



Operational Manual

Prepared by
The
Education and Information Committee

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INTRODUCTION

The Association of American Plant Food Control Officials traces its roots to 1869 when Massachusetts enacted the first fertilizer control law in the U.S. By 1947 all but one of the 48 states had legislated laws to regulate the distribution and use of fertilizer products.

Many of these original fertilizer laws were narrow in scope and non-uniform causing confusion and resulting in chaos for producers marketing products in more than one state. These laws also failed to provide regulatory authority over labeling or inspection of products to prevent misbranding and adulteration. Over the years it became apparent that the need for uniformity in enforcement would be advantageous both to consumer and industry.

The first attempt to provide uniformity in fertilizer laws was initiated by the Association of Official Agricultural Chemists (AOAC), many of whose members were charged with regulating fertilizer products within their own states. These individuals were agricultural chemists who found vast differences in state laws and in the reliability of laboratory methods. One of the original objectives of the AOAC was to "secure as far as possible uniformity of legislation." These differences caused general discussion among chemists to find ways to organize for the purpose of developing and promoting uniform state fertilizer legislation. In October 1946, following that year's AOAC meeting, the Association of American Fertilizer Control Officials was organized. In 1965, the Association became the Association of American Plant Food Control Officials (AAPFCO) to avoid confusion of its name and acronym with the Association of American Feed Control Officials.

Active membership is open to each state, territory, dominion, province, federal or governmental entity on the North American Continent, Hawaii and Puerto Rico involved in fertilizer regulation. The Association also includes industry representation on committees and are called "Industry Liaisons". Industry liaison members, who are appointed by the president to committees and task forces, participate in committee discussions, serve as members of task forces and as advisors on special problems, but are not voting members of AAPFCO. The Official Publication of AAPFCO describes the Association's by-laws, policies and officially adopted documents.

AAPFCO is governed by a Board of Directors made up of the President, President-elect, three directors, Secretary, Treasurer and Past President which meets twice each year. The Board handles the day to day activities of the Association, and recommends to the membership appropriate actions based on the proposals developed by Association committees.

THE STRUCTURE OF THE ASSOCIATION

I. BOARD OF DIRECTORS

The constitution and general operating procedures are described in Articles V and VI of the Association's by-laws.

During the year the Board handles the day-to-day business of the Association. The Board meets regularly at the annual meeting held each August and at a mid-year meeting usually held in February to consider issues of Association business. The current (2003) policy for the Board is to consider recommendations to change officially adopted documents only at the midyear meeting; however, the Board may consider such a proposal at the annual meeting if the change warrants. Proposals to change the Association's Officially Adopted Documents are presented to the Association membership for action at the Association's annual meeting.

Except for the Secretary/Treasurer, membership on the Board of Directors begins with an election by the Association of a member to a director position. Although subject to election annually, Directors are usually re-elected and serve for three years at which time the senior Director is nominated for the position of President-Elect. The Secretary and Treasurer positions are usually held long-term.

II. COMMITTEES (Article VIII)

Committees perform the basic work of the Association. Committee membership includes control officials and industry representation as industry liaison. Changes to or recommendations to change officially adopted documents are discussed among committee members. Opinions may be solicited from others who have an interest in the subject since the committee meetings are open to all.

Committees recommend actions to the Board of Directors at the semi-annual meeting. If the Board feels that a suggested change warrants more research by the submitting committee or needs to be looked at by another committee, it can recommend to the membership that the proposal be returned to the committee or passed on to another committee. The Board then decides to accept or reject the committee proposal. If accepted, the Board recommends actions to the general membership for a vote. Voting on issues generally occurs at the business meeting held at the annual meeting in August. If the membership accepts the changes, these changes remain "tentative" for one year. The Association and/or its individual members study and discuss the proposal and the following year the Board reviews those articles in "tentative" status and recommends to the Association whether to elevate them to "official" status or to allow them to remain "tentative."

While there are presently 13 standing committees, only one – the nominating committee – is permanently established by the by-laws. The other committees serve at the pleasure of the President. These twelve standing committees are made up of state regulators and industry liaisons. In addition, three activities are handled by individual investigators. All committee meetings are open to all interested persons as well as "official" members.

