



Executive Board Duties & Guidelines



Kentucky State Council

Written & Compiled by Vicky Jones



Kentucky State Council Executive Board Duties

PRESIDENT

General

- Your main job is to have general supervision over the business and activities of the Kentucky State Council.
- You are a member ex-officio of all committees except the Nominating Committee.
- You can appoint officers, standing committees and any special chairmen and/or committees deemed necessary.
- It is important that you keep in close contact with the State Council Board, and all chapters.
- Keep the state membership informed as to official communications from the International Council (IC) and the Southeastern Regional Council (SERC).
- Remember COMMUNICATION is the key to a successful year.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities. Also read over the Duties & Guidelines for all the Executive and Appointed Board members.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st. This is usually paid by the Kentucky State Council. Check the budget for total amount paid.
- If you haven't already made travel reservations and room reservations for the IC Convention, do this immediately. You have a budget for this, anything over the budget is your responsibility.
- Make sure you have your room reservation for Fall Board. Check the bylaws and budget on exactly what will be paid.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st). If you miss the deadline, you are responsible for the price increase.

June

- Start getting everything ready for IC Convention. Things to remember to pack:
 - White gloves
 - Red, white and/or blue to wear during the flag ceremony (NO jeans, t-shirts, & etc.). Nice slacks or dress/skirt.
 - Copy of the latest Jonquil which has all the candidates' information and bylaws to vote on. If you don't have a Jonquil, you need to acquire this information.
 - Highlighters & paper clips (this will be helpful so you can highlight things in your agenda).

July

- Attend IC Convention. You are Kentucky's representative, so please don't skip meetings.
 - As soon as you get to IC, read over your agenda and get a feel for when all the meetings and workshops will take place.
 - There is usually a State Presidents' meeting on Wednesday.
 - It's recommended to try to have Kentucky members in attendance assigned to workshops that overlap. Someone will need to attend the ESA Foundation Counselor's Workshop (if the State Counselor is not at IC), and any other workshop you deem important.
 - You will carry the Kentucky flag (IC is now using small flags, and they will be at convention for you).
 - During caucus time (see the IC agenda), you will host a meeting with all the Kentucky members in attendance. During this meeting you will discuss and vote on IC Candidates and IC bylaws.
 - You will have reserved seating at all General Assemblies.
 - If the Kentucky State ESA for St. Jude Chair is at the IC Convention, remind them that they will participate in the St. Jude presentation of money on Saturday night. They will need to check the agenda to see when the rehearsal will be. If not in attendance, then the State President can fill in or appoint someone to fulfill this duty.
 - Ask the membership present if they want to have a "state's night out". You are responsible for making reservations if you go out to a restaurant.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th. Your article is extremely important to the membership. Inform them of your goals and expectations for the year.
- Work closely with the Workshop Coordinator on Fall Board workshops. Give the Coordinator direction on the types of workshops you want. You are then to approve all suggested workshops.
- Contact the Fall Board host chapter and discuss any details about the Fall Board that you want executed. This includes:
 - Agenda items (ask the host chapter if they are printing the agendas or not)
 - Set-up (table arrangement; AV needed: etc.)
 - Beginning & ending time frame

August

- Consider having an Executive Board Meeting/Retreat. This retreat will help you bond with your Executive Board and give you the opportunity to work on this ESA year's plan. Make sure you have an agenda. This helps keep everyone focused.
- Check to see when the deadline is to mail in Fall Board registration. Send your form to the Kentucky State Treasurer for payment.
- Check deadline for SERC Conference. SERC Conference is usually the end of October. Send your form to the Kentucky State Treasurer for payment.
- Start working on your agendas for Fall Board. The State President usually has a detailed agenda for the Executive Board to follow, and then a basic agenda for the membership. If you don't have a copy of this, contact the previous president for a working copy.

September

- Remind the following Appointed Chairs:
 - Awards Chair - Awards information packets are to be given out to each Chapter President at Fall Board.
 - Finance Chair (State Treasurer) – money making project at Fall Board
- Be sure the treasurer has sent in your Fall Board registration. Fall Board is usually between September and October.
- Start planning to attend the SERC Conference. If you are not able to go, then ask the Vice President to go as an alternate.

October

- Attend the SERC Conference. You are Kentucky's representative, so please don't skip meetings.
 - You will carry the Kentucky flag. Don't forget your flag and gloves.
 - During caucus time you will host a meeting with all the Kentucky members in attendance. During this meeting you will discuss and vote on SERC Candidates and bylaws.
 - You will have reserved seating at all General Assemblies.
- After Fall Board and SERC, mail the Kentucky State Treasurer all your receipts and vouchers for expenses incurred. Check the bylaws & budget.

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th. You should know who the IC Rep and the SERC Rep will be at the Kentucky State Convention. Be sure to include this information in your article.

December

- Be in contact with the local convention chair and discuss any details about the State Convention that you want executed. This includes:
 - Agenda (you and your chapter are in charge of the printing of the agenda booklets for convention – make sure the local convention chair is aware of this)
 - Set-up (table arrangement; AV needed: etc.)
 - Beginning & ending time frame
- Be sure to contact the IC Rep and SERC Rep and welcome them to Kentucky. Give them details about the State Convention which includes:
 - Name and address of hotel
 - What day and time to arrive and depart.
 - Where to fly into. You will need to talk with the local convention chair to work out the details of who will pick the reps up at the airport if flying.
 - Any jobs you want them to perform (i.e. Service Pin Recognition & etc.). Usually the IC Rep is in charge and the SERC Rep will assist.
 - Remind them that they will carry a flag during the Opening Ceremonies and white gloves will be provided (double check to make sure we still have the gloves).
 - Let them know the dress attire for each function, and a brief overview of the agenda.

