

MINUTES

APCO BOARD OF OFFICERS

MEETING

April 28, 1987

Strongsville, Ohio

President Joseph Nasser called the meeting to order at 9 a.m. Also in attendance were President-Elect Alan Lannier; First Vice President Gary Gray; Second Vice President George Murray; Executive Director Robert Tall; Frequency Coordination Director Charles English; and Publications/Conference Manager Robert Buttgen.

All items on the proposed agenda for the meeting were considered, although not necessarily in the order listed. (Attachment#1)

1. Ohio Chapter President Bud Dennis and North Central Regional Conference Chairman Mike Barnes joined the meeting briefly to discuss the possibility of the Ohio Chapter hosting a National Conference several years into the future. The discussion warranted no action by the Board.
2. Discussion of the status of the APCO Automated Frequency Coordination System began, with a report by English. Murray moved that the Board direct Tall to request Counsel John Lane to draft a statement revisiting the subject of establishing a separate subsidiary of APCO devoted to Frequency Coordination. The motion was seconded, discussed and carried unanimously.
3. William and Nancy Davis, owners of C.E.T., Inc., joined the Board Meeting to discuss a proposed long-range contract with APCO to provide services in connection with the AFCS following the September 15, 1987 termination of the present one-year contract between the parties.

C.E.T. agreed to a number of revisions in its proposals, and the APCO Board accepted the responsibility of proposing language changes on several provisions.

It was agreed that a completed final proposal would be provided to APCO in time for consideration by the National Executive Committee at its meeting May 13, 1987 in Atlanta Georgia.

Tall was directed to distribute a memorandum to the APCO Frequency Coordinators and members of the National Executive Committee by May 6, 1987 highlighting key points of the proposed contract, to permit discussion between Chapter Coordinators and Executive Committee members prior to consideration of the proposed contract at the May 13, 1987 meeting in Atlanta.

4. After extensive discussion of work toward a new "FDR-2" form, with revisions suggested by Frequency Advisory Committee Chairman Norm Coltri, English, Davis and Gray, Murray moved that the version of the form as revised be adopted, with final revisions and instructions to be added. The motion was seconded, discussed and carried by a three-to-one vote, with Gray voting in the minority. The Board directed that a draft of the new FDR-2 form be presented at the May 11, 1987 Board meeting in Atlanta, after completion by English and Davis.
5. After discussion of personnel requirements for the APCO Frequency Coordination Department, Nasser recommended that a thorough time and motion study of all tasks in the department be conducted, and recommendations be made to the Board at a subsequent date.
6. Murray moved that the Board authorize the hiring of two summer employees on a full time basis as they become available, and the hiring of a secretary/receptionist for the Frequency Coordination Department, with permanent personnel requirements to be reevaluated at the Board's meeting in August. Tall was instructed to recommend changes within the Spectrum Management budget to accommodate the added employees, and prepare a report to the National Executive Committee to seek its approval for the changes. The motion was seconded, discussed, and carried unanimously.
7. Frequency Coordination issues raised by several of the Chapters were discussed by the Board, with English discussing his responses. The Board concurred in those responses. A letter from the Wisconsin Chapter Chapter (Attachment#2) was brought to the floor, and Murray moved that the Wisconsin Chapter be advised that no National Office funds be used at this time to assist the Chapters in their improvement of the data bases for their areas. The motion included direction to Tall to direct a letter to all Chapters setting forth the Board's decision that the Chapter Share from the Frequency Coordination Program should be used for such data base improvement. The motion was seconded, discussed and carried unanimously.
8. The issue of whether Chapter Coordinators should be asked to assume responsibility for coordinating public safety use of frequencies in the 800 MHz band was brought to the floor and discussed. Gray moved that the National Office take steps to turn over the 800 MHz coordination immediately to the APCO Chapters willing to assume the responsibility, and to initiate a transitional period for the remaining Chapters as they can assume the responsibility. The motion was seconded, discussed and carried unanimously.
9. The activities and products of the National Public Safety Planning Advisory Committee and the FCC's related Notice of Proposed Rulemaking were discussed. Tall was directed to widely distribute the text of the NPRM upon its release by the FCC and to organize APCO comments. Other regulatory activities were discussed, without Board action.

