

PARCR

Pennsylvania Alliance of Retirement Community Members

Meeting Arrangement Notes

6/10/2024

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

Quarterly meetings are usually held beginning at 10:30 am on the second Wednesday of January, April, July, and October of each year. The most recent 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. A self-serve continental breakfast is available prior to the meeting. Participants need to pre-register for the meeting and the lunch.

Member organizations volunteer to host the meetings.

Board of Director's meetings are held the month prior to each quarterly meeting, at 10 am on the second Monday of March, June, September, and December.

Facilities and equipment – Board of Directors Meeting

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

Normally, twelve or more people attend Executive 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 rectangle 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, and a speaker phone. The TV is used to show the person speaking and those participating over the internet. A lap-top computer with an HDMI connection to the screen is needed. As necessary, the PARCR President may bring and use their laptop and Zoom license. If a community supplied laptop is to be used, Zoom software, Microsoft Office software (especially PowerPoint, Excel, and Word) are needed on the computer. One or more microphones which can be passed to the person speaking are also needed. PARCR has obtained a Zoom license for its use if needed.

A **map and directions** to the meeting facility is supplied by the hosting organization and distributed with the agenda. The hosting organization places “**Event**” **signs** on their property on the day of the meeting to direct PARCR board members and others to the meeting room building and parking area.

Normally, the hosting organization 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. The meeting includes a variety of business such as planning the upcoming quarterly meeting. The Executive Board meeting ideally is held at or near the community location of 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 would like to know the deadline for providing a count of lunches at the board meeting if possible.

Quarterly Meeting

The quarterly meeting **agenda** is distributed after the completion of the Board of Directors meeting. Meetings typically start at 10:30 am and usually last for two hours. Member organizations publicize the meeting in their house newsletters and other communications and email systems. A **map and directions** to the meeting facility is supplied by the hosting organization and distributed with the agenda. The hosting organization 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.

A **registration and processing area** is needed outside the meeting room. One eight-foot-long table with two chairs are needed for check-in and registration. The Operations Director will handle check-in and name tag pick up for each person attending at that table.

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. A PARCR banner is affixed to the front of the registration table using nonstick masking tape. The hosting community supplies the needed registration table, chairs, and easels. PARCR supplies two sets of poster boards, a map, and banner. Copies of a threefold 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.

The **meeting room set up** includes display of 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. 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.

Meals: A **self-serve continental breakfast** table is 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 could be in a separate area if feasible. The lunch should be ready immediately after the meeting. 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 facility 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, taxes are not charged. The Pennsylvania **sales tax exemption number** for PARCR is **75622636**. The host organization and PARCR agree on the meal costs per person at the board meeting.

Host community presenters: At the start of the meeting, those attending will be asked to silence their personal electronic devices. The host community Chaplain 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 will 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 need to be given to the PARCR President about one month prior to the meeting so that the names appear on the meeting agenda. 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,

Electronic Equipment and support staff: A large screen is needed at the front of the room. A projector is needed to show PowerPoint slides and any other needed documents or videos. A slide with the name, title and photograph of each presenter should be displayed at the beginning of each person's presentation. The presenters need to be able to remotely control their slide show or other documents. The presenters will supply thumb drives with PowerPoint or other files they wish to use. Microphones are needed for the presenters. Lapel microphones are recommended if they are available, especially for the PARCR President who moves around a lot during the meetings. The number of presenters and tables or podiums at the front of the room varies depending on the program plan. Two or three portable microphones are needed for use by people attending who wish to ask questions of the presenters or make comments. Equipment is needed so that the presentation can be livestreamed to people off site. The host organization provides an audio, video, and information technology expert to support the sound, video, streaming, and computer technology use. PARCR or host community representatives can walk the portable microphones around the meeting room for use by those who wish to answer questions or make comments after the presentations. Questions asked by audience members should be repeated by the speaker to make sure those watching the meeting by livestream are able to hear the questions. The host community needs to receive the PowerPoint slides which will be used for the meeting ahead of time. This will allow the technology staff to have the slide show proceed smoothly. A picture of each presenter should be obtained and used in a PowerPoint title slide to be used at the beginning of each presenters' remarks.

Optional Community Tours: At the conclusion of the lunch hour, tours of the community will be conducted for those interested. The hosting community will provide 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.