January

- Work closely with the Workshop Coordinator on State Convention workshops. Give the Coordinator direction on the types of workshops you want. You are then to approve all suggested workshops.

February

- It's never too early to start working on your agendas for State Convention. The State President usually has a detailed agenda for the Executive Board to follow, and then a basic agenda for the membership. If you don't have a copy of this, contact the previous president for a working copy.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is February 15th
- Notify the Executive Board and Appointed Board to send you a copy of their year-end report. This is usually added to the agenda book.
- Remind the Appoint Chairs:
 - Chaplain – Memorial Service at State Convention
 - Awards Chair – Awards celebration (usually after lunch on Saturday)
 - ESA for St. Jude – Presentation of dollars (usually Saturday night)

March

- Check deadline for Kentucky State Convention. Send your form to the Kentucky State Treasurer for payment. At this time, make sure the treasurer is aware that the IC & SERC Reps' registration is paid along with the State President's.
- Remind any Appointed
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- State Convention is here – remember, if you have completed the work ahead of time, you are prepared and ready to have FUN!
- Give your permanent files to your successor.

VICE PRESIDENT/PRESIDENT ELECT

General

- Your main job is nominating, securing bids for Fall Board & State Convention and getting ready for your year as State President.
- You may also be the Membership Chair. Familiarize yourself with the responsibilities of the Membership Chair.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep in constant contact with the State President.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- If you have been appointed Membership Chair then complete the following:
 - Check with the State President on who is also on this committee. If a committee has not yet been appointed, the give suggested names (approx. 2 people).
 - Start forming a Membership “push” that the state can be involved in to increase membership. If our membership doesn’t grow, then ESA will die out. Come up with creative ideas (i.e. challenges, workshops, & etc. on “How to Get New Members”). The sky’s the limit! Be sure to communicate this idea with the State President first before sending it out to so it does not conflict with anything she/he is doing.
 - After speaking with the Kentucky State President on your membership idea, begin getting the word out to the chapters.

May

- **DEADLINE** to send in your IC Registration (before the price increases May 1st).

June

- Send out a notification (either email or “snail” mail) to all chapter presidents and vice-presidents asking that they consider hosting State Convention and/or Fall Board.

July

- Attend IC Convention if possible. This is a good time to “shadow” the State President and see what duties you will be performing the next year. Be sure to attend the Membership Workshop since this could be one of your main duties as Vice-President.
- Write an article for *The Kentucky Lamplighter*. **DEADLINE** is July 15th.

August

- Be prepared in the event that the State President may have an Executive Board Meeting/Retreat.
- Check to see when the deadline is to mail in Fall Board registration.
- Check deadline for SERC Conference. Be sure to get your registration form submitted before the deadline date. SERC Conference is usually the end of October.



- Start working on your theme and logo for your year as president.

September

- Be sure you have sent in your Fall Board registration. Fall Board is usually between September and October.
- Start planning to attend the SERC Conference if possible.
- Start working on your Executive and Appointed Board for the coming year. Remember, to check your bylaws to see who is eligible to run for office and which appointments are a must according to the Kentucky State Council Bylaws. It's a good idea to talk to these perspective candidates personally and not by email.
- Start thinking about who you want your installing officer to be (the person who will conduct your installation). It's not a bad idea to go ahead and ask that person so they can begin writing your installation. See Installation Tips section of your duties.

October

- Attend the SERC Conference is possible.

November

- You should receive an email concerning the Leadership Seminar in Denver, Colorado which is usually held the first weekend in February. You should receive this email from ESA Headquarters sometime around the 15th of November. **DEADLINE** for registration is December 1st. Make sure you have your registration paid by the end of November. Fill out the form and have the State Treasurer give you a check for the registration amount (check made out to ESA Headquarters).
- Write an article for *The Kentucky Lamplighter*. **DEADLINE** is November 15th. Encourage members to run for office on the State Executive Board and serve on the Appointed Board.

December

- You are the chairman of the Nominating Committee. Forward letters/emails and nomination forms to all chapter presidents requesting nominations of qualified members for Kentucky State Council Offices. Deadline for nominations is January 20th. A nomination form is included in these guidelines.
- Don't just rely on Chapter President to get the word out. You will probably want to contact certain individuals yourself to encourage them to run for office.
- Choose a Corresponding Secretary to be your running mate on the Board. This needs to be someone you can rely on to help you.

January

- Start working on filling your Appointed Board.
- January 20th is the deadline to receive nomination forms. If you don't have your Executive Board filled, then you can extend this deadline. Continue to contact people to run. Send all nominations forms to the Nominating Committee and have them look over the forms to determine if any candidate is ineligible to run for office.
- You might consider going ahead and making your travel reservations and hotel reservations for IC Convention. The receipts can't be turned in until after the State Convention for payment. But making your flight plans early could save you and the council a lot of money.

February

- Attend the annual ESA Leadership Seminar. Gather information for the Leadership presentation you will give at State Convention.
- Write an article for *The Kentucky Lamplighter*. **DEADLINE** is February 15th.
- Choose someone to conduct your installation. See Installation Tips included in these guidelines.
- Start Working on your Yearbook. Your Yearbook goes to all Executive Board, Appointed Board, Chapter Presidents, and Past Presidents. It's very expensive to provide notebooks, so you might want to just consider printing the pages and requesting everyone to bring their own notebook to State Convention. The following information should be included:
 - Executive Board Roster
 - Appointed Board Roster
 - Chapter Rosters
 - Kentucky Past Presidents' Auxiliary Roster
 - IC Board Roster – you'll first include the present IC Board, then you will send out an updated copy after IC Convention in July.
 - SERC Roster - you'll first include the present SERC Board, then you will send out an updated copy after SERC Conference in October.
 - Important dates & deadlines
 - Bylaws
 - Duties & Guidelines
- Consider what your goals are for the year. You will give an acceptance talk at the Second General Assembly. Relay your goals and expectations at that time.
- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.