BY-LAWS COMMITTEE

Purpose: To review the by-laws as they relate to the Association's operational needs in carrying out its purpose statement and to ensure they are current.

EDUCATION & INFORMATION COMMITTEE

Purpose: To promote the safe and effective use of fertilizers while protecting the environment, by communicating information and developing educational materials for public and private sectors; and to promote the role of AAPFCO as a source of uniformity in regulations, labels and definitions.

ENVIRONMENTAL AFFAIRS COMMITTEE

By-Products Subcommittee

Purpose: Maintain membership awareness of by-products and recycled materials proposed for use as fertilizers, soil amendments, or conditioners, and the environmental concerns associated with them. Develop and recommend guidelines that address the major concerns about by-products and recycled materials proposed for use.

Nutrient Management Subcommittee

Purpose: To inform the AAPFCO membership about state and national legislation on nutrient management and to draft and update a model bill and rules that will guide agencies in developing nutrient management legislation.

BEST MANUFACTURING PRACTICES COMMITTEE

Purpose: To promote and make available to the manufacturers of commercial fertilizer, especially blenders, the current knowledge related to good manufacturing practices in order to insure that the consumers receive a quality product which meets the agronomic needs and value.

INDUSTRY-REGULATORY COUNCIL

Purpose: To provide forums for the exchange of ideas and information between the industry and regulatory communities to ensure that issues affecting both communities are fairly heard and the positions understood. The Council usually prepares the program for the annual meeting.

LABORATORY SERVICES COMMITTEE

Purpose: To develop standard methods and a quality assurance/quality control manual for use by fertilizer regulatory laboratories.

LABELING & OFFICIAL TERMS COMMITTEE

Purpose: To promote uniform labeling of fertilizers through uniform interpretations of all of AAPFCO officially adopted documents; and to maintain and define AAPFCO's official terms and definitions as needed.

LIFE MEMBERSHIP & MEMORIALS COMMITTEE

Purpose: To honor deserving Fertilizer Control Officials who have retired or are no longer involved in any capacity with the regulation, manufacturing, distribution and/or sale of fertilizers; and to inform the membership of the death of an associate and appropriately remember the deceased associate at the Annual Meeting.

LONG RANGE PLANNING COMMITTEE

Purpose: To develop and update a five-year plan keeping the Association aware of industry and regulatory trends and promote AAPFCO as the national and international regulatory authority for fertilizer and related products.

MAGRUDER COMMITTEE

Purpose: To provide laboratory quality control information to all laboratories engaged in the analysis of fertilizers and materials intended for use in fertilizer products by providing a check sample program, which will encourage and sponsor the adoption by participating laboratories of the most reliable analytical methods and techniques and promote good laboratory practices.

SEMINARS COMMITTEE

Purpose: To provide training in inspection and sampling; in interpretation of definitions and policies; administration of uniform model laws and safe handling of ammonia products.

Seminars are scheduled as needed. The host state makes the arrangements for the Inspection and Sampling Training seminars. The Seminars Committee vice-chair handles the arrangements for the Fertilizer Administrative Seminar.

UNIFORM BILLS COMMITTEE

Purpose: To recommend revisions in the AAPFCO Model Bills as necessary to ensure uniform models of legislation.

UNIFORM REPORTS COMMITTEE

Purpose: To promote uniformity among states who register fertilizer commodities, issue fertilizer licenses and report fertilizer tonnage sales by improving the ease of the registration and licensing process between regulatory agencies and the fertilizer industry; ensuring the accuracy of the national fertilizer consumption database that will provide a statistical report summarizing fertilizers consumed in the US; increasing the ease of reporting for fertilizer dealers, manufacturers and licensees and serving as a liaison between dealers, manufacturers and state regulatory offices in reporting fertilizer tonnage.

III. INVESTIGATORS

The investigator positions are usually filled by one individual, as the work required does not warrant a full committee.

Investigational Allowances

Purpose: To review and update as necessary AAPFCO's investigational allowances.

