

Getting the Most from the Annual Meeting

Regional Manager Call

May 2024



THE UNITED STATES BOWLING CONGRESS | BOWL.COM



General Housekeeping



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Supply Order

Thank you for visiting the Supply Order Page for the 2023-2024 season. Log in below to place your order. If you still need supplies for the 2022-23 season, please email supplyorders@bowl.com with the materials and quantities you are requesting.

First and Last Name:

Association Number:

Password

Login >>

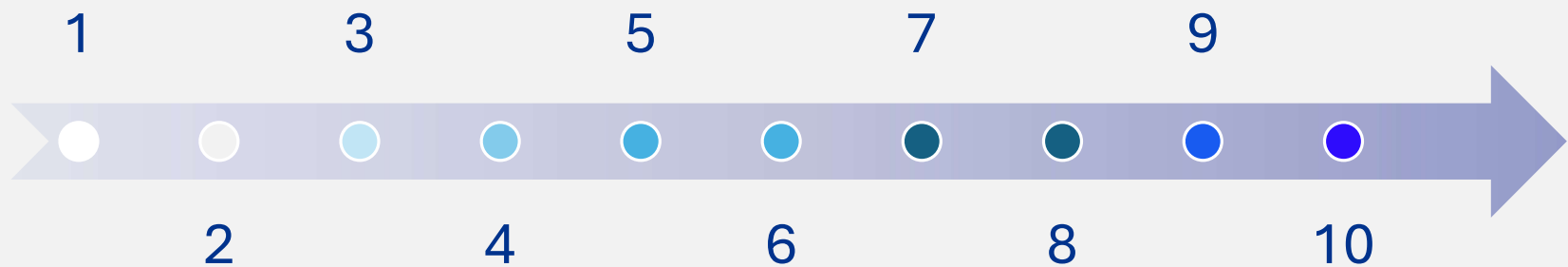
- 2025 Convention May 5th – 8th, 2025 in Las Vegas
- Be sure to place supply orders (Available June 1st)
- Association Leadership Academy
 - Pittsburgh: August 17th – 18th (Saturday - Sunday)
 - IBC: September 17th – 18th (Tuesday - Wednesday)
 - IBC: October 19th – 20th (Saturday - Sunday)



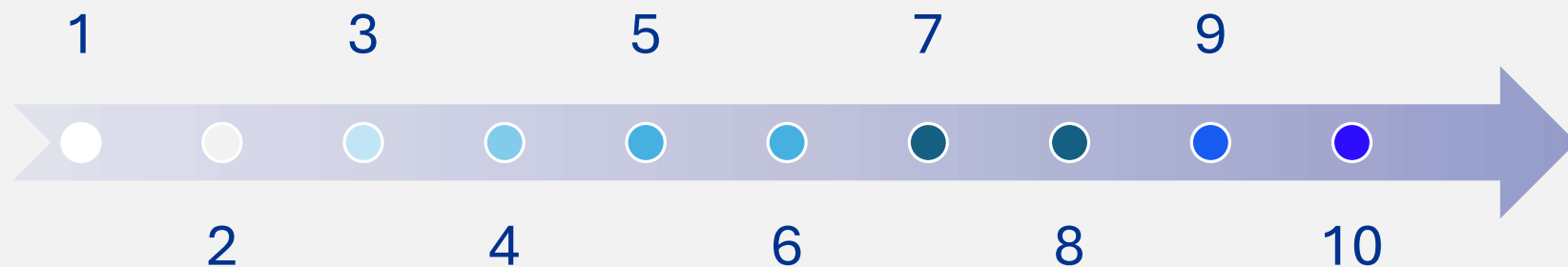
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How would you rate your annual meeting effectiveness?



How would you currently rate the attendance at your annual meeting?



AGENDA

1

Meeting Requirements

2

Creating an Agenda and Effective Time Management

3

Maintaining Meeting Minutes

4

Encourage/Increase Participation

5

Address Member Concerns

6

Continuous Improvement



What is a Quorum?

