.1 Adopt Conference Guidelines, Protocols & Standard Reporting Forms

SUBJECT: MSA CONFERENCE GUIDELINES, PROTOCOLS & STANDARD REPORTING FORMS

SUMMARY: These documents represent collaborative efforts from past conference teams, but primarily from the North Central Valley Chapter's conference team. The forms and protocols have been boiled down from past practices and trial and error of those before us. This packet contains virtually every item and step by step methods used to develop, manage, and plan your conference.

If you follow the time tested methods of the packet, you shall be prepared for a successful event which provides the educational, training, newest technologies, products and services to our membership. Please review packet prior to August 22, 2003.

RECOMMENDATIONS: Adopt the MSA Guidelines, Protocol & Standard Reporting Forms as submitted.

ALTERNATIVES: Take whatever action the board deems necessary.

FISCAL IMPACT: Positive influence for the hosting Chapter to succeed.