

PARCR

Pennsylvania Alliance of Retirement Community Members

Meeting Arrangement Notes

DRAFT

9/13/2024

The purpose of these notes is to assist communities which are interested in hosting PARCR meetings understand the requirements, and to document procedures for use by the PARCR meeting coordinator, PARCR officials, and the hosting community.

Board of Directors Meetings

The Board meetings are typically held on the second Monday of March, June, September, and December each year. The Board meetings are held at the community which will host the Quarterly meeting the following month. The Board meetings have two purposes, first to conduct the business of PARCR, and the second to finalize the arrangements for the Quarterly meeting. These discussions include reviewing the desired layout for the meeting room, the technology requirements, and the menu for the continental breakfast before the meeting and the lunch and the commensurate cost for the food.

Facilities and equipment – Board of Directors Meeting

Board of Directors meeting agendas are normally sent out about one week prior to the meeting. Meetings typically start at 10 am and end at noon.

Normally, twelve or more people attend Board meetings in person and others attend by Zoom or equivalent. The hosting organization provides a meeting room with tables and chairs set up in a manner so those attending can all see and hear each other. Equipment needs includes an internet connection, a Zoom license, and a large TV screen for projecting the Zoom meeting, a whole room speaker phone so that those attended remotely can hear all the conversations and a camera that covers the room so remote attenders can see the people in the room. The TV is used to show the person speaking and those participating over the internet as well as displaying documents. PARCR can supply a personal lap-top computer with an HDMI connection and PARCR's Zoom license if necessary. If necessary to connect to the technology in the room, the host community may supply a Windows computer and Zoom or equivalent license and software. If the host community supplies the computer, Microsoft Office software (especially PowerPoint, Excel, and Word) is needed on the computer. One or more handheld wireless microphones which can be passed to the person speaking may also be needed depending on the size of the meeting room and the capabilities of the speaker phone,

The hosting community should supply PARCR's Meeting Coordinator with a **map and directions** to the meeting facility which PARCR will distribute to meeting attendees with the agenda. It helps if the hosting community places "**Event**" signs on their property on the day of the meeting to direct PARCR board members and any guests to the meeting room building and parking area.

Normally, the hosting community provides a self-serve continental breakfast starting around 9:15 am which includes decaf and regular coffee and iced tea, water, fruit, and pastries. Most host

communities comp the breakfast for the board members, but that is not a requirement. Ideally the Board meeting is held at or near the room which will host the upcoming quarterly meeting.

To help plan the upcoming quarterly meeting, the Dining Director, Technology / Audio / Visual staff person, and the meeting coordinator from the hosting organization should attend and participate in the initial part of the Board of Director's meeting. PARCR needs to know the host community's deadline for providing a count of attendees and lunches at the board meeting. The host community and PARCR agree on the meal costs per person at the board meeting and that cost is used for pricing the meeting to attendees.

Quarterly Meetings

Quarterly meetings are usually held at member communities on the second Wednesday of January, April, July, and October of each year. The current quarterly meeting schedule is posted on the PARCR web site www.PARCR.org. The meetings typically last for two hours followed by an optional lunch and optional tours of the community. A self-serve continental breakfast is available prior to the meeting beginning at 10:00am. Meetings typically start at 10:30 am and last for two hours until 12:30 with a break for a optional lunch followed by optional campus tours and or an optional presentation by PARCR management.

The quarterly meeting **agenda** is distributed after the completion of the Board of Directors meeting. The **map and directions** to the meeting facility supplied by the hosting organization will be distributed with the agenda. PARCR has found it helpful when the hosting community places "**Event**" **signs** on their property on the day of the meeting to direct members to the meeting room building and parking area. At times, **bus parking** will be needed when a community sends a group of residents to a meeting they find to be of interest.

Reservations can be made online or via check and paper forms. Payment is due with the reservation form, about ten days prior to the quarterly meeting. Reservations are sent to the PARCR Operations Director who informs the sponsoring organization of the number of members who will be attending the quarterly meeting. The reservation form includes lunch and tour options which are selected as part of registration. Some participants may elect to attend by live stream. The registration data helps the hosting organization prepare the needed room set up, meals, transportation, and other arrangements.

PARCR needs a registration and check-in area outside the meeting room with one eight-foot-long table and two chairs. The PARCR Operations Director will handle check-in and name tag pick up at that table for each person attending.