New Legislation

Purpose: To keep the Association aware of new legislation proposed and enacted by member agencies and to promote the adoption of AAPFCO's uniform legislation standards.

Publications

Purpose: To survey Association members for the types and frequencies of publications produced, their methods of publication and the general distribution of their reports.

IV. TASK FORCES

Task Forces are formed when issues of importance to the industry and the regulatory community arise that need to be researched. They are formed at the direction of the Board of Directors and members are appointed by the president. They are usually temporary in nature and are composed of both regulatory officials and industry liaisons. Currently (2003) the Association has two task forces. When the work of the task force is completed it is disbanded; however, there may be times when a task force is continued as a new standing committee. The present task forces are:

Sampling

Appointed in August of 1996 to develop appropriate methods of representatively sampling unusual shipping containers to get representative samples, the task force has studied the sampling of mini-bags and multi-compartmented trailers (Killebrews).

Slow Release Fertilizers

Appointed in 1994 because of an industry concern with the existing state of AAPFCO regulations dealing with slow release fertilizers. It became apparent that a new policy statement needed to be developed to address the concerns. Over the subsequent years the policy statement has been written and adopted as Official in 1999, laboratory methods have been developed, and labeling issues addressed.

CONDUCTING ASSOCIATION BUSINESS

Board of Directors

The Board of Directors must consider any proposed new legislation, regulatory principle, definition, amendment(s) to existing legislation recommendations of committees or members **before** being presented to the membership along with its recommendation for action (Article IX). However, **all** proposals shall be submitted to the membership regardless of the Board's opinion. Generally, the majority of the Board's business is conducted at the semi-annual meeting and its recommendations made at the annual meeting.

Committee Operations (except for the Magruder Committee)

The President appoints the Committee Chairs (Article VIII, Section 21). With the advice of the Chair, the President invites members of the Association to serve. With the advice of the Chair and appropriate industry recommendations, he/she appoints industry liaison members.

Committee Chairs should provide the Secretary and Committee members an agenda 60 days before the semi-annual meeting and 90 before the annual meeting. Recommendations for changes to officially adopted documents should be provided by the Committee Chair to the Board at its semi-annual meeting and to the Secretary as an electronic file as soon as possible after the close of the meeting.

Chairs should conduct business with due regard for Robert's Rules of Order without allowing protocol to get in the way of business. A practical approach is to ensure that recommendations to the Board be formulated as a motion, seconded, additional discussion as necessary and a vote.

While their opinions must be sought and carefully considered, liaisons do not vote on Committee recommendations for proposed new legislation, regulatory principles, definitions or amendments to them. The Chair must, however, note liaison objections to given recommendations in the Committee report. Liaisons do vote on task force recommendations.

The Committee quorum does not include liaisons.

The Magruder Check Sample Committee

The Magruder Check Sample Committee is not specifically a part of AAPFCO, but originated through industry efforts. The committee has its own by-laws, is self-perpetuating, and elects its own members and officers. It then recommends to the Association president that the members be appointed. The President appoints the members to the Magruder Committee based on the recommendation of the Magruder Committee. All members vote on matters before the Committee.

AAPFCO Supported Travel

Any member conducting Association business may be reimbursed for travel if so authorized prior to travel. The procedure is as follows:

1. Submit itemized travel estimate to AAPFCO President

Reimbursable expenses include:

- Actual Costs of Commercial Travel (air, airport limo, cabs, etc.)
 - Meals, actual cost
 - Registration Fees
 - Mileage at IRS rate for use of personal vehicle
 - Rental car, if other transportation is not available
 - Tips and other incidental expenses
2. After travel is approved by AAPFCO President, a TRAVEL ADVANCE may be requested to cover costs of items which must be paid in advance, such as airline tickets, hotel deposits, registrations fees, etc.
 3. If travel costs are greater than 110% of estimate, submit revised estimate to AAPFCO President for approval.
 4. After travel is completed, submit supporting documents and final expense report to Treasurer for reimbursement.

