

## Parent AFS Responsibilities for Annual Meetings

(Based on a teleconference between Gus Rassam, Executive Director, Wayne Hubert, AFS 2<sup>nd</sup> Vice President, and Eric Knudsen, NPIC President 3/28/08)

Annual AFS meetings are hosted by a local AFS chapter and often by a local fisheries agency. Most of the arrangements are conducted locally by the Local Arrangements Committee (LAC) established by the chapter, in conjunction with agencies. There are, however, some key aspects that are the responsibility of the parent AFS office, hereafter referred to as AFS.

The ultimate contractual and fiscal responsibility lies with AFS.

**Hotel/Convention Center Contracts.** All contracts for the hotel and/or convention center are taken care of by AFS and/or their consultants. In the case of Seattle 2011, these basic contracts have already been negotiated and signed. Copies of the contract(s) will be made available to the Local Arrangements Chair.

**Registration.** AFS provides software and maintenance of the software and these costs are charged directly to AFS (i.e., not part of the Local Arrangements Budget, hereafter referred to as the Budget). However, credit card charges for on-line registration are part of the Budget. On-site registration is provided by two AFS staff, but a team of local people is needed to help in preceding days and at high registration times.

**Web-Site.** The basic web site functionality, framework, and hosting is provided by AFS, with those costs borne by AFS. The LAC should supply a web design liaison/consultant and the Committee must supply all the content to the AFS web manager.

**Abstract Processing.** AFS supplies the software, and management of the software, for abstract submission. This process basically results in a database of all submissions, which is then used by the Program Committee for all its arrangements in organizing sessions and assigning presentations. The Program Chair should participate in preceding years' Program Committees so that he/she can have input to the design and utility of the software.

**Trade Show.** AFS manages almost all aspects of the Trade Show and retains all Trade Show income. Approximately \$10K of the trade Show income does come to the LAC budget, however. The LAC must also coordinate the poster exhibit area with the AFS Trade Show manager, because the Trade Show and poster area are often blended or adjacent to each other.

The monetary relationship between Trade Show and sponsorship (i.e., LAC fundraising) is flexible but generally is handled as follows: a Trade Show booth is currently \$1,550, which goes to AFS. If a vendor is also a sponsor, in the range of \$1,550 - \$10,000, then \$1,550 goes to AFS and the difference goes to the LAC budget. If a vendor/sponsor donates >\$10,000, then their booth is free and the proceeds go to the LAC budget.

**Fundraising.** AFS handles fundraising from all national agencies, commissions, and a few companies, in recent years resulting in about \$70-80K for the LAC budget. The LAC Fundraising Committee is responsible for all additional regional and local fundraising.

**Budget Development.** The LAC develops a draft budget and proposed registration fees about 15 months prior to the Annual meeting. The draft is reviewed by the AFS Executive Director, and then presented to the AFS Governing Board at the Annual Meeting the year preceding the target meeting. Ultimately, the budget is a negotiation between the Executive Director and the LAC.

**Pre-Meeting Governing Board Arrangements.** Each year, the AFS Governing Board and its Management Committee hold several meetings, a retreat, and several socials prior to the start of the Annual Meeting. AFS will make all arrangements and contracts for those meetings. However, AFS appreciates recommendations from the LAC regarding ideal venues for those functions.

**Continuing Education.** CE is AFS staff's function, primarily. The AFS CE Committee reviews all course proposals and may assign credit to some of them. CE courses are designed to be essentially breakeven. AFS provides the room and sometimes some beverages and transportation (for offsite courses such as GIS) and deduct the cost from the course registration proceeds (staff assigns the fee structure). All net proceeds are split 50-50 between AFS and the instructor. AFS reserves the right to cancel a course that does not reach its enrollment target. So, although the CE budget is separate, a local CE coordinator is useful to work with staff for logistical purposes.