March

- Prepare ballots for distribution in the event that there is more than one (1) person running for an office. Check with the treasurer on how many votes each chapter received, and that is the minimum number of ballots you need to prepare. (Sample ballot included in these guidelines).
- Prepare ballots for distribution in the event that there is more than one (1) bid for the Fall Board meeting and / or State Convention the next year. Check with the treasurer on how many votes each chapter received, and that is the minimum number of ballots you need to prepare.
- Prepare your Leadership workshop for State Convention. Be sure to contact the State President to see how much time you are allowed.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Attend the State Convention. The President may call an Executive Board meeting on Friday.
- Present your Leadership Workshop
- Give your permanent files to your successor.



**Kentucky State Council
Elected Office Nomination Form**

Please print or type

Name: _____ Spouse: _____

Address: _____ City/State/Zip _____

Phone (Home): _____ Phone (Cell): _____

Email: _____

Chapter Name: _____ Chapter #: _____

Nomination for the office: _____

Second Choice: _____

Year Joined ESA _____ Number of Members you have Pledged? _____

Have you received your First Pearl? _____ Highest Pallas Athene Degree: _____

Number of Conventions / Conference Attended:

State: _____ SERC: _____ IC: _____

Please Circle Yes or No

Have you been an active ESA member for the past two (2) years? ----- Yes - No

Have you been chapter president? ----- Yes - No

Have you paid your individual dues to ESA Headquarters? ----- Yes - No

Has your chapter paid State dues? ----- Yes - No

Has your chapter paid IC dues? ----- Yes - No

If nominated for Recording Secretary, do you take accurate notes and type? ----- Yes - No

If nominated for Treasurer, are you at least 21 year of age and bondable? ----- Yes - No

If nominated for Vice President, have you served at least two (2) years as an
elected officer of the Kentucky State Council ? ----- Yes - No

Chapter Offices held (show dates for elected offices only)

Chapter Elected Offices:



Chapter Appointed Chairs:

Chapter Appointed Committee

State Offices held (show dates for elected offices only)

State Elected Office:

State Appointed Chairs:

State Appointed Committee

Nomination Approved By:

Chapter Name: _____ Chapter #: _____

Chapter President: _____
(Signature)

Please use this nomination form as my letter of acceptance.

If elected for the office of _____ of the Kentucky State Council, I

(print name) _____ will accept this office and serve the

council to the best of my ability.

(Signature of Nominee)

Nomination Form must be postmarked by January 20th and mailed to the Kentucky State Council Vice President.



**Kentucky State Council
Willing to Serve Form**

Please print or type

Name: _____ Spouse: _____

Address: _____ City/State/Zip _____

Phone (Home): _____ Phone (Cell): _____

Email: _____

Chapter Name: _____ Chapter #: _____

Appointed Chair you would be willing to serve:

- _____ Awards Chair
- _____ Chaplain
- _____ Educational Chair
- _____ Easter Seals Chair
- _____ ESA Foundation Counselor
- _____ ESA for St. Jude Coordinator
- _____ Membership Chair
- _____ Philanthropic Chair
- _____ *The Kentucky Lamplighter* Editor
- _____ Workshop Coordinator

Appointed Committee you would be willing to serve:

- _____ Credentials Committee
- _____ Finance Committee
- _____ Membership Committee
- _____ Nominating Committee

Nomination Form must be postmarked by January 20th and mailed to the Kentucky State Council Vice President.



**KENTUCKY STATE COUNCIL OFFICERS
OFFICIAL BALLOT**

VOTE FOR ONE (1) CANDIDATE FOR EACH OFFICE.
MARK AN (X) IN THE SPACE PROVIDED BY THE NAME OF YOUR CHOICE.

FOLD THE BALLOT IN HALF

VICE PRESIDENT

RECORDING SECRETARY

TREASURER

PARLIAMENTARIAN

RECORDING SECRETARY

General

- Your main job is to take complete and accurate notes at all meetings.
- You might consider having a tape recorder. Most phones and iPads now have a recorder on them or can be downloaded free.
- Keep up with all email motions and place them in the minutes at the next Executive Board meeting.
- You will also be responsible for roll call at all meetings.
- You are responsible for the Outstanding Member & Outstanding Pledge Presentation at State Convention.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- Relax & enjoy your time.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th. You might consider writing an article on “Tips of How to Write Minutes”, “Tips on Organizing Minutes”, or etc.

August

- Be prepared in the event that the State President may have an Executive Board Meeting/Retreat. You will write minutes for this meeting. Within thirty (30) days after this meeting, send a copy of the minutes to the State President for approval.
- Check to see when the deadline is to mail in Fall Board registration.
- Check deadline for SERC Conference if you plan to attend. Be sure to get your registration form submitted before the deadline date. SERC Conference is usually the end of October.

September

- Be sure you have sent in your Fall Board registration. Fall Board is usually between September and October.
- Start planning to attend the SERC Conference if possible.
- Be sure to send the President a copy of the minutes if there was a meeting/retreat of the Executive Board.
- Following the approval of the minutes, distributed via email to the Executive Board only.

October

- Attend the Fall Board meeting. The President may call an Executive Board meeting the night before the Fall Board meeting. You will take minutes at this meeting.
- Take complete and accurate notes of all the meetings. You should be given a detailed agenda by the President which will help in writing the minutes.
- During the meeting you will conduct chapter roll call (it should be printed in the agenda).
- You have thirty (30) days after the Fall Board meeting to send your minutes to the President for approval.
- Attend the SERC Conference is possible.

