

**TO: APA California Chapter Board Meeting October 2016**

**FROM: Betsy McCullough, AICP, Vice President Conferences**

**DATE: October 22, 2016**

**SUBJECT: REVISIONS TO CONFERENCE REQUIREMENTS HANDBOOK FOR BOARD APPROVAL**

Recommended Action:

*Approve the series of revisions to the Conference Requirements Handbook dated June 2016 as presented in this report and change the Handbook approval date to October 2016.*

Background:

The Conference Requirements Handbook is a living document intended to assist each Conference Host Committee (CHC) as it becomes familiar with its responsibilities and to provide a references as the CHC proceeds through its work. Thus it must be updated to reflect the most current Board financial policies and operating procedures. Major revisions to the Handbook must be approved by the voting Chapter Board.

Conference Handbook Major Revisions

(Minor revisions are found throughout the Handbook in strikeout format and also presented for Board action)

For Chapter Board Approval - October 2016

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| Handbook Section | Revision |
| I.D | Added advisories for key subcommittees to become aware of as they begin their work |
| III | Added new introduction to advise that financial statements in the Handbook are based in adopted APA California Financial Policies and that the Financial Policies document are where changes to the policies are made and are then reflected in the Handbook |
| III.E | Revised discussion of Conference Bank Accounts and Budget Advances to future conferences based on need for three accounts and ‘seed money’ in each of them |
| III.F | Added detail to the process and order of steps to be followed by the Sponsorship Subcommittee and Chapter Contractors when securing sponsors |
| III.I | Updated conference profit goal level to $120,000 |
| III.K | Discussions in 2015 led to offering complimentary registration to CHC subcommittee chairs. This approach was not supported by the CHC in 2016. Therefore a new sustainable and consistent policy that provides a significantly reduced rate for subcommittee chairs to register with has been developed: the rate is described as being enough to cover basic food costs for the individual. Discussion in 2015 led to a policy for elected Chapter Board officers to have their registrations covered by the Chapter if certain financial conditions in the Chapter budget. In order to create a consistent policy, the same approach to a greatly discounted rate for elected Chapter officers now replaces the prior policy.Clarified current Chapter policy regarding Voting Board Members hotel room coverage |
| V.C | Updated matrix of mandatory regular sessions |
| V.E | Added discussion about Pre-Conference Sessions cost and attendance with recommendation to find ways to enhance attendance and hold down costs |
| X | Changed format of the Standing Conference Committee into an On-Call Chapter Conference Committee and set criteria for circumstances it would be called to order |
| Throughout  | Minor wording to clarify intent and explain existing statements |
| Conference Roadmap | Added detail to roadmap tasks and actions; fine-tune the timing of some items, e.g., moved some items earlier in the timeline based on recent experience |
| Appendices  | Updated content of sample forms and templates |