

**WISCONSIN CHIEFS OF POLICE ASSOCIATION
BOARD OF DIRECTORS POLICY GUIDELINES**

ANNUAL MID-WINTER TRAINING CONFERENCE GUIDELINES

1. **Selection of conference site.**

The Mid-Winter Conference site will be awarded by a vote of the WCPA Board of Directors no later than their business meeting at the previous Mid-Winter conference.

Recommendation: The conference site should be able to provide hotel(s) to house 200-250 registrants and the training site must have banquet space to accommodate the number registered.

2. **Conference dates.**

The Mid-Winter Conference should be held sometime during the last two weeks in February if practical. Other dates may be approved by the Board of Directors.

3. **Board of Director's responsibilities.**

- A. The Treasurer and the Executive Director shall assist the Host Chief in negotiating a desirable room rate at the conference hotel(s).
- B. If there is space available and the Host Chief desires, vendors may be invited to exhibit products. It is preferred that the Treasurer act as the contact person with vendors. In any event, notices to vendors shall not be mailed until after the Annual Conference preceding the Mid-Winter so as to avoid confusion.
- C. The Executive Director shall provide a mailing list and labels.
- D. The Treasurer shall provide the Host Chief with information necessary to file an acceptable conference financial report.

4. **Host Chief responsibilities.**

- A. Initiate contact with Chamber of Commerce for assistance in obtaining door prizes (the Board of Directors **does not require** the Host Chief to provide or solicit door prizes), large conference registration envelopes, name tags and holders, publicity and clerical assistance, and news releases.
- B. Confer with previous Mid-Winter host(s).
- C. Establish the cost of meals and other hospitality, which when combined with training expenses will assist in determining the registration fee which must be approved by the Board of Directors.

- D. Open a checking account for mid-winter receipt deposits and expenditures.
Recommendation: This account should be named "19-- WCPA Mid-Winter Conference". Establish accounts receivable and accounts payable ledgers.
- E. Publish conference program and registration information in the winter issue of the WCPA "The Police Chief" Newsletter and the Wisconsin Department of Justice "Law Enforcement Bulletin" prior to the conference. Mail conference program and registration information to all WCPA members in the first week of December.
- F. Arrange luncheons and A.M. and P.M. break refreshments and finalize costs in early January. Arrange printing of meal tickets for registration packets.
- G. Determine training and banquet room arrangements; i.e. raised platform, sound system, etc. and insure that the conference facility or other source is available to provide training aids and a technician to support that equipment.
- H. Complete pre-registration packets, arrange in alphabetical order.

Provide staff for registration desk:

1. Tuesday 3:00-6:00 P.M. for early registrants.
2. Wednesday and Thursday 8:00 A.M. - 4:00 P.M.
3. Friday - as program may dictate.

Provide a bulletin board for notices and messages.

- I. Contact local news media for publicity. Provide a photographer to cover all events, provide photos and copies of all local news coverage to the WCPA Publications Chairman as soon as possible after the conference.
- J. Complete a financial report which shall include a record of all revenues received and expenditures incurred by the host chief for the operation of the mid-winter conference, and which shall be submitted to the WCPA Board of Directors through the Executive Director no later than sixty (60) days after the conference.
 1. Any profit from this event shall be turned over to the WCPA through the Treasurer. The WCPA will cover any reasonable loss if the guidelines have been followed. It is the expectation of the Board of Directors that a profit will be made from the conference.
 2. All documentation, including but not limited to, invoice, receipts and bank records shall be forwarded to the Treasurer within 60 days of the conference.
- K. Send thank you notes to persons and organizations whose efforts, donations, or

other assistance contributed to the success of the conference.

L. Optional:

1. If vendors are provided space to exhibit, the Host is responsible for area security. Vendors deal with the facility regarding mechanical needs and hospitality room arrangements.
2. If the Host Chief decides to provide door prizes, prize tickets should be part of the registration packet, donors should be acknowledged, prizes should be distributed at the end of the training sessions or other times when the activity does not interfere with program speakers or content.

M. Confer with previous mid-winter host(s).