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th.
- Send your Fall Board minutes to the President for approval within thirty (30) days after Fall Board. The minutes will be from the Executive Board meeting and the General Board meeting.
- Following the approval of the minutes, distributed via email. Remember, the minutes of the Executive Board meeting is to be sent to the Executive Board only. The minutes of the General Board meeting are to be sent to the Executive Board and Chapter Presidents. Be sure to remind chapter presidents to share these minutes with their chapter members.

December

- Relax & enjoy your time.

January

- Relax & enjoy your time.

February

- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is February 15th.

March

- Contact each chapter to find out who their Outstanding Member and Outstanding Pledge are for the chapter.
- Work on your Outstanding Member/Pledge. Check the budget to see if there are any funds for some type of award.
- Check deadline for Kentucky State Convention. Be sure to get your registration form submitted before the deadline date.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Attend the State Convention. The President may call an Executive Board meeting on Friday.
- Take complete and accurate notes of all the meetings. You should be given a detailed agenda by the President which will help in writing the minutes. You have thirty (30) days after the State Convention to send your minutes to the President for approval.



- During the First & Second General Assembly you will conduct chapter roll call (it will be printed in the agenda).
- Present the Outstanding Member/Pledges
- Give your permanent files to your successor.
- Following the approval of the minutes, distributed via email. Remember, the minutes of the Executive Board meeting is to be sent to the Executive Board only. The minutes of the First and Second General Assembly are to be sent to the Executive Board and Chapter Presidents. Be sure to remind chapter presidents to share these minutes with their chapter member.

CORRESPONDING SECRETARY

General

- Your main job is to assist the State President anyway you can.
- Keep in regular contact with the State President.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- Relax & enjoy your time.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th.

August

- Be prepared in the event that the State President may have an Executive Board Meeting/Retreat. Check to see what the President needs help with.
- Check to see when the deadline is to mail in Fall Board registration.
- Check deadline for SERC Conference. Be sure to get your registration form submitted before the deadline date. SERC Conference is usually the end of October.

September

- Be sure you have sent in your Fall Board registration. Fall Board is usually between September and October.
- Start planning to attend the SERC Conference if possible.

October

- Attend the Fall Board meeting. The President may call an Executive Board meeting the night before the Fall Board meeting.
- During the meeting you will read any correspondence the President may have received.
- Attend the SERC Conference if possible.

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th.

December

- Relax & enjoy your time.



January

- Relax & enjoy your time.

February

- Check with the President to see what might need to be completed.
- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is February 15th.

March

- Check deadline for Kentucky State Convention. Be sure to get your registration form submitted before the deadline date.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Attend the State Convention. The President may call an Executive Board meeting on Friday. This meeting is usually in the State President's suite/room. You will act as hostess for this meeting.
- During the First General Assembly, you will read any correspondence the President may have received.
- Give your permanent files to your successor.

TREASURER

General

- You are the keeper of the funds. Do your due diligence to make sure the funds are secure and grow.
- Familiarize yourself with the adopted budget. You will pay out money as approved in the adopted budget. Amounts in excess of the budget must have the approval of the Executive Board prior to payment.
- Send a notice to the chapter Presidents when dues are received. Dues form is found in these guidelines to be share with all Chapters.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- Decide how you’re going to keep a record of all your expenses and disbursements (i.e. Quickbooks, Excel, Money Plus, or etc.). Your books need a detailed accounting of all income and expenses. Keep all bank statements in your Treasurer’s book.
- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.
- After the State Convention, Contact all Executive Board and Appointed Board members and inform them what their budgeted amount is to spend. Forward a voucher for them to use and make sure all know that a receipt **MUST** accompany the voucher before any payment is made. **No receipt, no payment.** A sample voucher can be found in these guidelines.
- Consider two (2) people to help you on Finance Projects. Contact the State President of those people. You are considered Chair of the Finance Committee and you all are responsible for raising funds through the year to help grow the treasury.
- Check with the State President concerning IC Convention. May 1st is usually the deadline for registration, then the price increases. You will pay the State President’s registration.
- If chapter dues are received, send the Chapter President a notice that they were received.
- Reconcile the bank statement.

May

- **DEADLINE** to send in your IC Registration (before the price increases is May 1st).
- If chapter dues are received, send the Chapter President a notice that they were received.
- Reconcile the bank statement.

June

- Be thinking of a Finance Project to present at Fall Board. Work with your Finance Committee.
- If chapter dues are received, send the Chapter President a notice that they were received.
- Reconcile bank statement.

July

- Attend IC Convention if possible.

- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th. This is a good time to remind chapters to pay their state dues (\$25 per chapter plus \$15 per member). Also, inform the members about the Finance Project that will take place at Fall Board. IF you are planning a project throughout the year, which will not specifically take place at Fall Board and/or State Convention, let the membership know.
- You should receive receipts and vouchers from the State President for IC room/board and transportation. Check the bylaws and budget on what is actually paid.
- If chapter dues are received, send the Chapter President a notice that they were received.
- Reconcile the bank statement.

August

- Begin gathering information for the Tax Fax that must be sent to ESA Headquarters before September 15th. Information is from August 1 – July 31, therefore it will include income & expense information from part of the previous year, plus part of your year.
- Send in the State Council's IC dues of \$45 to the newly installed IC Treasurer (due on August 1st). Check with the State President on the correct name and address. Check the bylaws and budget before payment. See guideline for form.
- Be prepared in the event that the State President may have an Executive Board Meeting/Retreat.
- Check deadline for SERC Conference. Be sure to get your registration form submitted before the deadline date. SERC Conference is usually the end of October.
- If chapter dues are received, send the Chapter President a notice that they were received.
- Reconcile the bank statement.