The Semi-Annual and Annual Meetings

The semi-annual meeting is generally held in conjunction with the Product Quality and Technology Committee of TFI. Although the location should alternate among sections of the country, experience has shown that locations in Southern and Pacific Coast states are preferable since weather is less likely to interfere with attendance. The location should be decided at the previous semi-annual or annual meeting. Over the years TFI has made the arrangements, but the Association should ensure that accommodations are available which do not exceed the federal allowance for the area.

AAPFCO, AAFCO, AND AAPCO hold their annual meetings during the first full week in August because so many regulatory officials and industry representatives are involved in more than one commodity. The three associations now (2003) meet as follows: AAFCO - Saturday through Monday; AAPFCO – Tuesday and Wednesday; and AAPCO – Thursday and Friday. Each association schedules general sessions, committee meetings, receptions and special meetings during these times. AAPFCO Board of Directors' meeting is usually held on Monday afternoon and a reception Monday evening prior to the Tuesday meeting. An outing may be planned for the entire group on Wednesday evening. The outing must not interfere with meetings.

Detailed instructions for hosting a meeting are contained in Appendix II. The host state bears the responsibility for the physical arrangements; however, AAPFCO must ensure that its programs have suitable space and equipment.

To do this, AAPFCO officers should ensure:

- That a member of the host state attend the annual meeting just prior to its meeting. This affords the host opportunity to view firsthand the registration traffic, tours, banquets, and meeting scheduling.
- That a representative of the host state attend a meeting with the Board of Directors at the semi-annual meeting in the spring. The host should provide preliminary plans with a proposed budget so that the registration fees can be determined and menus so that meals can be selected for the specific banquets, etc. The host should provide a hotel floor plan so that rooms can be assigned.
- That the organization receives an invitation at least three years in advance.
- That the invitation come in writing from a regulatory control official who is a member of one or more of the Associations. Each Association's secretary should receive the same invitation. AAPFCO confers with the other Associations about arrangements and the Board of Directors accepts or declines.
- That should an invitation be received from more than one member for a particular year, location should be the deciding factor. It is hoped that should an invitation be declined, it can be issued for another year. Please keep an alternate year in mind when deciding to host a meeting.
- That the meeting is carefully planned and budgeted so that receipts from registration fees and contributions cover the costs.

Appendix 1: Documents Available form AAPFCO

The Official Publication

See www.aapfco.org for the order forms, for the Official Publication, for other AAPFCO documents and for videos or contact the treasurer directly:

Jamey Johnson, Director
Div. of Feed & Fertilizer
No. 1 Natural Resources Dr.
AR State Plant Board
Little Rock, AR 72205
Phone: 501 225-1598
FAX 501 219-1746
E-Mail: Jamey.Johnson@aspb.ar.gov

UFTRS Software

UFTRS information and software for tonnage reporting may be obtained from:

Dr. David Terry
University of Kentucky
Div. Of Regulatory Services
103 Regulatory Services Building
Lexington, KY 40546-0275
Phone: 859/257-2668
Fax: 859/257-9478
dterry@uky.edu

Web Page Maintained by [ChrisMason](#), AAPFCO
Please send comments to: chrism@agri.state.nv.us

Inspection Manuals and Inspector Videos

The seminars committee encourages each state to provide a copy of the AAPFCO Inspection Manual for each of their fertilizer inspectors and to have at least one copy of the AAPFCO Inspection Video in their office. Manuals are \$20 each. The Inspection Video was professionally made by the production facilities of CF Industries in cooperation with TFI and AAPFCO's Inspection and Sampling Subcommittee of the Seminars Committee. The Inspection Video is \$15.

Orders for each may be obtained from Jamey Johnson (see information above), Treasurer for the Association.

