

WISCONSIN CHIEFS OF POLICE ASSOCIATION
BOARD OF DIRECTORS POLICY GUIDELINES

ANNUAL CONFERENCE GUIDELINES

1. Selection of Conference Site.

The annual conference site should be selected a minimum of two years in advance.

Future conference sites will be awarded by a vote of the Board of Directors based on the recommendation of the Conference Site Selection Committee.

Recommendation: The conference site should include a hotel facility large enough to guarantee 175 - 200 room reservations. The hotel or a conference facility should have meeting rooms large enough to accommodate 250, banquet space to accommodate 400, and exhibition space to accommodate a minimum of 35-45 vendors.

2. Conference dates.

The annual conference shall be held no later than the second week of August, beginning on Monday and concluding on Wednesday, subject to approval by the Board of Directors.

3. Board of Directors Responsibilities.

A. The Treasurer is responsible for:

1. Sending notices to vendors and making follow-up contacts as may be necessary. The Treasurer must coordinate vendor sales with conference site space available.
2. Providing the Host Chief with information necessary to file an acceptable Conference Financial Report.

B. The Treasurer and the Executive Director will assist the Host Chief negotiate the room rate at the conference hotel. The negotiated room rate should include the same rate for single or double occupancy.

C. The Executive Director is responsible for:

1. Providing a copy of these guidelines to the Host Chief upon selection of the conference site.

2. Providing a mailing list and address labels of WCPA members to the Host Chief by June 1st of the Conference year.
3. Providing a list of all WCPA Past Presidents to the Host Chief for program listing and Conference planning.
4. Coordinating arrangements for a meeting room for a pre-conference Board of Directors meeting and a subsequent dinner. This is usually held on the Sunday prior to the start of the conference.

4. Host Chief Responsibilities.

- A. Submit proposal to the Conference Site Selection Committee following guidelines established by that committee and make a presentation at the annual conference business meeting. Presentation should include highlights of hotel and conference site, etc.
- B. Open a checking account for Annual Conference receipt deposits and expenditures. **Recommendation:** This account should be named "19--WCPA Annual Conference".
- C. Plan social and spouse/guest programs with assistance and guidance of the Annual Conference Committee consisting of past and future host chiefs.

Note: The WCPA Training Committee is responsible for planning and conducting the training sessions held at the Annual conference. The Host Chief should coordinate planning of the conference with the Training Committee.

Obtain approval from the Board of Directors for the registration fees to be charged.

Obtain speakers for the keynote address at the opening ceremony, and as desired for other conference events.

- D. Publish conference program and registration information in the June issue of the WCPA "The Police Chief" Newsletter and the Wisconsin Department of Justice "Law Enforcement Bulletin" prior to the conference.

Mail notices to all WCPA members by June 15th of the conference year.

- E. Arrange for meeting room facilities:
 1. Board of Directors meeting Sunday, prior to conference 1:00 P.M.,

space for 35, coffee and soft drinks.

2. 4th Class Cities, Towns, Villages Committee meeting. Contact Committee Chairman for day, time and space required.
3. Smaller meeting space available for other committee meetings as requested by chairman.
4. Program meeting space as program dictates.
 - a. Opening ceremony: space for 200, raised speaker platform to accommodate conference greeters and appropriate WCPA and conference officials, and adequate sound system and a lighted lectern.
 - b. Workshops: adequate space and facilities for training to be presented.

NOTE: All meeting rooms must provide adequate lighting and ventilation and be designated Non-Smoking Areas.

F. Staff registration desk.

1. Sunday 3:00 P.M. - 6:00 P.M.
2. Monday 8:00 A.M. - 4:00 P.M.
3. Tuesday 8:00 A.M. - 12:00 Noon
4. Provide bulletin board for notices and messages.

G. Vendor's Accommodations.

1. Provide space as close to the training area as possible.
2. Provide overnight security.

H. Provide a photographer to cover all events, provide photos and copies of all local news coverage to the WCPA Publications Chairman within two (2) weeks after the conference.

I. Host Chief's Night.

1. Held on Monday night.
2. Plan meal and dance music or other entertainment.
3. Arrange refreshments at the dance.
4. Cash bar for other intoxicants.

J. Retired Members Breakfast.

1. Held on Tuesday morning.
2. Space for Officers and all retired members attending conference.
3. Breakfast should be coordinated with WCPA 3rd Vice-President as chair of retired members activity committee.

K. Conference Banquet.

1. Held on Tuesday night.
2. Accommodations for minimum of 400 (or number registered).
3. Speaker's platform to accommodate Board of Directors and their guests, Host Chief and guests. Lectern and sound system.

L. Past President Breakfast.

1. Held on Wednesday morning.
2. Space for WCPA President, 3 Vice-Presidents, Immediate Past President, Treasurer, Executive Director, and all Past Presidents attending the conference.

M. Business Meeting.

1. Held on Wednesday morning.
2. Space for the number of WCPA principal members registered.
3. Raised speaker's platform with sound system and lectern, minimum of six (6) chairs.
4. Ballots for election of minimum of two (2) offices.

N. Door prizes. The WCPA Board of Directors does not require that the Host Chief provide or solicit door prizes at the Annual conference.

O. Financial Report. This report, which shall include a record of all revenues received and expenditures incurred by the Host Chief for the operation of the Annual Conference, shall be submitted to the WCPA Board of Directors no later than sixty (60) days after the conference.

1. Any profit from this event shall be turned over to the WCPA. The WCPA will cover any reasonable loss if the guidelines have been followed.