September

- Be sure you have sent in your Fall Board registration. Fall Board is usually between September and October.
- Send in the Tax Fax form before September 15th.
- Communicate with the State President concerning payment of Fall Board registration. The State President's registration form is to accompany the payment.
- Start planning to attend the SERC Conference if possible.
- Communicate with the State President concerning payment of the SERC registration. The check should be made out to the SERC host (check form). The State President's registration form is to accompany the payment.
- Prepare a semi-annual financial statements for Fall Board Meeting. This is to be present to the entire membership present. Check with the President and local Fall Board Chair to see if an agenda will be handed out. You could possibly have them print it for you in the agenda.
- Prepare everything you need for your Finance Project at Fall Board. Might include:
 - Silent Auction - bidding papers
 - Tea Cup Auction – envelopes with 10 number strips in each; plastic cups; list of your numbers in the envelope so you can write down the person who purchased that envelope.
- Make sure the host chapter knows what you might need (i.e. tables for auction items and etc.).
- If chapter dues are received, send the Chapter President a notice that they were received.
- Reconcile the bank statement.

October

- Attend the Fall Board meeting. The President may call an Executive Board meeting the night before the Fall Board meeting.
- Be prepared to give the financial report at the meeting. Information should include:
 - Amount transferred from previous year
 - Total Income
 - Total Expenses
 - Amount in the account
- You should receive receipts and vouchers from the State President for Fall Board room and transportation. Check the bylaws and budget on what is actually paid.
- Attend the SERC Conference is possible.
- If chapter dues are received, send the Chapter President a notice that they were received.
- Notify the Treasurer and President of each chapter no later than November 1 if dues have not been paid.
- Reconcile the bank statement.

November

- You should receive receipts and vouchers from the State President for SERC room/board and transportation. Check the bylaws and budget on what is actually paid.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th.
- Reconcile the bank statement.

December

- Send in the State Council's voluntary SERC dues of \$15 to the SERC Treasurer. See these guidelines for a form.
- Contact the Vice President concerning the ESA Leadership Seminar. Check the bylaws and budget to see exactly what to pay. You will write the Check directly to ESA Headquarters for the Registration fee and mail it with the Vice President's form.
- Reconcile the treasurer's books.

January

- Notify the Vice President no later than January 15, which chapters have not paid dues.
- Send in the State Council's ESA Foundation dues of \$25 to ESA Foundation; 363 West Drake Road; Ft. Collins, CO 80526.
- If the State President is not a previous past president, you will need to order the Full Crown pin to be presented at State Convention. Check the Standing Rules and budget before ordering. This is ordered directly from the ESA website. Check the budget.
- Reconcile the bank statement.

February

- Send in the State Council's IC Disaster Fund donation of \$25 to the current State Disaster Fund Chair (this is usually the Jr. Past President). Check the bylaws and budget before payment.
- Consult with the State President, and determine a deadline date for all vouchers and receipts to be turned in and the last date that checks will be issued.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is February 15th.
- Once the deadline dates are determined, contact all Executive and Appointed Board members. Let each Board member know what budgeted amount they have left (if any).

- Begin working on the next year's Proposed Budget. Contact the Executive Board for any suggestions and or changes.
- Communicate with the State Chaplain to find out if any Kentucky ESA members have passed away since State Convention (you will want their name and a family member's name & address). Send in the State Council's \$25 donation to the ESA Foundation (Kentucky Endowment Scholarship) in their memory. If no member has passed away, a donation is still sent. Check the standing rules & budget before payment.
- Reconcile the bank statement.
- Purchase gifts for the IC and SERC Reps. Communicate with the State President concerning the gifts that are to be present to the IC and SERC Reps. In the past, an engraved mint julip cup was presented, but this may be cost prohibited. Check the budget as well.
- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.

March

- Check deadline for Kentucky State Convention. Be sure to get your registration form submitted before the deadline date.
- Communicate with the State President concerning payment of Convention registration for State President, IC Rep and SERC Rep. The State President's registration form is to accompany the payment.
- Check with the State President on the deadline date and who to send your Proposed Budget and yearly Financial Statement to for submission in the State Convention agenda.
- Prepare Credential Cards for State Convention. This includes a list of chapters who are in good standing with the Kentucky State Council and the International Council. You will need to contact the International Council Treasurer to determine what chapters have paid their IC dues. Chapters who are in good standing are entitled to one (1) vote for every ten (10) members or fraction thereof.
- Make sure your permanent file to be given to your successor is ready for state convention.
- Reconcile the bank statement.

April

- Make sure your Treasury books are in order. The books will be audited at the State Convention.
- Attend the State Convention. The President may call an Executive Board meeting on Friday.
- Make arrangements for yourself or someone to sit at the registration table at State Convention to issue Credential Cards.
- You **CAN NOT** write checks at State Convention! Your books are considered closed.
- Be prepared to turn your books over on Saturday morning for audit.
- During the First General Assembly you will give your Financial Report and then present the Proposed Budget usually at the Second General Assembly.
- Give your permanent files to your successor.

Kentucky State Council Voucher

TO: Kentucky State Council Treasurer

FOR TREASURER'S USE ONLY

VOUCHER #: _____

CHECK #: _____

ACCOUNT # _____

DATE PAID: _____

FROM: _____

OFFICE: _____

ADDRESS: _____

FOR:

	\$
	\$
	\$
TOTAL AMOUNT OF THIS VOUCHER	\$

Please make 2 copies, mail one (1) to the Kentucky State Council Treasurer,
 retain one (1) copy for your records.