**Appendix II: How To Plan And Host The Annual Meeting Of The
Association Of American Control OfficialS
American Feed Control Officials (AAFCO)
American Pesticide Control Officials (AAPCO)
American Plant Food Control Officials (AAPFCO)**

Introduction

So, your state wants to host an annual meeting!! Consider the following:

1. Staff – are there enough persons available to help with various functions so that one individual will not have to carry the load?
2. Time – it takes time to visit hotels/motels to make a site selection, negotiations and planning. Although this can be enjoyable, there must be ample time to thoroughly investigate and consider the location. Also, the staff should have time to prepare, assemble, and mail notices.
3. Finances should not be a limiting factor. The three Associations will advance up to \$1,000 to the host as a start-up fee. The remainder of the expenses should be covered by donations, contributions, sponsorships and the registration fees. This is why an ongoing budget is necessary. In the event meeting costs should exceed the budget in the final wrap-up, the three Associations will provide a prorated share to cover the deficit. If there is money remaining after all expenses are paid, this is to be divided (according to attendance) and submitted to the treasurer of each Association.

Issue the invitation at least three years out so that your state has adequate time for planning and making arrangements. A regulatory control official who is a member of one or more of the Associations should issue the invitation and direct it to the secretary of each Association. A copy should be provided to the current president of each organization.

The three secretaries will confer with each other and their respective boards of directors before accepting or declining an invitation. Should an invitation be received from more than one member for a particular year, a deciding factor will be the location. It is hoped that should an invitation be declined, it can be issued for another year. Please keep an alternate year in mind when deciding to host a meeting.

CONGRATULATIONS! YOUR INVITATION HAS BEEN ACCEPTED

Arrangements

The following are criteria and guidelines to assist in making arrangements.

Location

Most hosts select an area that offers history, entertainment and enjoyment for the visitors. Easy access by air and automobile is important, but not mandatory because transportation arrangements can be made. Remember, this is your opportunity to exploit the virtues of the area. The State Tourist Bureau will be of great assistance in making this decision. Let them do the work.

Site Selection

Of utmost importance is finding a facility that can meet the needs of the meeting. The local tourist/convention bureau will help by contacting the hotel/motel/resorts that can accommodate the group. The facilities will then contact you for your business.

Personal investigation of each facility is necessary. Allow ample time to thoroughly investigate and consider the facilities. The following are absolute requirements:

1. Sleeping rooms to accommodate at least 250/300 people. Will the convention rate apply at least 3 days before and 3 days after the meeting? Some will want to arrive early or stay over so they can see the sights.
2. Meeting Rooms (there should not be a charge for these)
 - a. General Sessions – to accommodate 150/200 people, theater style.
 - b. Luncheons or Banquets that may run concurrent with the General Sessions – to accommodate 200 people + head table.
 - c. Six breakout rooms for committee/board meetings to run concurrently the entire week. These may accommodate from 20 to 100 people set up theater style, conference style, or classroom style as requested by the meeting chair.
3. Restaurants within the facility and also prefer to have additional eateries within walking distance.
4. Complimentary suites for the three presidents for the entire week. The hotel should provide these at no charge because of the sleeping rooms rented and the food and beverage functions. If not, they can extend a very reduced rate that can easily be offset from funds of the meeting budget.
5. Swimming pool. The meeting is sometime a family vacation and young people are in attendance.
6. Hold block of rooms for a reasonable length of time for members to get travel approval and make travel arrangements.

Hint: Before contacting the sales department of a hotel, call reservations and learn their government rates. Then, negotiate toward these rates. Most attendees are state and federal employees and must stay within their per diem.

7. Site Inspection Check List:
 - a. Transportation to and from airport rate
 - b. Parking and rate

- c. Bell persons
- d. Were you greeted courteously?
- e. Sleeping Rooms
 - ✓ special treatment for VIPs
 - ✓ reservation cards
 - ✓ room confirmations
 - ✓ complimentary room requirements
 - ✓ are they spacious?
 - ✓ clean & fresh
 - ✓ hangers in closet
 - ✓ climate controls adequate
 - ✓ soundproof
- f. Lobby
 - ✓ spacious
 - ✓ clean and tidy
 - ✓ adequate seating
- g. Restaurants
 - ✓ how many?
 - ✓ hours of operation
 - ✓ can they accommodate the group?
 - ✓ room service 24 hours
- h. Elevator Service – is the service adequate, especially during peak periods?
- i. Registration Area
 - ✓ convenient to meeting rooms
 - ✓ good flow control
 - ✓ secured storage area for equipment nearby
- j. Meeting Rooms
 - ✓ column-free
 - ✓ lighting and climate controls
 - ✓ adequate air flow
 - ✓ sound system
 - ✓ visual aids built in (are union operators required and can host provide equipment?)
 - ✓ restrooms near meeting areas
 - ✓ charge for meeting rooms or setup
- k. Banquet Areas
 - ✓ table size
 - ✓ number of guests per waiter
 - ✓ guarantee time
 - ✓ setup overage

