

## HOSTING A MEETING

It is not difficult to host a meeting and it is an opportunity to give back to your chapter. As a hostess you select the meeting site and arrange for a speaker and/or activity. Below are some things to consider when hosting:

- Meetings have 4 components: 1) A meet and greet, 2) lunch, 3) business meeting, 4) speaker/activity. The meet and greet is always at the beginning of the meeting, but the lunch, business meeting and speaker/activity can be in any order you choose.
- Talk to your home airport (or actually any airport of your choosing). Ask if they have a conference room, any Audio Visual (AV) equipment, restaurants near-by or a kitchen. Be sure to ask if there are any costs for using their facilities.
- The meet and greet is the first half-hour, usually 11:30 to 12:00, to give people who are traveling a little leeway. You can provide refreshments (i.e., coffee and donuts). If that isn't possible, that's okay too.
- If the airport has facilities and allows, you can provide lunch at the airport. Some members bring homemade goodies, others pick up sub sandwiches or have pizza delivered. You recoup your costs by charging members for their lunch.
- Or you can have lunch offsite at a nearby restaurant or in some cases the restaurant on the airfield. If the meeting and speaker will be at the restaurant, then the restaurant should have a sequestered area where we will not interfere with their other patrons.
- If we are leaving the airfield, the host is responsible for providing transportation to the restaurant or other venue. You can usually secure the help of other members who drive to the meeting.
- Remember when choosing the site for the business meeting and speaker most speakers will want AV equipment. Speakers sometimes have their own equipment. Be sure to check with them for their needs and what you have available or can get from the airport or restaurant. Unfortunately, the All-Ohio 99s Chapter does not have any AV equipment.
- Instead of a speaker, you can arrange an activity. We have had pool parties, gone to Cedar Boggs to see the marsh marigolds and visited several museums, both aviation and other museums. It is not mandatory that either the activity or speaker be aviation related although that is preferred.
- Get everything finalized at least 2 weeks before the meeting and send the information to Margaret Hazlett at [ed99news@gmail.com](mailto:ed99news@gmail.com) to publish in our newsletter, Kathy Samuelson at [colsflight@msn.com](mailto:colsflight@msn.com) for the 10 day notice and Val Palazzolo at [val.palazzolo@gmail.com](mailto:val.palazzolo@gmail.com) to post on the All-Ohio 99s Chapter website.