- Number of people, at minimum to conduct business during an association meeting.
 - 1. State Annual Meeting** - To conduct business at the state annual meeting, the combined number of delegates representing adults, and the number of delegates representing youth, as determined in the association's bylaws, must be present.
 - 1. Local Annual Meeting** - To conduct business at a local annual meeting, the combined number of adult members, and the number of youth representatives, as determined in the association's bylaws, must be present.



Financial Requirements

- Provide financial report, **in writing**, to every member at annual meeting
- If audit not completed, provide YTD financials
- Provide final fiscal year financials after on association website



Meeting Notifications

- **Bylaws Article VII – Meeting Notice**

- Notifications must be sent out, in writing, at minimum of 15 days prior to the start of the meeting.
- **Local** – Must be sent to the board, youth leagues, center representatives and every league secretary in the association
- **State** – Must be sent to the board and delegates to the state meeting



Establishing a Clear Agenda

- Clear and Concise
- Allow time for members to review financials
- Board Elections – List nominees
- Legislation / Proposals



Poll Question

Typically, how long does your annual meeting run?



Effective Time Management



Start on Time/Set
Time Limits



Stick to the
Agenda



Take Breaks,
If necessary

Maintaining Meeting Minutes

- Detailed Record
- Timely Distribution
- Recording / Archiving

MEETING MINUTES

DATE: October 21, 2021 LOCATION: MarketSite DIAL-IN INFO: (555) 555-5555
TIME: 3:00 PM ET MEETING URL: http://zoom.us TECH SUPPORT: (555) 555-5555

ATTENDEES: Board of Directors

I. CALL TO ORDER
Brian Carlson called to order the regular meeting of the Governance Committee

II. ROLL CALL
Corporate Secretary Erica Dunn conducted Roll Call using NBV Attendance Tracking

III. APPROVAL OF CURRENT AGENDA
The agenda was approved as written.

IV. APPROVAL OF PREVIOUS MINUTES
Erica Dunn read the minutes from the last meeting. Minutes approved as written.

V. SESSIONS
1. Regular Session
2. Chairman Session
3. Executive Session

VI. OPEN ISSUES
1. Business Continuity and Covid-19

VII. NEW BUSINESS
1. Spotlight on the "G" in ESG: Societal Shifts Collide with Governance

VIII. ADJOURNMENT
Brian Carlson Call to Order adjourned the meeting at 5:00 PM
Minutes submitted by James Brown
Minutes approved by Erica Dunn

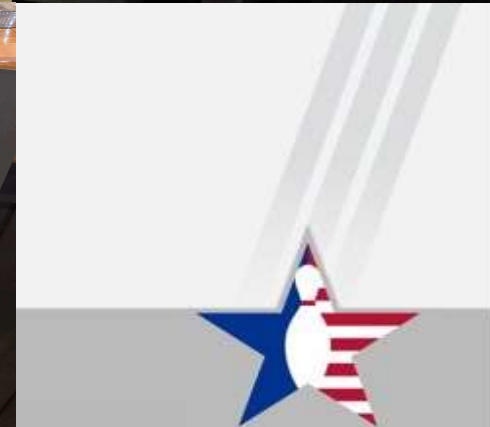


What methods has your board attempted to increase participation at your annual meetings?



Ways to Encourage / Increase Participation

- Open Discussions
- Feedback Surveys
- Branding



Ways to Encourage / Increase Participation

- Selecting the correct venue
- Door Prizes / Giveaways
- Tournament
- FOOD!