Once a hotel/motel/resort has been selected – **become best friends with your salesperson and the catering/banquet manager.** Keep in constant communication with them.

Only two or three members of the host agency should be designated to deal with the hotel in making arrangements, ordering food, equipment, etc., and signing invoices for the various events. This is protection against anyone charging against the master account.

PUBLICIZING THE MEETING

Following the meeting in the spring, plans can be made for a first notice to be mailed.

The mailing list is voluminous and should be maintained current and up-to-date by deleting the name and address of returned mailings and, after the meeting, add new names of people who attended. During the year contacts will be made requesting to be added to the mailing list. The secretaries may provide additional prospects. It is a courtesy to continue life members on the list in the event they may wish to attend if the meeting is in their area.

FIRST NOTICE – To be mailed in mid-April.

This should include the meeting dates, location, name and telephone number of hotel, hotel room rates, meeting registration fees, and any other information desired. Are special airfares available? Rental car preferences. Special notes about the location. Include a host contact person and telephone/fax number for further inquiries. If desired, a questionnaire may be included offering selections of activities for prospective attendees. Although response is minimal, it could provide a trend to assist in planning. It is wise to send this mailing by first class mail so that non-deliverable notices will be returned and the mailing list can be updated.

Information should be provided to the Association's secretary for posting on the website. The information must be in electronic format and may include your registration form, hotel information including its website if available, and tourist information about the surrounding area.

MAJOR MAILING – To be mailed at the end of May.

This is a large and time-consuming task. This mailing must include:

1. Hotel reservation forms – or include a page with telephone number, convention code, room rates and pertinent facts about the hotel. Include prominently the cut-off date for the convention rates.
2. Meeting registration form listing registration fees and all activities planned with costs involved. This is a very detailed form and important in making guarantees for banquets, tours, etc. There should be an advance registration fee and then a higher fee for late or on-site registration.
3. Programs for each Association meeting. The secretary of each Association prepares and furnishes the host state with an adequate number of programs for the mailing and additional ones for the meeting site. This should be received by the host state about the middle of May.
4. Description of tours and costs so that registrants can determine whether or not to sign up for themselves, partners or children.
5. Travel information on airlines, rental cars, limo/taxi service, hotel parking.
6. Any other information the host wishes to include.

FINANCIAL ARRANGEMENTS

A local account should be set up, generally in the name of AACO (Associations of American Control Officials). Two or more members of the host agency should be designated to deposit funds and write checks for payment of services.

Each Association contributes a set amount as start-up funds. These may be used as deposits for events, mailings, etc.

Prepare a preliminary budget that will be updated as the event draws near.

SPONSORS, CONTRIBUTIONS AND DONATIONS

The AACO meeting is fortunate that sponsors and donators permit amenities that could otherwise not be provided and maintain an equitable registration fee for each Association.

Some hosts may have difficulty in soliciting sponsors. If so, check with the secretaries to see if assistance can be arranged. You may want to design a letterhead for the "AACO" so that agency letterhead will not be used.

Letters can be directed to large companies and associations affiliated with each Association and local industries in the host area. Please refer to the list of contributors from the previous meeting. Note that there is a considerable donation from the pesticide industry (NACA) to be applied to the Pesticide banquet.

REGISTRATION

The first impression of your state and the meetings will be made at the hotel and the registration area. Make this a good impression by being friendly and making all who come to the area feel welcome. Be accommodating as possible. SMILE A LOT!