10. The Board raised the matter of the National Executive Committee's direction of last August that legal counsel's advice be sought with respect to the formation of an educational organization, and Counsel John Lane's response to the request for advice. (Lane's letter of March 18, 1987 is Attachment #3 to these minutes.) Gray moved that the Board offer a Resolution along the lines suggested by Lane, for submission to the National Executive Committee at its May 13, 1987 meeting in Atlanta. The motion was seconded, discussed and carried
11. The Board recessed its meeting at 5:30p.m. on April 28 and resumed at 9:30 p.m. on April 29, 1987.
12. The Board continued to discuss the APCO Institute, with Lannier reporting on responses he received in connection with proposed course curricula, and other details.
13. The Board discussed National Office space requirements and the fact that APCO is currently paying approximately \$25,000 a year. Murray moved that Tall look into acquiring a piece of property — at least three acres in size — suitable for construction of offices for the National Office. The motion was seconded, discussed and carried unanimously. Concurrently with the search for a building site to purchase, explorations are to be made into whether the gift of a piece of property is possible.
14. Past President Nate McClure joined the Board meeting for a discussion of Regional Conference planning problems. Murray moved that Nasser name an ad hoc committee to up-date the APCO Regional Conference Manual, with the committee consisting of a Chairman, one representative from each of APCO's four regions, and APCO Publications/Conference Manager Bob Buttgen. The motion was seconded, discussed and carried unanimously.
15. The Board considered proposed resolutions # 5 and 6. Murray moved that they be adopted. The motions were seconded, and the proposals were discussed. Both were amended slightly and adopted unanimously. They are Attachments # 4 and # 5 to these minutes.
16. The Board discussed a variety of possible changes in the APCO Conference Manual, and directed Tall to explore with the Commercial Advisory Committee the prospects of extending the National Conference from the present four to five days. The Commercial Advisory Committee has also been asked to explore and make recommendations with respect to MANAPCO Night (Attachment # 6), and is considering recommendations with respect to Regional Conferences. The Board affirmed the existing policy that neither "the CCC Breakfast" nor "the Prayer Breakfast" is an official part of the APCO Conference Program and must be arranged separately by their sponsors without responsibility by the Conference Committee. The Board authorized Tall to arrange the Life Members Luncheon

at the Baltimore Conference in 1987 differently than has been the case in the recent past. Rather than pre-schedule a meeting room with a guaranteed number of meals, Tall is to host an off-the-menu luncheon on an informal basis at a place of his selection.

17. The matter of a number of Chapters not being in compliance with the APCO Constitution and Bylaws was considered by the Board and steps were discussed to bring them into compliance. Murray moved that all Chapters not in compliance with the C&B be notified by certified mail to the last known officers' addresses and general mail to all members of the Chapter that the Chapter has been placed on probation for a one-year period from date of notification, within which they may bring themselves into compliance. They are to be notified that failure to achieve compliance may result in a recommendation by the Board of Officers to the National Executive Committee that their Chapter Charters be cancelled or modified in accordance with Article I, Section 11 of the Constitution. The motion was seconded, discussed and carried unanimously.
18. Gray moved that the Board offer a Resolution to amend the C&B to add a specific section relating to the previous item. The motion was seconded, discussed and carried unanimously.
19. The matter of APCO charging frequency coordination fees in cases where licensees are seeking to relinquish the use of frequencies was discussed by the Board. Murray moved that such frequency coordination requests to APCO be exempt from APCO fees. The motion was seconded, discussed and carried unanimously.
20. Lannier moved that the APCO Policy Manual be amended to conform with all policy decisions and action covered in these minutes. The motion was seconded, discussed, and carried unanimously.
21. The Board of Officers Meeting was adjourned at 12:04 p.m.