PARCR literature will be displayed in the registration area as well as in the meeting room. (*Two sets of three easels each are needed for this purpose. Six 17" wide hardboard posters are displayed in sets of three. A separate seventh easel is needed to display a map showing the locations of PARCR member communities in Pennsylvania. This section is under review*) PARCR will attach their banner to the front of the registration table using nonstick masking tape. The hosting community supplies the needed registration table, chairs, and easels. Copies of a trifold color brochure will be supplied by

PARCR and will be placed on the registration tables as well as on the lunch tables to publicize the organization.

Meeting room set up

Since the agenda includes pledging allegiance to the flag, PARC needs to have an American flag at the front of the meeting room.

The preferred meeting room seating arrangement is to use round tables, each seating six to eight, for both the meeting and the lunch which follows. To facilitate viewing of any slides used by the speaker, all the tables should be arranged in a semicircle around the speaker's podium and the screen and as close as possible. Historically the use of tables facilitates group discussion, note taking, and enjoyment of refreshments. Rows of extra chairs can be placed at the rear and the sides of the meeting room if necessary for those people who are not staying for lunch.

Meals: A **self-serve continental breakfast** table should be set up about 45 minutes prior to the meeting starting time outside of or on the side or rear of the meeting room. **Self-serve buffet lunch** tables should be in a nearby separate area if feasible. The lunch should be ready immediately after the meeting ends at 12:30. Recently our maximum in person attendance has been about eighty, and fifteen to twenty live stream from home. At the deadline prior to the meeting the hosting community will be given a count of the number of people registered to attend the meeting, the number who will stay for lunch, and the number interested in touring the facility. Arranging the self-service lines so people can use both sides of the buffet will speed up service and help prevent long lines for both breakfast and lunch.

The continental breakfast typically includes decaf and regular coffee, iced tea, water, fruit and pastries. The 45 minute lunch typically includes the same beverage offerings, a variety of cold sandwiches and salads, and desserts. The lunch should begin immediately after the conclusion of the meeting, usually scheduled for 12:30pm.

The hosting community submits an **invoice** for the meal costs to PARCR after the meeting. Since PARCR is tax exempt the invoice should not include PA sales tax. PARCR will supply its Pennsylvania its sales tax exemption number to the hosting community. PARCR's treasurer will pay the invoice upon receipt.

Host community presenters: At the start of the meeting, those attending will be asked to silence their personal electronic devices. The host community Chaplin will be introduced by the PARCR President and will offer a prayer at the beginning of the meeting. The PARCR President will lead the pledge of allegiance. A host community Executive or Administrator is asked to provide welcoming comments at the beginning of the meeting. A separate report on community highlights will be part of the agenda later in the meeting. The names of the presenters and head shot photos need to be given to the PARCR Meeting Coordinator about one month prior to the meeting so that the names appear on the meeting agenda and on the agenda slides. The purpose of the community highlights section is to provide attendees with ideas they can take back to their communities for evaluation and possible follow-up. A sales presentation is not very valuable since everyone in attendance is already in a CCRC.

Electronic Equipment and support staff: A large screen is needed at the front of the room with the capability to show PowerPoint slides and any other documents or videos the speakers may use. The

presenters need to be able to remotely control their slide show or other documents. The presenters will supply the PowerPoint or other files they wish to use to PARCR for use on its computer or that of the host community as mutually decided. The presenters will require microphones with lapel microphones preferred if they are available. The number of presenters and tables or podiums at the front of the room varies depending on the program plan for that meeting. A wireless microphone on a stand in the middle of the room should be available for use by people attending who wish to ask questions of the presenters or make comments. An additional handheld wireless microphone should be available to take to mobility challenged attendees. Technology is needed so that the presentation can be livestreamed to people off site. The host organization should provide an audio, video, and information technology expert to support the sound, video, streaming, and computer technology use. Speakers need to provide their slides to either PARCR or the host community a week before the meeting depending on whose technology will be used. This will allow the technology staff to have the slide show proceed smoothly.

Optional Community Tours: At the conclusion of the lunch hour, the host community will conduct tours of the community for those interested. The hosting community provides tour guides and transportation as arranged prior to the meeting. The registration data will be provided to the host community so the number of people who wish to be on each offered tour is known a week prior to the meeting.