Please itemize expenses and attach all receipts.
A voucher CAN NOT be paid with a receipt.

MAKE CHECK PAYABLE TO: _____

ADDRESS (if different from above): _____

SIGNATURE: _____



Kentucky State Dues Form

Due: May 1st

Chapter Name : _____ Chapter #: _____

Chapter President: _____

Chapter Treasurer: _____

Dues payable to the Kentucky State Council are \$25 per Chapter plus \$15 per member

Chapter - \$25 ----- \$25

Members - \$15 X _____ Number of Members ----- \$ _____

Total Dues Paid ----- \$ _____

Please mail to:

Kentucky State Council Treasurer

(Name) _____

(Address) _____

(City/State/Zip) _____

<p>FOR TREASURER’S USE ONLY</p> <p>DATE RECEIVED: _____</p> <p>CHECK #: _____</p> <p>DATE DEPOSITED: _____</p> <p>DATE SENT CONFIRMATION: _____</p>
--



International Council Dues

How to Remain Non-Profit?

- All entities **MUST** pay IC Council dues. Entities are: Chapters, District Councils, Regional Councils, State Councils, and any other Zone or Auxiliary.
- All entities **MUST** submit a Tax-Form (**Tax Facts**) to ESA Headquarters each year by September 15th.
- All individual ESA members **MUST** pay individual member dues.

If these three (3) items are NOT completed, then the entity is NOT considered Non-Profit

What Do I Owe and Where Do I Send It?

- **Individual Member dues** are sent to ESA Headquarters. Each member will receive a bill in the mail. These are paid yearly during the month you pledged. Dues are \$49 (unless you are a senior or a Life-Active Member).
- **IC Council dues** are due at the beginning of the ESA Year (August 1st) and must be paid before May 1st to be considered in “good standing” and received voting privileges at IC Convention. These dues are mailed to the current IC Treasurer. **DO NOT SENT TO ESA HEADQUARTERS**

International Council Dues are due Upon Receipt

Please check one:

- **Chapters**\$40.00
 Name _____ Number _____ State Affiliation _____
- **Other Councils/Districts/Zones/Auxiliary (within a state)**.....\$40.00
 Name _____ Number _____ State Affiliation _____
- **State Council/Multi-State Council**\$45.00
 Name _____ Number _____

Treasurer's Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Email Address _____

Send Payment to: IC Treasurer
 Name _____
 Address: _____

FOR IC TREASURER'S USE ONLY

DEPOSIT # _____

CHECK # _____

ACCOUNT # _____

DATE REC'D _____

Make Checks Payable to: ESA IC Council
Please do not staple checks to due form
Please include chapter name & number on check

Note: Individual membership dues of \$49.00 should be sent directly to ESA Headquarters



SERC
Chapter Donation Form

Date Mailed _____

State: _____

State Treasurer _____

Address: _____

Amount of Donation: _____

Please mail to SERC Treasurer

Name: _____

Address: _____

City/State/Zip: _____

FOR SERC TREASURER'S USE ONLY
DATE RECEIVED: _____
CHECK #: _____
DATE DEPOSITED: _____
DATE SENT CONFIRMATION: _____

PARLIMENTARIAN

General

- Your main job is to make sure that the meetings run smoothly and in accordance with the Kentucky State Council bylaws and Robert's Rules of Order Newly Revised.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- As soon as the State Convention is over, contact the President and previous Parliamentarian for the most recent copy of the Kentucky State Council bylaws.
- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.

May

- **DEADLINE** to send in your IC Registration (before the price increases is May 1st).

June

- Relax & enjoy your time.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. **DEADLINE** is July 15th.

August

- Be prepared in the event that the State President may have an Executive Board Meeting/Retreat.
- Check to see when the deadline is to mail in Fall Board registration.
- Check deadline for SERC Conference. Be sure to get your registration form submitted before the deadline date if attending. SERC Conference is usually the end of October.

September

- Be sure you have sent in your Fall Board registration. Fall Board is usually between September and October.
- Start planning to attend the SERC Conference if possible.

October

- Attend the Fall Board meeting. The President may call an Executive Board meeting the night before the Fall Board meeting.
- Be prepared to answer any questions about the proposed bylaw changes that were sent to the Executive Board. These changes will be discussed at the Executive Board meeting and voted on whether to present them at State Convention to the membership.
- Attend the SERC Conference if possible.

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th. Your article needs to request that proposed changes to the bylaws be submitted in accordance with Article XVIII. They MUST be postmarked by January 15th.

December

- Relax & enjoy your time.

January

- January 15th is the deadline to receive and bylaw changes (postmarked by).
- If you received changes, then organize all our changes on one sheet with the following information: If unsure what to do – please ask the State President
 - Article number & Section #
 - Now Reads
 - Change to read (it's recommended to write the part that is changed in red)
 - Reason
- Send the changes of the bylaws to the Executive Board only.
- Be prepared in the event that the State President may have an Executive Board Meeting/Retreat.
- Check to see when the deadline is to mail in Fall Board registration.
- Check deadline for SERC Conference. Be sure to get your registration form submitted before the deadline date if attending. SERC Conference is usually the end of October.

February

- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is February 15th. If you had any proposed amendments to the bylaws or Standing Rules, send a copy to the Editor.

March

- Check deadline for Kentucky State Convention. Be sure to get your registration form submitted before the deadline date.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Attend the State Convention. The President may call an Executive Board meeting on Friday.
- If there were any proposed amendments to the bylaws or standing rules, they will be presented during the First General Assembly of the Kentucky State Convention.
- Give your permanent files to your successor.
- After the state convention, make the changes to the current bylaws that passed. Send this revised copy to the newly installed Kentucky State President so they can be forwarded to the membership.