#1

APCO BOARD OF OFFICERS

MEETING

April 28, 1987
Strongsville, Ohio

PROPOSED AGENDA

1. Coordination Report
 - a. Backlog
 - b. Implementation of New Procedures
 - c. Personnel, Office Space
 - d. New FDR-1 Form
 - e. Finances
2. CET Proposals
 - a. Further, Detailed Procedural Recommendations
 - b. Long Range Proposals
3. Other Coordination Matters
 - a. FCC Workshop
 - b. PSCC Agreements
 - c. Schedule of Operation of AFCS
 - d. Long Range Financial Outlook
 - e. Dave Yandell Request with Respect to 155.475 MHz
 - f. Dick DeMello Request
 - g. Wisconsin Chapter Request
 - h. Use of AFCS for Correspondence Between Coordinators
 - i. Coordinator Training
4. Regulatory Activities
 - a. 800 MHz NPRM/NPSPAC
 - b. UHF TV Sharing
 - c. Pro Comm
 - d. 900 MHz Government/Nongovernment Fixed
5. NPSPAC/NPRM
 - a. Motivation of Regional Planning
 - b. APCO Comments
6. General APCO Finances
7. General Personnel
8. Dispatcher Insurance:
9. Telecommunicator Training Program
10. FEMA/APCO
11. APCO Memoranda of Understanding
 - a. IBTTA
 - b. IACP

12. APCO Institute
13. Conferences
 - a. 1987
 - b. 1990
14. Committee Activities
15. Chapter Problems
 - a. Lack of Officers
 - b. Too few members
 - c. No C & B
 - d. No newsletter
16. APCO Travel
17. Conference Policy Changes
18. Other Policy Changes
19. Resolutions
20. 1987 Awards

Associated Public-Safety Communications Officers, Inc. #2



PRESIDENT
JOSEPH Y. NASSER
DIRECTOR OF COMMUNICATIONS
COUNTY OF VOLUSIA
49 KEYTON DRIVE
DAYTONA BEACH, FLORIDA 32014

PRESIDENT-ELECT
ALAN J. LANNIER
METROPOLITAN POLICE DEPARTMENT
COMMUNICATIONS MAINTENANCE BRANCH
1225 4th STREET, N.E.
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FIRST VICE-PRESIDENT
GARY DAVID GRAY, P.E.
ORANGE COUNTY COMMUNICATIONS
481 THE CITY DRIVE SOUTH
ORANGE, CALIFORNIA 92668

SECOND VICE-PRESIDENT
GEORGE W. MURRAY
COMMUNICATIONS OFFICER
GEORGIA DEPARTMENT OF PUBLIC SAFETY
P.O. BOX 1456
ATLANTA, GEORGIA 30371

April 20, 1987

Mr. James F. Lohff, Secretary/Treasurer
Wisconsin Chapter APCO
488 Ellis St.
Fond du Lac, WI 54935

Dear Jim:

Thanks for your letter of April 10, which was received here this morning (April 20).

The National Board of Officers will be meeting next week at the North Central Regional Conference in Strongsville, Ohio, and I will put your request on the Agenda for the meeting and we'll be in touch with you immediately afterward.

Best,

Robert E. Tall
Executive Director



WISCONSIN CHAPTER
Associated Public-Safety Communication Officers, Inc.

RECEIVED
APR 20 1987

Emergency Government
Emergency Medical Services
Emergency Number System - 911
Fire
Forestry
Highway
Local Government
Police Services

Mr Robert E. Tall
APCO National Office
P.O. Box 669
New Smyrna Beach, Fl. 32070

April 10, 1987

Dear Bob:

At the March meeting of the Wisconsin Chapter a motion was passed to request funds from the National Office for hiring a temporary assistant for the Frequency Coordinator. The assistant would be utilized to update the frequency data base disks that the National has requested be updated by the Frequency Coordinator.

The membership felt that it was unreasonable to expect the Frequency Coordinator to donate the extra time necessary to complete this task.

As such, the Wisconsin Chapter is formally requesting a sum of \$800.00 from the FDR fund to hire said assistant. The assumption made to arrive at the figure was that 160 hours of help at \$5.00 an hour would be needed.

