

Steps for a Successful Forum

Set up a Committee:

The Committee does not have to be large. You can wait until after you decide what to do before you decide how many people you need on the Committee. But you do need a Chair. He/She can bring in people as he/she needs them.

Things to consider:

In Region 1 there are 13 active Chapters and 1 inactive Chapter. The Region Forums are twice a year in the Spring and in the Fall. The Region started this cycle in the Spring of 2009 with Chapter 1 and will continue to go through all the active Chapters. If Chapter 30, Hawaii, becomes active the Region will need to review the schedule and possibly make an adjustment.

Spring 2009 Chapter 1 - Los Angeles/Bakersfield	Fall 2009 Chapter 2 - San Francisco/Oakland
Spring 2010 Chapter 11 - San Diego	Fall 2010 Chapter 27 - Sacramento
Spring 2011 Chapter 28 - Phoenix	Fall 2011 Chapter 42 - San Jose
Spring 2012 Chapter 44 - Las Vegas	Fall 2012 Chapter 46 - Reno
Spring 2013 Chapter 47 - Santa Barbara/Ventura	Fall 2013 Chapter 50 - Fresno
Spring 2014 Chapter 57 - San Bernardino/Riverside	Fall 2014 Chapter 67 - Orange County
Spring 2015 Chapter 73 - Tucson	

Who attends (how many to plan for)?

The Forums are open to anyone who wants to come. In order to attain full representation for voting purposes, some attendees are considered mandatory: Thirteen Chapters = 26 voting members. The attendees are usually:

1. The President and the Vice President/President Elect, or the International Director, depending on that Chapter's bylaws. (2 x 13 = 26)
2. The Regions Representatives to each International Committee. This consists of 10 committee representatives plus the Liaison from the IPDC. (10 + 1 = 11)
3. At the Spring Forum the Education Foundation will send one or more representatives. Also, any candidates seeking election to the IEC at the June Conference will usually attend. (Estimate 4).

What is being held?

Saturday: The Forum is the Business Meeting of the Region. It is an 8 hour meeting that has been traditionally held on Saturday.

Prior to the Forum: The Chapter hosting the Forum has the opportunity to hold a one (or two) day course, seminar or to conduct a tour of some project that would be of interest to the Right of Way profession on the Friday before. If a tour is being held, the host Chapter will usually submit the tour for possible recertification credits prior to the Forum. The Region usually asks the Chapter to have a social gathering on Friday evening to allow attendees to have a chance to meet and renew acquaintances prior to the Forum meeting.

Choosing a Date:

In choosing a date it is important to remember that the Region Chair has to attend meetings with the IEC (International Executive Committee) twice a year (currently). The best month for the Spring Forum is March and the best month for the Fall Forum is October. The IEC and Region Chairs usually meet in September and January or whenever the FAU (Federal Agency Update) is held. This can change if the dates are changed on the calendar at HQ. A good practice is to check with HQ to make sure that the Forum is not held before these IEC/Chairs meetings. Also, it is important to check for courses being given by Chapters in the Region, upcoming holidays and other events that might interfere with attendance at the Forum.

Choosing a Place:

The hotel does not have to be the best hotel on the planet nor the most expensive. Think about what makes the area unique. Find a place that has different places to dine and get together socially.

In choosing a Hotel/Motel for the Forum you need:

1. Adequate rooms and parking for the attendees
2. A room for the meeting on Saturday that will accommodate the attendees.
3. A place to eat lunch on Saturday that is close to the meeting room (we are used to paying for our own lunch). It is best to keep the attendees at the hotel to avoid getting back late for the 2nd half of the meeting. The sooner you start the sooner you are finished and can go home.

Funding:

Each Chapter hosts a Forum once every 5 or 6 years. In past experience, we have found that the host Chapter spends approximately \$500.00. The Chapter is encouraged to seek donations from sponsors to help defer the cost. It isn't necessary to compete with the other chapters – being individual and unique will impress us much more.

Meeting Room Set Up:

The easiest set up for tables and chairs is the inverted 'U' with a podium and a small table for the laptop and projector in the open part of the 'U'. The Vice Chair sits at the laptop and keeps the meeting going by showing the agenda and reports on the laptop as the Chair directs the meeting. Make sure there is one table for reports, etc., that need to be handed out and extra chairs for any guests and visitors that may happen to drop by; these extra chairs can just be placed along the wall. The forum is an open meeting and any member of our organization can participate.