JR. PAST PRESIDENT/DISASTER FUND CHAIR

General

- Your main job is Disaster Fund. Instruct chapters to send all disaster fund money to you (Checks made out to International Council of ESA). You will fill out the appropriate forms and mail forms and money to the IC Jr. Past President. A form is included in these guidelines.
- You will present the flag ceremony at State Convention.
- Help any member who may need to file a Disaster Fund claim.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.
- Any Disaster Fund money you receive, fill out the form and mail form and money to the current IC Jr. Past President.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).
- Any Disaster Fund money you receive, fill out the form and mail form and money to the current IC Jr. Past President.

June

- Relax & enjoy your time.
- Any Disaster Fund money you receive, fill out the form and mail form and money to the current IC Jr. Past President.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th. Start encouraging members to give to the Disaster Fund.
- Any Disaster Fund money you receive, fill out the form and mail form and money to the current IC Jr. Past President.

August

- Be prepared in the event that the State President may have an Executive Board Meeting/Retreat.
- Check to see when the deadline is to mail in Fall Board registration.
- Check deadline for SERC Conference. Be sure to get your registration form submitted before the deadline date if attending. SERC Conference is usually the end of October.
- Any Disaster Fund money you receive, fill out the form and mail form and money to the current IC Jr. Past President.

September

- Be sure you have sent in your Fall Board registration. Fall Board is usually between September and October.
- Start planning to attend the SERC Conference if possible.
- Any Disaster Fund money you receive, fill out the form and mail form and money to the current IC Jr. Past President.

October

- Attend the Fall Board meeting. The President may call an Executive Board meeting the night before the Fall Board meeting.
- Attend the SERC Conference is possible.
- Any Disaster Fund money you receive, fill out the form and mail form and money to the current IC Jr. Past President.

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th. Encourage members to give to the Disaster Fund.

December

- Any Disaster Fund money you receive, fill out the form and mail form and money to the current IC Jr. Past President.

January

- Any Disaster Fund money you receive, fill out the form and mail form and money to the current IC Jr. Past President.

February

- Write an article for *The Kentucky Lamplighter*. DEADLINE is February 15th.
- You are responsible for the flag ceremony at State Convention:
 - ✓ Find out who has the flags, poles, stand, & gloves. They are nicely packed in a rolling bag.
 - ✓ Write one yourself, or find one already written.
 - ✓ Flags and who carries them:
 - ✓ American Flag – State President or other (your decision)
 - ✓ Kentucky Flag - State President or other (your decision)
 - ✓ IC Flag – IC Rep
 - ✓ SERC Flag – SERC Rep
 - ✓ Christian/Nonfaith Flag – Chaplain (right now we have a Christian Flag)
 - ✓ ESA Foundation Flag – Kentucky Foundation Director
 - ✓ Contact everyone who is to carry a flag and give them brief instructions.
 - ✓ What to wear (red, white and blue or a combination thereof).
 - ✓ What time to assemble before the Opening Ceremony (contact the StatePresident for this time).
 - ✓ What flag they will be presenting.
 - ✓ Any other details they need to know about the ceremony.
- Any Disaster Fund money you receive, fill out the form and mail form and money to the current IC Jr. Past President.



- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.

March

- Check deadline for Kentucky State Convention. Be sure to get your registration form submitted before the deadline date.
- Make sure your permanent file to be given to your successor is ready for state convention.
- Any Disaster Fund money you receive, fill out the form and mail form and money to the current IC Jr. Past President.

April

- Attend the State Convention. The President may call an Executive Board meeting on Friday.
- Give your permanent files to your successor.
- After the state convention, make the changes to the current bylaws that passed. Send this revised copy to the newly installed Kentucky State President so they can be forwarded to the membership.



INTERNATIONAL COUNCIL DISASTER FUND DONATION

State Council _____ Report # & Date _____

State Chair Name _____

Address _____ City/State/Zip: _____

Phone _____ Email _____

Check#	Chapter Name	Chapter #	Contributed Previously this year	Amount Contributed this report

Total Monies This Report \$ _____
 Previous Total \$ _____
 Total to Date \$ _____

Total Number of Chapters Contributing to date _____
 Total Number of Chapters in State _____

Make Checks Payable to: **ESA DISASTER FUND**

Send Report & Checks to: IC Disaster Fund Chair (IC Jr. Past President)



ESA INTERNATIONAL COUNCIL DISASTER FUND APPLICATION

Date		Name		Spouse	
Address				City/State/Zip	
Phone			Email		
Member of Chapter Name			Number		City/State
Member's Pledge Date and Present Status					
Explain Nature of Destruction/Damage to Home/Explain Nature of Destruction/Damage to Personal Items/Explain Serious Accident and/or Catastrophic Illness Before filling out this claim be sure to look at the qualify guidelines.					
Is additional material included to back up the nature of the damage, destruction, serious accident/medical and/or medical files?					
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	(Prior to approval, the Committee will require information to determine the claim.)	
Total \$ Amount of Destruction and/or Medical Expense					
Total \$ Amount of Disaster Fund Assistance Requested					
Prior Assistance from Disaster Fund?				YES	<input type="checkbox"/>
				NO	<input type="checkbox"/>
If YES, Indicate Amount Received		Date		Nature of Claim	

NOTE: ALL ABOVE INFORMATION IS REQUIRED AND MUST BE COMPLETED - Additional information can be attached to this application. Send original application to the ESA IC Disaster Fund Chair, who will confer with the IC President and IC 1st Vice President (Application/additional material may also be emailed to the IC Disaster Fund Chair)

International Council Disaster Fund Guidelines

PURPOSE

The purpose of the ESA International Council Disaster Fund is to assist an ESA member whose home and/or personal belongings are destroyed or damaged extensively by one of nature's causes -fire, flood, etc. Assistance may also be given when a member incurs heavy financial responsibility due to a debilitating illness or accident, which involves the member or their spouse or *immediate family who resides in the home due to physical or mental impairment whom they have legal guardianship over and are legally responsible.*

The need for assistance must have occurred in the current ESA year from **June 1 to May 31**. This timeline is **NOT** the same as the International Council ESA year which is August 1 to July 31. However, the ESA International Council Disaster Fund Committee works together to ensure that any claims submitted **after May 31** will be reviewed and whether approved or denied, will be listed on the following year's report.

