

# AFFILIATE CHAPTER ANNUAL REPORT

**Chapter Name:** \_\_\_\_\_

**Chapter Mailing Address:** \_\_\_\_\_

**Current Officers (as of June 30)**

<b>PRESIDENT</b> <i>Billy Best</i>	<b>TREASURER</b> <i>Stan Weigh Palen</i>
<b>1<sup>ST</sup> VICE PRESIDENT</b> <i>Joe Jabbar</i>	<b>SECRETARY</b> <i>Robert Stone</i>
<b>2<sup>ND</sup> VICE PRESIDENT</b> <i>OPW</i>	<b>KEY CONTACT PERSON</b> 
<b>OTHER</b> 	<b>OTHER</b> 

**TYPE OF ASSOCIATION**  
 STATE ASSOCIATION  
 How many Guilds in STATE ASSOCIATION? 3

**ARE YOU INCORPORATED?** *+ at least members*  
 Yes     No

If yes please provide a copy of articles of incorporation

**NUMBER OF MEMBERS**  
 AWC I \_\_\_ Non-AWC I \_\_\_

**ANNUAL DUES**

**ELECTION POLICY**

MEMBERS ELECT DIRECTORS  
 MEMBERS ELECT OFFICERS (PRES., ETC.)  
 DIRECTORS ELECT OFFICERS  
 OTHER :

**NUMBER OF REGULARLY SCHEDULED MEETINGS PER YEAR** 4

**REGULAR MEMBER**  
 \$ 35.00

**\* PROGRAMS PRESENTED \***  
**NUMBER OF AWC I BENCH COURSES** 0 *THIS YEAR!*

**ASSOCIATE MEMBER**  
 \$

**NUMBER OF AWC I FILM OR SLIDE / TAPE PROGRAMS** 1

**STUDENT MEMBER**  
 \$

**NUMBER OF AWC I SPEAKERS** 0

**OTHER**  
 \$

**NUMBER OF TECHNICAL PROGRAMS FROM INDUSTRY** 4

**NUMBER OF TECHNICAL PROGRAMS BY MEMBERS** 4-6

**NUMBER OF PROGRAMS RELATED TO THE PROFESSION \*** \_\_\_\_\_

**NUMBER OF PROGRAMS NOT RELATED TO THE PROFESSION \*** \_\_\_\_\_

**DO YOU PUBLISH A NEWSLETTER?**  
 Yes     No

**HOW OFTEN?** Quarterly

**PAID ADS?**     Yes     No

**PRINTED BY:**  
 PROFESSIONAL  
 ASSOCIATION

**ANNUAL CONVENTION?**     Yes     No

**DATE USUALLY HELD:** SPRING

**SOCIAL ACTIVITIES (PLEASE DESCRIBE)**

\_\_\_\_\_

\_\_\_\_\_

**CIVIC CONTRIBUTIONS-PLEASE ATTACH SEPARATE SHEET GIVING DETAILS**

**PLEASE USE THE BACK TO DISCUSS:**

(A) FUTURE PLANS  
 (B) MOST SUCCESSFUL PROJECTS  
 (C) COMMENTS  
 (D) PROPOSALS TO AWC I BOARD OF DIRECTORS

**REPORT PREPARED BY:**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

IF ADDITIONAL SPACE IS REQUIRED, ATTACH ADDITIONAL SHEET

**(A) Future Plans**

Continued Seminars &  
Conventions  
annually -

**(B) Most Successful Projects**

Historical Conventions  
Annual

**(C) Comments**

**(E) Proposals For the AWCI Board of Directors**

## AFFILIATE CHAPTER CONVENTION QUESTIONNAIRE

Because the sharing of experience is one of the real values of our Affiliate Chapters group, we ask that you please complete this questionnaire on your annual convention. Each chapter can draw upon the information on this form to help make its convention better, and those chapters which don't hold such a convention may be inspired to begin planning their own.

Please answer as fully as possible. A copy of your last convention booklet for each chapter at our next meeting would be a useful adjunct to this report.

### PLANNING

1. Convention is planned by:

- Executive officers and directors
- Permanent convention committee
- Temporary convention committee
- Other (please specify) Annual Convention

2. How long before the convention are:

- a. Dates and location confirmed? 9 months Committee Chosen from members.
- b. Speakers and program confirmed? 6 months
- c. Publicity activities begun? 4 months
- d. Registration forms sent? 1 month
- e. Exhibitors invited? as soon as they say yes

3. When and where was your last convention held?

Staunton VA

4. How many days does your convention last?

3

5. How many conventions have you held to date?

Too many to count  
Decades

### FUNDING

1. Your convention is funded by:

- |   |                              |   |       |
|---|------------------------------|---|-------|
| <input checked="" type="checkbox"/> Registration fees     | <input type="checkbox"/> all | <input checked="" type="checkbox"/> part* | _____ |
| <input checked="" type="checkbox"/> Association treasury  | <input type="checkbox"/> all | <input checked="" type="checkbox"/> part* | _____ |
| <input checked="" type="checkbox"/> Convention booklet ad | <input type="checkbox"/> all | <input checked="" type="checkbox"/> part* | _____ |
| <input type="checkbox"/> Exhibitors fees                  | <input type="checkbox"/> all | <input type="checkbox"/> part*            | _____ |
| <input type="checkbox"/> Other                            | _____                        |   |       |

\*Please give approximate percentage

2. Are guest speakers charged for:

- a. registration fees?  Yes  No
- b. meals?  Yes  No
- c. rooms?  Yes  No
- d. other activities?

3. What was the registration fee for your last convention?

150/200<sup>00</sup>

**PROGRAM**

1. What types of activities and programs are usually included in your typical convention?
- Annual business meeting
  - AWCI speakers
  - Industry speakers
  - AWCI bench courses
  - Other related activities \_\_\_\_\_
  - Banquet
  - Tours SPOUSE TOURS
  - Other social activities \_\_\_\_\_

**ATTENDANCE**

1. Those invited to attend are:  Members  Non-members  Family

2. What was the attendance at your last convention?

~~76~~ 76

3. What percentage of members attends your convention?

30%

4. Do you provide for registration for certain programs only?  Yes  No

5. What is your policy on advance registration, i.e., is it required?  Yes  No

- a. Are incentives offered?  Yes  No

- b. If so, what are they?

Early Registration

**CONVENTION BOOKLET**

1. Do you publish a convention booklet?  Yes  No

2. Do you plan for booklet ads to:  Show a profit  Cover production costs only?

3. Are any profits applied to other convention costs?  Yes  No

4. What is your latest fee for a full-page ad? \$185 00

5. How many copies of your last convention booklet were circulated?

6. These were given to:  Attendees only  All members

Others (describe) advertisers

**PUBLICITY**

1. We use the following forms of publicity:

- Descriptive brochure with registration blank
- Association newsletter
- Trade ads
- Signs
- Cooperative mailings by AWCI/by material houses
- Other (describe if not covered below) \_\_\_\_\_

2. Do you arrange for:  TV coverage  Radio coverage  
 Local press coverage  Trade publication coverage

**EXHIBITORS**

1. Do you invite members of our industry to set up exhibits?  Yes  No

2. Do you make space arrangements for them?  Yes  No

If so, do you charge rent to:  Cover cost  Make a profit

3. Do you schedule time for exhibit viewing?  Yes  No

**COMMENTS (Attach a separate sheet if necessary)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affiliate Chapter: *Harrological Assn. Virginia*

Prepared by: *Billy Best*  
*HAV president 2004 -*