Sincerely,

James F. Lohff
Secretary / treasurer



#3

WILKES, ARTIS, HEDRICK & LANE

CHARTERED

ATTORNEYS AT LAW

1888 K STREET, N. W.

WASHINGTON, D. C. 20006

(202) 457-7800

CABLE ADDRESS: WILAN
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JOHN D. LANE
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51 MONROE STREET
ROCKVILLE, MARYLAND 20850
4020 UNIVERSITY DRIVE
FAIRFAX, VIRGINIA 22030

March 18, 1987

FEDERAL EXPRESS

Mr. Robert E. Tall
Executive Director
Associated Public-Safety
Communications Officers, Inc.
930 3rd Avenue
New Smyrna Beach, Florida 32070

Re: APCO Institute

Dear Bob:

You have asked us to respond to an inquiry as to how APCO may create a charitable, educational organization to provide educational training for public safety radio dispatchers from state and local governmental agencies as well as educational training of other public safety personnel in the field of communications and other related topics. You would like the Institute to be granted tax-exempt status under IRC §501(c)(3) as a public, non-private foundation.

We believe that APCO should form a controlled corporation to be called the APCO Institute. The IRS will recognize as exempt an organization formed for charitable purposes controlled by a parent organization exempt under IRC §501(c)(6). To form the Institute, we would file Articles of Incorporation and prepare Bylaws and other corporate formation documents for the corporation. On the attached Schedule, we have listed the various information we will need to draft Articles of Incorporation, Bylaws and other corporate formation documents.

Once the Articles have been filed, we would then prepare a Form 1023, Application for Recognition for Exemption, for the Institute. The Institute would apply for exempt status as a charitable, educational organization and for non-private foundation status under IRC §509(a). If APCO can show that more than one-third (1/3) of its receipts are from "public support" (i.e., membership dues, contributions

RECEIVED MAR 20 1987

WILKES, ARTIS, HEDRICK & LANE

CHARTERED

Mr. Robert E. Tall
March 18, 1987
Page 2

and program service revenues received by APCO), then the Institute should qualify for non-private foundation status.

At this point, we recommend that APCO appoint two or three individuals to a committee to work with us in forming the Institute.

In order to facilitate the beginning of the process, we have attached for your review a proposed resolution to be considered by the APCO Board at their next meeting.

If you have any questions concerning the contents of this letter or attachments, please call me at any time.

With kindest regards.

Sincerely,


John D. Lane

Schedule

Articles of Incorporation

1. Jurisdiction of Incorporation.
2. Corporate name - APCO Institute (the "Institute").
3. Corporate purposes - specification of the primary exempt purposes of the Institute.
4. Address of principal office.
5. Name and address of Registered Agent, - registered agent must be an individual residing in state of incorporation or, generally, a corporation incorporated under the laws of the state where the Institute will be incorporated.
6. Name and address of initial Board of Directors - generally should have 3 initial directors.

Bylaws

1. Members - it is contemplated that the Institute will not have members, since APCO will control the Institute by virtue of electing its Board of Directors.
2. Number of Directors - can be set number (not less than three) or a high and low limit (e.g., no less than six nor more than twelve).
3. Election of Directors - Will the Institute's directors be elected by the directors of APCO or the members of APCO?
4. Veto Power of APCO Directors - Should APCO directors be given veto power to override any decision made by the Institute's directors?
5. Committees - Executive Committee? Advisory Committee?
6. Officers - generally a President, one or more Vice Presidents, a Secretary and a Treasurer. Could also have a Chairman (Chairperson) of the Board. The names and positions of the officers will be listed in the

organizational minutes, which will be approved by the initial directors.

Additional Issues to be Considered in Formation Process

1. Institute's acquisition by purchase or lease of its headquarters.
2. Institute's funding - by APCO initially.
3. Institute's employees.
4. Filing of exempt status application - a list of questions will be compiled at the appropriate time.

Proposed Resolution

WHEREAS, the directors have determined that APCO should form a controlled corporation to engage in the charitable activity of providing educational training for public safety radio dispatchers from state and local governmental agencies as well as educational training of other public safety personnel in the field of communications and other related topics; and

WHEREAS, the directors have determined that the Board should appoint two or three individuals to a committee to work with counsel, Wilkes, Artis, Hedrick & Lane, in forming the corporation.