Nametags/badges are very important. The host state may design these with a logo indicative of the state. Also provide a way of indicating the Associations for which the individual has registered. It can appear at the bottom of the nametag. The first name or nickname should appear in very large bold type. Full name, company or Agency and city and state should follow with the full name very prominent.

Each state has its own computer equipment. It is essential to have a database for pre-registration ready to go before responses are expected from the pre-registration mailing. The rate and speed of return of registration forms are variable. A cutoff date for advanced registration is usually set about two weeks prior to the meeting. Higher registration fees applicable after the cutoff date are at least a minor incentive for people to be prompt in returning their registration forms.

On-site registration, whether it is providing the registration package to advance registrants or actually registering attendees, will be hectic at times. The host needs to have all badges, gifts, tickets and event information on hand and organized. The

computer and printer used to maintain the registrant data must be available at all times during registration. Since it is frequently necessary to generate updates on various counts for tours, meals, etc., the database should be designed to facilitate generation of many ad-hoc reports. Having numbered tickets for each event will provide a second method of confirming the number of persons to guarantee for food functions and tours.

Having the pre-registration section separate from the on-site registration section will eliminate some of the rush time lines and ease the waiting in line for those who have pre-registered.

Registration hours need to correspond to all Associations' meeting periods. Registration need not operate after 5:00 p.m. Registration can close late Thursday or Friday morning.

It is important that a computer with printer is available to prepare reports and other information that the Associations may require. Copy facilities should also be available whether it is through the hotel or a nearby copying center.

An electronic file of the registrants coded as to "control" or "industry" should be available and sent to the Associations' secretaries.

HOSPITALITY SUITE

The AACO meeting hospitality suite can be the social hub of the weeklong meetings. It can be located in a function space very close to the meeting room, be situated close to the hotel recreational facilities, a large suite. Some things to consider are ample space and a relaxed environment; a variety of seating spaces and groupings and although not necessary, a good view adds a pleasant and relaxed atmosphere. Hotel limitations are very important where hospitality rooms are concerned since they frequently will insist on furnishing everything served if a function space is used. Where regular suites can be used, as a general rule, you may furnish food as well as have the hotel provide some service like coffee if such is desired.

There are several considerations in determining how elaborate a hospitality suite will be: available sponsor funding or in kind support; arrangements acceptable to the hotel; number of host state employees/or volunteers for staffing; and the number of operating hours. If the hotel is willing to provide a good size entertainment suite complimentary or at reasonable cost, this is the best solution by giving the hotel some business (coffee, etc.) while being in a position to supply other foods (donuts, chips, cokes, etc.) at a reasonable cost. Taking advantage of big lot purchasing (Sam's or others), the expenses are reduced.

Meeting attendees enjoy the opportunity to stop by the hospitality suite early in the morning for coffee, tea, milk, juice and danish. In order to accommodate a breakfast crowd on Tuesday and Wednesday, you must be well prepared in advance. Opening early can be a strain on the host state staff and volunteers, but it can be very rewarding to know that in doing so many are served and pleased.

This is also a meeting place for partners, children and guests. They may visit the suite early morning also or use the hospitality suite prior to tours and events.

The hospitality room should be open early on the first Friday afternoon from 1:00 – 5:00 p.m. The remainder of the week, it should be opened early every morning through Friday morning. There is little need to have the hospitality area open in the evenings, but this can be utilized for children's food and entertainment during the Associations' banquets.

CHILDREN'S ACTIVITIES

Daytime tours should be planned for attendees not scheduled for a meeting, partners, guests and children on Monday, Tuesday and Thursday. Length of the tour is at the discretion of the host, but plan to return to the hotel in ample time for getting ready for the evening functions. The prices charged for the tours should be equal to or more than the actual cost to the host. People are willing to pay this in order to see interesting and informative sights of the area. Numbered tickets will help in determining the number in addition to the daily registration information.

BREAKS AND REFRESHMENTS IN THE MEETING AREA

Generally, there are morning and afternoon breaks during the meetings that may be sponsored by an industry group or member. The sponsor should be provided with hotel contacts so the details of the sponsorship can be worked out between the host state and the hotel.

