

Sons of Norway District Board Meeting 101

2022-2024

Hotels

Traditionally the District Secretary makes the hotel reservations. Reservations are made so that each board member (and spouse) has their own room. **If you are willing to share a room, that saves the District funds too.** You need to contact the District Secretary by the deadline so we know if you need a room and for which nights. If the meeting location is close to your home, you may choose not to stay at the hotel and just commute to the meetings. We encourage members to keep the District's budget in mind when determining if you need to stay extra nights (Thursday or Saturday) but understand that personal reasons may exist. The rooms are held by the District Secretary's credit card. **At the time of check-in, you should switch the room to your credit card and pay for the room when you check out.** You will submit the approved room charges on your expense form after the meeting. **DO NOT CALL THE HOTEL AND MAKE YOUR OWN RESERVATIONS- THE SECRETARY HANDLES THE HOTEL ROOM RESERVATIONS FOR BOARD MEETINGS!**

Committee Meetings

The committee meetings are held prior to the board meeting weekend via a virtual platform. Check to see what board members have accounts to set up calls (i.e. Cheryl and Darlene). Committees can meet as often as they need and for what their duties are. All committees should meet within one month of the board meeting. The committee report should be emailed to Darlene Arneson by the Monday night before the board weekend so she can compile the reports and send them to the board to review.

We have tried to reduce costs by having electronic reports that can be projected during the meetings rather than running hard copies of your reports. The committee reports will be put in the minutes so duplicate printing is not necessary. There are times though that a hard copy and handouts may be necessary- in that case, 20 copies is usually sufficient if there are guests or visitors.

Some committees, such as audit, may need in-person committee time to conduct their work. Work with the president as the agenda is being finalized to insure that the appropriate amount of time is allocated for any committee work during the meeting weekend.

Friday

Friday has been used for leadership development, special presentations, tours, and other activities as needed. Most committees complete their work prior to arrival- but some may need time on Friday to meet. Friday night meals have varied- with the group going out together, sometimes a working supper, and sometimes a president's social time with heavy appetizers. It all depends on the location, timeline and other factors. The board member can submit his/her meal cost on the expense form. The Friday night and Saturday nights will vary depending on the location and other special events. Typically the Friday attire is casual.

Saturday meeting

The Saturday business meeting is held in a conference room at the hotel. The attire is business to business-casual (i.e. ties, Norwegian sweaters, sport jackets). Keep in mind we often have visitors or guests at our meetings. You normally do not need to have your regalia along- only if there is an event or installation. The President will notify the board if they are to bring their

regalia to a meeting. Many board members keep their regalia in their briefcase – just in case! It is recommended to wear your district name badges.

There is coffee, water and pop provided at the meeting with a coffee break mid-morning. There is a lunch break that spouses are welcome to attend. This is normally held at the hotel around 12 noon. The meeting is normally adjourned by mid-late afternoon -depending on the agenda.

Expenses

At the beginning of the meeting, the Board will approve the room costs, meals and any other expenses that Board members can submit. Keep track of your mileage, printing costs for reports, and other items. They are submitted on your expense report and given to the Treasurer with receipts. More details can be obtained from the District Treasurer.

Carpooling to meetings

If it is possible for members to carpool to meetings, this obviously helps save district funds and it's a wonderful way to get to know each other. Travel arrangements should be made by the individual board members.

Stationary and Envelopes

The District Secretary provides an editable letterhead and we don't print embossed envelopes.

Name Badges

The District Secretary orders the name badges for the board.

If you cannot attend meetings

If you are not able to attend a board meeting, you should notify the District President and contact your alternate. Once the alternate is confirmed that they can attend the meeting, the District President notifies the Secretary and meeting notices will be sent to both the Board member and the alternate. The alternate should also contact the board member after the meeting to bring them up to date on the meeting and any responsibilities.

TUBFRIM Stamps

If your lodges have stamps to turn in for TUBFRIM, please bring them to the Board meetings and we will get them to Mary Bennett who lives in the Madison, WI area. Review the guidelines for TUBFRIM stamps found on the District, International and TUBFRIM websites.

District Website

www.sonsofnorway5.com

District Facebook page

Sons of Norway District 5