NOW, THEREFORE, the Board has approved and resolved as follows:

RESOLVED: That the Board has determined that a controlled corporation should be formed, to be known as the APCO Institute, to perform the charitable activity of providing educational training for public safety radio dispatchers from state and local governmental agencies as well as educational training of other public safety personnel in the field communications and other related topics.

RESOLVED: That the Board hereby appoints _____ and _____ to a committee to be known as the APCO Institute Committee.

RESOLVED: That the foregoing committee members are hereby authorized and directed to consult with counsel concerning the formation of the APCO Institute and shall submit to the Board for its review copies of proposed Articles of Incorporation and Bylaws for the Institute.

RESOLVED: That the committee members shall further prepare and submit for review of the Board and counsel a study of the proposed operations, funding and other activities of the APCO Institute.

- # 3
- INTENT: Amend Constitution & Bylaws
- PURPOSE: Revise Requirements for Reading of Resolutions
- MAKER: National Board of Officers
- ATTENTION: 53rd Annual National Conference in Baltimore
- WHEREAS: Article V Section 1.27 of the Bylaws of this Association calls for reading of a Resolution to amend the Constitution and/or Bylaws on "each of three days during an Annual Conference"; and
- WHEREAS: This "reading" requirement may be met by the Chairman of the Resolutions and Bylaws Committee reading to the Quorum the title, intent, and the name of the maker of the Resolution, along with making copies available to the Quorum; and
- WHEREAS: This procedure requires the scheduling of a Quorum Business Session which might not otherwise be required; and
- WHEREAS: Such "reading" of a Resolution three times during an Annual Conference serves little purpose, is of little interest to the membership, and is wasteful of time; and
- WHEREAS: The original purpose of this provision could be served just as well by the otherwise required advance publication of the amending Resolutions in the APCO BULLETIN; by posting copies of them on a centrally located BULLETIN BOARD at the Conference and otherwise distributing them to the membership at the Conference; and by a single "reading" at the Conference prior to voting by the Quorum; now therefore be it
- RESOLVED: That the third sentence of paragraph 2 of Article V, Section 1.27 of the Bylaws be amended to delete; "...A reading on each of three days during an Annual Conference shall be made", and to substitute in its place: "Such reading shall take place at the Annual Conference prior to voting on the Resolution. A copy of the amending Resolution shall also be posted on a BULLETIN BOARD at the location of each Business Session of the Quorum and in the APCO National Office Exhibit Booth and made available to the members of the Quorum at such Business Sessions."

RESOLUTION # 6

INTENT: Amend Constitution & Bylaws

PURPOSE: Change Duties of Second Vice President

MAKER: Board of Officers

ATTENTION: 53 Annual National Conference in Baltimore

WHEREAS: Article III, Section 2 of the APOCO Constitution specifies requirements which must be met by a candidate for Association Office, and Article IV, Section 2.3 of the Bylaws specifies authority of the elected Vice Presidents of the Association; and

WHEREAS: The activities of the National Office have grown rapidly in size and complexity over the past several years; and

WHEREAS: It has become imperative that Members of the National Board of Officers have a first-hand, detailed knowledge of the workings of the National Office and its staff employees; and

WHEREAS: The APOCO Policy Manual can be amended to include provisions for the reimbursement of costs involved in implementation of this resolution; and

WHEREAS: Each candidate for National Office should be aware, at the time of the announcement of his/her candidacy that he/she will be expected to perform certain duties in the event of election and obtain appropriate authority from his/her employing agency in connection therewith; now therefore be it

RESOLVED: That article IV, Section 2.3 of the Bylaws be amended by adding a second paragraph reading:
"During his/her term of office as Second Vice President of the Association, each person holding that position will be expected to spend a full working week (five days) at APOCO's National Office to familiarize himself/herself with the activities and personnel of the APOCO National Office.

Associated Public-Safety Communications Officers, Inc.



PRESIDENT

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DIRECTOR OF COMMUNICATIONS
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P.O. BOX 1456
ATLANTA, GEORGIA 30371

April 22, 1987

Harry Edwards
Motorola C & E
1301 E. Algonquin Road, SH-4
Schaumburg, IL 60196

Dear Harry:

I'd like to suggest an agenda item for your Commercial Advisory Committee meeting in Atlanta during the May 12-14 APCO Gulf Coast Regional Conference. I've already discussed the problem with a couple of the members of the CAC, and they agree it's a problem that warrants addressing.

