

Annual Report for Annual Dinner

Sheila Zweifler

May:

1. The registration form is in The Branch, so people will start sending their checks. Batch and give to the treasurer (Diane Jablonski).
2. Use a spreadsheet to enter payments.
3. Get 2 volunteers to act as greeters who will check people in.
4. Arrange for any AV equipment if needed (Mary Anne Boylan).
5. Arrange for AAUW signage (Mary Coiteux)
6. Send e-mail reminders if registration is low (Margaret Nijhuis). Traditionally, people send in their checks at the last minute. A bit stressful.

June:

1. Notify venue of final count and pay. Bring a check to the dinner in case there are last minute attendees (Diane Jablonski).
2. Send spreadsheet to AAUW president.
3. Send spreadsheet to Margaret Nijhuis so she can print the nametags. Have some blank nametags available for the late attendees.
4. In 2015, the Annual Dinner was at the Poughkeepsie Grand Hotel, 99 people came, and the guest speaker was Dr. Pamela Edington of DDC.
5. In 2016, the Annual Dinner will be at the Poughkeepsie Grand Hotel and the guest speaker will be Lisa Ghartey.

September:

1. Look for a new venue if needed. I brought the AAUW president with me to check out the places.

October-November:

1. Choose the venue, choose the menu and give the deposit (Check from Diane Jablonski). Since people tend to send their checks late, it is best not to guarantee more than 75-80 people.

January:

1. Choose a guest speaker and invite her.

February:

1. First notice of "Save the Date" for March issue of The Branch (Margaret Nijhuis).

March:

1. Second notice of "Save the Date" and the guest speaker's biography for the April issue of The Branch (Margaret Nijhuis).

April:

1. Registration form and article about the annual dinner with the biography of the speaker for the May issue of The Branch (Margaret Nijhuis).
2. In the past, we have had a slide show. Bonnie Auchincloss does it and should be contacted..