

## **DCANS Dinner Meetings Protocol**

This document is meant to provide guidance for planning and executing a dinner meeting for the DC section of the American Nuclear Society.

Primarily, six officers are involved in a DCANS dinner meeting: the section chair, secretary, treasurer, program chair, membership chair, and webmaster. These parties must continually communicate with each other to ensure a successful meeting.

Per the Section Bylaws, the order of business must be as follows:

- a. Report of committees, except when the Section members have been kept informed of committee activities through a Section newsletter, website, or other appropriate means of communication.
- b. Unfinished business, as appropriate.
- c. New business, as appropriate.
- d. Announcements.
- e. Papers, lectures, or technical program.

This order should only be changed in very rare circumstances and with awareness of all involved parties. If a vote is to be taken at the meeting, quorum is either a) not fewer than 25 local section members or b) 20% of the membership, whichever is less.

The remainder of this document is devoted to outlining the timeline of events preceding, during, and after a DCANS dinner meeting.

### **One Month Before**

1. [Program Chair] Make restaurant room reservation at least one month in advance, if possible. The member meal price must be equal to or greater than the total per meal cost (including tax and tip). Contracts and pricing for the event need to be discussed with the Chair and Treasurer before a commitment is made. Any modifications in dinner pricing, fees or deposits need to be approved by the ExCom prior to meeting notice postings. If there is a special need for the restaurant, e.g., meal selections, the expectations and responsibilities must be communicated to the membership chair. Additionally, if the restaurant needs a count earlier than three working days prior to the meeting, this date must be communicated to the webmaster, the membership chair, and the secretary.
2. [Treasurer] Set-up online payment account, if necessary. The ExCom may elect to only accept reservations through an online payment system with an option to pay at the door with an added fee.
3. [Webmaster] Have the Webmaster post the meeting announcement particulars on the DCANS Web Site.
4. [Secretary] Review webmaster posted meeting announcement and notify webmaster if any changes need to be made. Send out meeting announcements which coincide with the information posted on the website from [ans.dcsection@gmail.com](mailto:ans.dcsection@gmail.com) {*Be very careful to send out the meeting announcements as Blind Copies (BCC)*}. Attachment 1 provides a template for this announcement.

## **Two Weeks Before**

5. [Secretary] Start sending out reminder notices, as described above being careful to send *BCC's*.
6. [Membership Chair] Start sending reservation confirmation messages to those who have reserved on [ans.dc.rsvp@gmail.com](mailto:ans.dc.rsvp@gmail.com). (Note that some people reserve on [ans.dcsection@gmail.com](mailto:ans.dcsection@gmail.com) so they need to be forwarded to the RSVP account. In addition, review the [ans.dcsection@gmail.com](mailto:ans.dcsection@gmail.com) account for those who registered using PayPal.)
7. [Membership Chair] Enter the reservations into the Meeting Attendee database in Google docs.

## **One Week Before**

8. [Membership] One week prior to the meeting, send the preliminary attendee count to the program chair.
9. [Membership] Keep sending out confirmation messages as the reservations come in up until the cut-off time, as decided by the program chair.

## **Three Working Days**

10. [Membership] Send a final count to the program chair, unless another date has been previously agreed upon.
11. [Program Chair] Give restaurant an estimate of the minimum number of attendees by previously agreed upon date. The Local Section has to pay for at least the minimum number, so it is much better to underestimate than over estimate. Underestimate the number of attendees by 10% to account for no-shows and late cancellations.
12. [Membership, Optional] As confirmation messages are sent out, attach membership forms to non-DCANS people, and encourage them to fill out the form and bring it with \$10 to the meeting. ( Be sure to have extra membership forms at the meeting for those who didn't bring their filled out ones.)

## **Day of the Meeting**

13. [Membership Chair] Enter the attendees' names, emails, and membership on the master reservation spreadsheet, noting if they paid with PayPal. Sort out for the meeting date, and print out the check-in sheet.
14. [Section Chair] Arrive at the meeting location about ½ hr. early to set up and bring the following: name tags and holders, pens, membership forms, and AV equipment: screen, LCD projector, extension cords, laptop if needed, memory stick if needed.