The problem: The \$150 per exhibit booth collected to sponsor MANAPCO Night relates to the number of booths sold, not to the number of people who might be attending MANAPCO Night. This makes it difficult to budget for the event, particularly since a caterer usually charges on a per-head basis. The more people attending the National Conference (we all feel the more the better), the less money we have to spend per person for MANAPCO. In other words, our MANAPCO revenue is frozen, but the expenses go up the more successful the Conference is.

Bob Moesch, for one, does not think it would be much of a problem collecting additional funds from the exhibitors so long as the suggestion to do so came from the Commercial Advisory Committee itself. He feels that since we've given the exhibitors control over MANAPCO Night, they will respond by picking up the tab.

I agree with Moesch; but feel the CAC should fully discuss the matter and that CAC, rather than APCO, should be the one to inform the exhibitors in the event additional funding is necessary.

This may (or may not) be a problem for Baltimore. Some exhibitors dropped out just before the cancellation deadline, but at the moment we have sold 228 booths (confirmed), which represents a MANAPCO fund of \$34,200. We'll probable sell another 50, which represents a sell-out,

to bring in another \$7,500. Also, we have the surplus of \$3,500 left over from Milwaukee beer money. The Baltimore MANAPCO Chairman has asked for \$42,750, and we budgeted him for \$39,750.

Best possible case, then, for Baltimore, is MANAPCO funding of \$45,200 against the request for \$42,750. The request was based on an estimated MANAPCO attendance of 1500 people @ just under \$30 per person.

We'll be in trouble, and need a funding assist, if (1) we fail to sell enough booths, or (2) the attendance hits close to 1500, or more. We won't know these things for sure prior to the time we have to give the caterers a contract.

Even if we find ourselves in good shape for Baltimore, however, we know that the problem will arise in the future, and what I'm suggesting now is we work out a plan of approach and change the APCO Conference Policy Manual to reflect whatever is decided.

Thanks much.

Cordially,

Robert E. Tall
Executive Director

cc: Members of Commercial Advisory Committee
Baltimore Conference Chairman
Baltimore Arrangements Chairman
Baltimore MANAPCO Chairman

Enclosure

Section 12

MANAPCO NITE

Editor's Note: The name for MANAPCO Night is undergoing a possible change, to Exhibitors Night.

This is a big, big, night. It is a function known only to this Association. It is historical, started many years ago by Fred Link, a vendor. It is a testament to the close friendships between APCO members and the manufacturers and vendors that have lasted since the beginnings of APCO.

The National Office will be collecting the exhibitors' per booth Manapco Night assessment, and will turn that money over to the Conference Chairman for your purposes. The more exhibitors the Conference has the more money you will have to stage your affair. So help sell booth spaces. But be warned! You will have to live within the amount of assessments collected. Otherwise, it is up to you to generate the difference. In other words, it's your baby, not APCO's.

This is a cooperative effort. A chairman, you, is named by the exhibitors to put this affair on. You will find a copy of the program and the Manapco budget sheet in the Supplemental Section of this Manual. They will be of immense assistance to you.

Officially, APCO has nothing to do with Manapco Night. The exhibitors put the entertainment on for the APCO members and for themselves. You (the exhibitors) are responsible for all commitments and liable for all debts.

The "joint" flavor of this function comes from the fact that the Conference Committee works closely with the Manapco Committee and furnishes all the assistance it can. So, the Manapco Committee meets with the Conference Committee, takes part in the planning that is significant to that function, and is otherwise one of the groups working to put on a great Conference.

Here is a suggested planning schedule:

August to November:
Set up Committee. Talk to previous Chairman
Submit budget.