Following receipt of an application, the International Council Disaster Fund Chair will review with the Committee, comprised of the IC Disaster Fund Chair, the IC President, and the IC First Vice President/President-Elect, and will make the final determination regarding the claim. In the event a member requests additional help after one claim has been paid, the ESA International Council Disaster Fund Committee **MUST** investigate the application thoroughly. **The Disaster Fund is not an on-going source of assistance; a second claim will not be paid for the same illness or accident.** If the International Disaster Fund Committee establishes that the additional need is valid, the application must be submitted (along with the information regarding the reasons for the additional claim) to the ESA International Council Disaster Fund Chair.

WHO IS ELIGIBLE TO APPLY

- 1 Active Members of 90 days or more.
- 2 Members-at-Large who are in good standing with Headquarters.
- 3 Life Active Members will be determined by the IC Disaster Fund Chair in agreement with the IC President and First Vice-President/President Elect.

AMOUNT OF ASSISTANCE

\$5,000.00 is the maximum amount given to a member of a Disaster Fund claim. Every consideration will be taken when determining the total amount that will be paid to the claimant. The ESA International Council Disaster Fund Chair will determine the total amount to be paid based on the nature of the claim. The International Council Disaster Fund Committee will review the claim and make the final decision if there is some doubt as to the amount to be paid.

HOW TO APPLY FOR ASSISTANCE

- 1 An application **MUST** originate from the member involved, even if the member is MAL. See #3 for additional information.
- 2 All information requested on the application **MUST** be completed or the application will be returned. Dollar amounts must be given as requested on the application form. Additional pertinent information, which would help the IC Disaster Fund Chair in reaching a decision, should be included in an accompanying letter.
- 3 If assistance is needed due to a terminal illness, it is recommended that the request be made as early as possible. A claim initiated before or within 30 days following the death of a member will be paid to the surviving family providing it meets all other criteria.

ESA IC DISASTER FUND GUIDELNES

The member should send all claims **directly to ESA IC Disaster Fund Chair** for review. (To comply with HIPAA guidelines, **DO NOT** send Applications to the Chapter or State President.) All claims must be submitted on a valid form in compliance with the IC Disaster Fund Chair Guidelines.

Things that **do not qualify** for assistance under these guidelines:

- anything in the home damaged or needing repair that does not pertain to a Natural Disaster,
- broken pipes, flooding in home,
- remodeling for medical issues,
- co-payments other than medical bills,
- divorce,
- unemployment,
- furnace/air conditioning replacement,
- funeral expenses,
- housing (house payments, hotel bills) etc.

NOTE:

The ESA IC Disaster Fund Application should be completed according to the guidelines listed above. Once the Application Form is completed and has been signed by the member, the Application Form, **and any additional information** (e.g., proof of the reason for the claim) should be sent to the International Council Disaster Fund Chair (currently the IC Junior Past President).

PRESIDENT OF PAST PRESIDENTS' AUXILIARY

General

- Your main job is to have general supervision over the business and activities of the Past Presidents' Auxiliary.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.

May

- **DEADLINE** to send in your IC Registration (before the price increases May 1st).

June

- Relax & enjoy your time.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. **DEADLINE** is July 15th. Start encouraging members to give to the Disaster Fund.

August

- Be prepared in the event that the State President may have an Executive Board Meeting/Retreat.
- Check to see when the deadline is to mail in Fall Board registration.
- Check deadline for SERC Conference. Be sure to get your registration form submitted before the deadline date if attending. SERC Conference is usually the end of October.

September

- Be sure you have sent in your Fall Board registration. Fall Board is usually between September and October.
- Decide if you plan to have a PPA meeting at Fall Board.
- Start planning to attend the SERC Conference if possible.

October

- Attend the Fall Board meeting. The President may call an Executive Board meeting the night before the Fall Board meeting.
- Attend the SERC Conference if possible.

November

- Write an article for *The Kentucky Lamplighter*. **DEADLINE** is November 15th. Encourage members to give to the Disaster Fund.

December

- Enjoy your time.

January

- Enjoy your time

February

- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is February 15th.

March

- Check deadline for Kentucky State Convention. Be sure to get your registration form submitted before the deadline date.
- Work on the Agenda for the PPA breakfast meeting on Saturday morning at State Convention.
- Contact the IC and SERC Representatives to the State Convention and invite them to the PPA breakfast meeting.
- Contact the PPA Secretary to make sure he/she will be in attendance. If not, then assign someone to take minutes at the meeting.
- The PPA is responsible for making sure the IC & SERC Representatives are picked up at their room for each of the events at State Convention. You might consider assigning a different PPA member from different chapters to pick them up for each function.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Attend the State Convention. The President may call an Executive Board meeting on Friday.
- Make sure the IC & SERC Reps know about the Saturday morning breakfast meeting. Their breakfast is paid for by the PPA.
- Give your permanent files to your successor.