## **After the Meeting**

15. [Membership Chair] Update the master reservation spreadsheet (to identify no-shows), membership spreadsheet, and email mailing lists in preparation for the next cycle within two weeks.

16. [Treasurer] Send the names of no-shows to the Chair, as soon as possible.
17. [Section Chair] Send emails to the no-shows. A template for this email can be found in Attachment 1.
18. [Section Chair] Write a short recap of the meeting and send it, along with the presentation materials, to the webmaster to be posted.

## Attachment 1: Template for Dinner Meeting Emails

### **Dinner Meeting Announcements**

Subject: [Date] DC-ANS Dinner Meeting

[Speaker Name], [Speaker Title], will be giving a talk entitled, "[Presentation Title]" at the [Date], dinner meeting of the Washington DC Section of ANS at [Restaurant Name]. For more information on this event and for making reservations, please go to our website at [local.ans.org/dc/](http://local.ans.org/dc/). To make reservations click on the rsvp link, type in your name, and click send to the indicated RSVP site by no later than [three working days prior to meeting date].

### **Dinner Meeting Reminder**

Subject: \*Important Reminder\* [Date] DC-ANS Dinner Meeting

This is just a friendly reminder that [Speaker Name], [Speaker Title], will be giving a talk entitled, "[Presentation Title]" at the [Date], dinner meeting of the Washington DC Section of ANS at [Restaurant Name]. For more information on this event and for making reservations, please go to our website at [local.ans.org/dc/](http://local.ans.org/dc/). To make reservations click on the rsvp link, type in your name, and click send to the indicated RSVP site by no later than [three working days prior to meeting date]. If you have already RSVP'ed, please disregard this message.

### **Dinner Meeting Reservation Response**

Thanks for registering. A place has been reserved for you at the [Date] DCANS dinner meeting [Restaurant Name]. If you need to cancel for any reason, please do so by 5 pm on [3 working days prior to meeting date]. Otherwise, you are responsible for the full dinner charge.

Payment via credit card can be done ahead of time using the PayPal link (the button "Pay for Dinner in Advance") on our website <http://local.ans.org/dc/>. I would like to encourage you to use the PayPal feature to pay for this event. Otherwise, you may make your payment at the time of the meeting using cash or check.

\*\*In addition, a membership form to the DCANS section has been included. If you would like to join the section, please complete the form and bring it with you to the meeting. The annual fee for membership in the DCANS section is \$10. We are trying to become an ANS "large" section (greater than 250 members), and you can help us achieve that!\*\*[OPTIONAL PARAGRAPH]

### **No-Show Email**

Good afternoon,

You had a reservation for the recent DC ANS meeting on [Date], and we noticed that you were unable to attend. However, we did not receive a cancellation notice from you before [three working days prior]. As we communicated in the reservation confirmation e-mail, the catering charge is based upon the number of reservations, not the number in attendance.

Due to a significant number of no-shows at the [Date] meeting, DCANS had to absorb the additional costs of the uneaten food, which may result in diversion of funds from other activities. Please note that DC ANS is a non-profit organization dedicated to nuclear science awareness and understanding. In order to support local outreach activities and programs, it is difficult for us to bear additional financial burden on our organization incurred by paying for unused reservations.

Therefore, we ask that you provide a check in the amount of [dinner cost], payable to the ANS Washington DC Section, for reimbursement of the dinner expense. Please forward the payment to the following address:

American Nuclear Society, Washington D.C. Section  
Treasurer  
PO Box 536  
Rockville, MD 20848

You can also go to our website ([local.ans.org/dc](http://local.ans.org/dc)) and use PayPal.

We hope that you consider supporting our organization through participating in our activities, either at dinner meetings or educational/public outreach events. A list of events can be seen on our website at <http://local.ans.org/dc>.

Thanks so much,

[Name]

DC ANS, Chair