November to February:

Entertainment & MANAPCO Committees

Months

24

Accepts
Chairman
Position

Selects Committee Members

21

Plans, Outlines Entertainment

19

Meet with
Conference
Chairman

18

Estimate Cost of Entertainment

16

Meet for
Preliminary
Budget

Revision of Costs

14

Contract Entertainer Services

12

Preliminary
Budget
Changes

Submit Schedule to Program & Publicity Committees

10

Final Budget
Review

Contract Ladies Tour Services

9

8

Progress Report

Banquet and Opening Breakfast Requirements

6

5

4

Progress Report

3

Progress Report

2

Progress Report

1

Progress Report

0

1

Committee
Files
Submitted

2

3



Date: _____

5-2

FNH 12-86

Screen possible locations
Get prices for menus, entertainment, transport
Look for entertainment agents
Gauge effect on first budget

February to April:
Firm up dates, location, acts, meals, transport
Sign contracts, make deposits
Coordinate with other Committees

April to July:
Firm up arrangements with the Transportation
Committee
Finalize communication arrangements
Visit location with other Committee Chairmen who
will be working with you

July to August:
Decide on number of buses after checking with
Registration Chairman
Check communications
Review plans for loading/unloading

Manapco Night:
1630. Meet ushers, check communications
1815. Load buses
1900. Unload buses
1930. Serve dinner
2015. Entertainment
2115. Free time. Begin bus loading
2230. Unload buses

In general:

Your location should be able to accommodate 1,000 or
more persons at tables of 8.

Try to deal with one person at each location in order
to avoid misunderstandings.

If a sit down meal is planned, be sure the caterer
understands that you are planning a dinner, not a reception.

Poolside affairs are well received, with buffet lines,
as at barbecues, etc. Be sure you have enough serving lines.

Keep the Conference Chairman informed about your budget
and changes in planning as they may occur.

Don't get any fixed ideas. Be innovative. We've had
cruises, barbecues, pool side fiestas complete with shawls and
hats, steak dinners at mountainside cook out places - complete
with stage coaches and roadside bandits en route, rock music,
country music, bell choirs - you name it.

But, whatever you do, it had better be good. Why? Because
you answer to two bosses, APCO and the exhibitors. And as an
exhibitor, you know how exacting they can be when they pay good

money for bad results.

Well, OK, then. We know you're going to be a hero and promoted to vice-president in charge of something because of your good showing here.

Have fun. We will. Because you'll be good.

And thank you. We do appreciate what you're doing.
(addenda-insert 61a) August, 1986

MANAPCO NITE FUND POLICY

1. The planning and funding for a "MANAPCO NITE" during an APCO National Conference will be the responsibility of the APCO Commercial Advisory Committee.
2. An APCO Commercial member selected jointly by the CAC and the Host Chapter Conference Chairman will serve as MANAPCO NITE Chairman. In the event of disagreement, the APCO President will cast the deciding vote.
3. The charge for Exhibit space at the Conference will be \$800 per booth, with a discount of \$50 per booth if complete payment is received by the National Office before January 1 of the year of the Conference.
4. An additional \$150 charge per booth will be assessed each Exhibitor for its MANAPCO NITE contribution. The funds collected from this billing will be deposited in a separate bank account by the National Office. Checks drawn on this account must have two signatures: (a) the APCO Executive Director or National President and (b) the Conference Chairman or the Chairman of the APCO Commercial Advisory Committee.
5. It is the responsibility of the Conference Chairman to make sure that total expenditures for MANAPCO NITE do not at any time exceed the balance in the separate bank account established for MANAPCO NITE.
6. The Commercial Advisory Committee, on its own and without involvement of the National Office in any way, may solicit additional funds as voluntary contributions to the MANAPCO NITE bank account.
7. Any funds remaining in the MANAPCO NITE bank account after MANAPCO NITE expenses are fully paid following one year's Annual Conference will be available for the following year's MANAPCO NITE under a budget proposed by the Conference Chairman for that year and approved by the Commercial Advisory Committee.
8. Only funds specifically collected for MANAPCO NITE may be used for such affair.
9. The charge for Conference non-registrants to attend MANAPCO

NITE will be established by the CAC and reported to the Executive Director no later than March 1 of the year of the Conference. This charge must at least equal the budgeted pro rata share for Conference registration.

10. At its discretion, the CAC may elect not to sponsor a MANAPCO NITE at an Annual Conference. If so, individual Hospitality Rooms may be sponsored by the Exhibitors on the night MANAPCO NITE would otherwise have been scheduled.