

HOSTING A PRAIRIE STAR DISTRICT BOARD MEETING (during the PSD Annual Conference)

General expectations of a congregation which hosts a Prairie Star District Board meeting during the Annual Conference include providing meeting space, meals, and child care if requested.

The Board is concerned with keeping down the cost of the meeting. The conference hotel is a convenient place to meet, but meeting rooms and food there are often expensive. Meeting rooms in the church are very acceptable. The Thursday evening meal and meeting can be scheduled for a nearby, moderately priced restaurant if there is a private meeting room available.

MEETING SPACE

A room with table and chairs for up to 20 people is needed for Thursday evening from (6:00 or 7:00 to 9:00 p.m.) and Friday all day (8:00 a.m. to 5:00 p.m.).

Two or three smaller breakout rooms may also be needed on Friday.

CHILD CARE

Child care may be needed during the times the Board is meeting. The District Administrator will check with Board members and keep you informed as to whether any children will need care.

MEALS

Provide meals for 12-20 people as follows:

- **Thursday evening**

- Dinner
 - beverages - coffee, soft drinks, water, etc.

- **Friday**

- Continental breakfast including juice and fruit
 - Lunch
 - Mid-afternoon snack

- all day -- beverages -- coffee, soft drinks, water, etc.

The Board requests food that is low fat and nutritious, hot and hearty, inexpensive, and interesting/appetizing. Realizing that these requests could be considered contradictory, hosts are to use their best judgment about what to serve. Meals can be catered **or** purchased at grocery store/restaurant and brought in by congregation members, **or** cooked by congregation members. The Thursday evening meal can be scheduled for a nearby restaurant if there is a private meeting room available.

FINANCIAL ARRANGEMENTS

Hosting the Board meeting is not part of the Annual Conference budget. The Board will reimburse for the cost of beverages, meals, and snacks and child care. For reimbursement submit receipts with a District Expense Statement to the PSD Office. Expense Statements are available to download from www.psd.uua.org.

Sarah Greene, PSD Administrator, will have a more exact count for meals and knowledge of food allergies of Board members. Please let her know who to coordinate with.

HOTEL ROOMS

Board members will arrive at the conference location on Thursday and will need hotel rooms. They are responsible for making their own reservations, but the hotel may wish to know ahead of time that these people are coming. It would be nice if there is a special “conference rate” on the rooms that it is available for Thursday night also.