Morning breaks usually consist of coffee, tea, juice, danish, bagels, etc. Afternoon breaks can have coffee, tea cold drinks, cookies or something sweet, popcorn, fresh fruit or light fare.

WEDNESDAY WELCOME LUNCHEON AND OUTING

Wednesday is the day most people are in attendance, so it is the opportunity for you to promote your state and dignitaries.

The Welcome Luncheon is your baby! You select the menus, speakers/entertainment, head table, *everything*. It is THE chance to show-case your state and organization. As currently organized this is a self-supporting function and all persons attending must purchase a ticket.

The Wednesday evening outing is scheduled so registrants can relax and enjoy local color. Again, this is designed by the host state and should include some sort of tour or entertainment at a tourist site, transportation and dinner. This is also a self-supporting function and all persons attending must purchase a ticket. Just be sure expenses are covered.

RECEPTIONS, BANQUETS AND ENTERTAINMENT

Each Association has a banquet during their time scheduled. This may be held in the hotel or away from the hotel, depending on funds available. If the banquet is held away from the hotel, then transportation must be provided. The secretaries of the Associations will select the menus preferred.

A ticket may be provided to each registrant at no charge. Additional tickets may be purchased for partners and guests. The price charged should be based on actual cost to the host. If contributions have been ample, this charge can be reduced.

There is generally a reception just prior to the banquet. You may have hosted bar or cash bar, depending on funds or sponsors available, or you may have a combination by providing a certain number of drink tickets to each registrant, and they may purchase additional drinks. Remember that there is a bartender fee and cashier's fee. These may be waived by the hotel if a set income has been received by the hotel. Check this out when negotiating and also try to negotiate all drinks at the hosted bar price.

The entertainment during each banquet is the selection of the host state. They make the arrangements and pay the costs from the AACO funds.

MEETING ROOMS AND ARRANGEMENTS AND A/V EQUIPMENT

There is a master list of meeting rooms that is made available to each secretary. It is the secretary's responsibility to advise the host state of the times and set-up of each meeting room they need along with any special equipment or A/V needs. It is important that this schedule is maintained by the host state so that duplications of meeting times and rooms are not selected by the Associations resulting in a conflict. Each secretary should confer with the host prior to issuing public notice of meetings.

A/V equipment – specifically screens, TV, VCR, a computer with projector - should be made available by the hotel, by an A/V company in close proximity to the hotel or supplied by the host state itself. The General Session room set-up should remain all week. The extras can be placed as needed. It is wise to designate a person or committee to be responsible for seeing that the equipment is placed as needed. Again, it is the responsibility of the Associations' secretaries to advise of these needs.

GIFTS AND DOOR PRIZES

These are optional, but generally a small gift is presented to each registrant at the registration area. These may be purchased through the AACO funds or if a sponsor or donator is available, be sure to recognize them in some way.

Door prizes are not required, but if funds permit, it is a nice touch to present at each Association General Session, possibly at the Welcome Luncheon and Banquet.

CLOSING REQUIREMENTS

The host is responsible for paying all accounts with the hotel, tours and other functions pertaining to the meeting. Once this is accomplished, a financial report is prepared and presented to the secretaries and treasurers of each Association. If there is a deficit, the three Associations will prorate the costs according to the number of registrants at each Association meeting. If there are funds remaining once the Association advances are reimbursed, the balance is prorated according to the number of registrants of each Association meeting and payment is made to the Association.

Update the mailing list.

Update the hotel sleeping room rentals on the chart that appears in the appendix for future hosts to use in selecting and negotiating with other hotels.

WHEN COMPLETED, PROVIDE THIS APPENDIX WITH YOUR COMMENTS TO THE NEXT HOST STATE FOR ITS USE AND TO THE EDUCATION AND INFORMATION COMMITTEE SO THAT THE COMMITTEE CAN MAINTAIN THE INFORMATION CURRENT ON A YEAR-TO-YEAR BASIS.

The Education and Information Committee should supply copies of this information to future hosts to assist them in making preliminary arrangements.