16th Annual IS USBC Scholarship Golf Scramble

Proceeds benefit IS USBC Scholarships

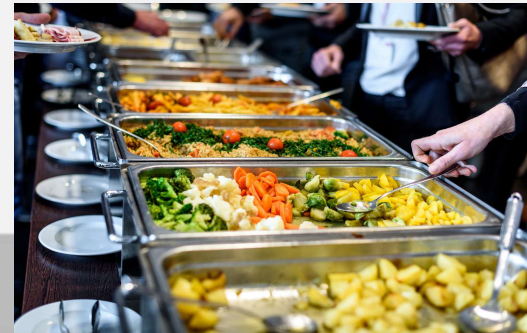
Saturday June 29 8:30 AM Shotgun Start

Saddlebrook Golf Club
5516 Arabian Run
Indianapolis, IN 46228

Entry Fee: \$300 per team

Hole Sponsorships: Only \$50

Entry Fee includes: Green Fee, Cart, Lunch and Prizes



Address Concerns



Identify issues



Formulate responses



Communicate
transparently

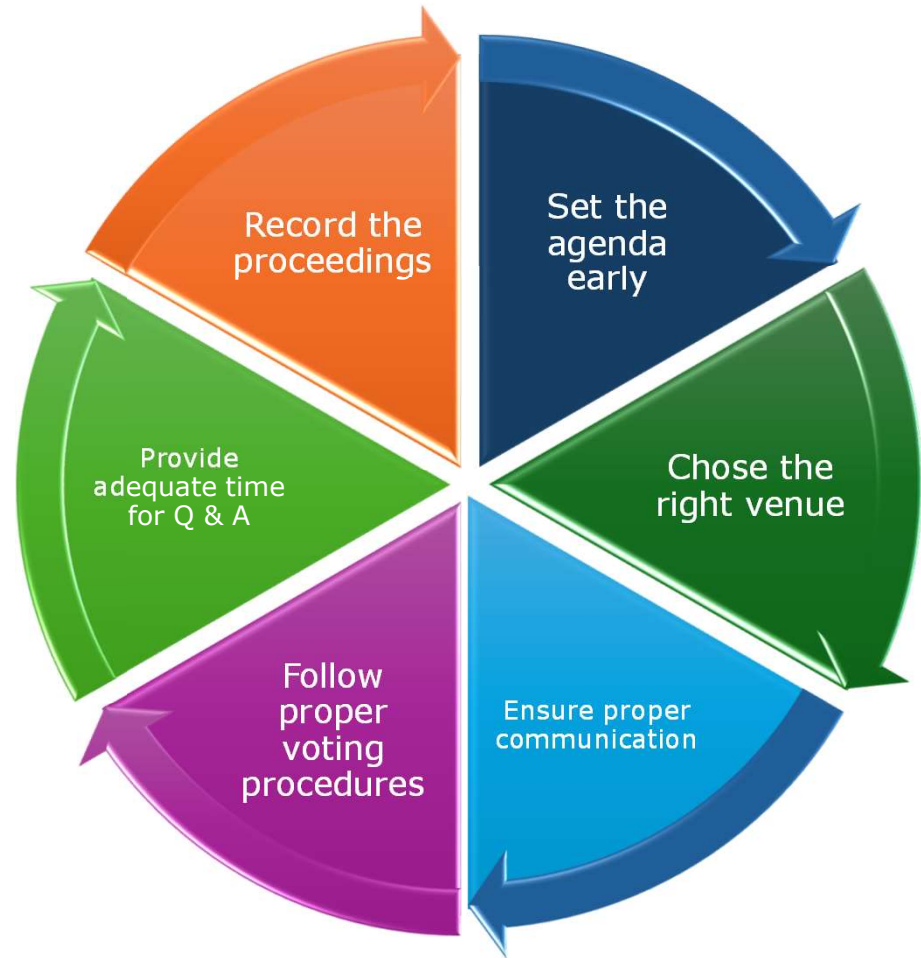


Continuous Improvement

- Seek Feedback
- Implement change
- Trial and Error



Best Practices for a Smooth Meeting





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ASSOCIATION DEVELOPMENT

Next Call Topic: *"Hosting League Secretary Workshops"*

Association Contact Information

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