

Checklist of Needs for AANR-West Convention

Chris: This document should help answer your recent questions about the upcoming AN-West Regional Convention at Mountain Air Ranch

I am attaching the 2018 convention meeting schedule, so you will have some idea of the timing for different events through the four-day event. The 2019 schedule is not yet written but it will be similar.

1. Comings and Goings:

We ask that the club provide, if possible, shuttle service to and from the Denver airport on both Thursday, July 25 and Sunday July 28. I will ask out board and officers to provide your office with our flight schedules so you can coordinate with them.

2. Meeting Room Setup

I am not familiar with the size or location of your meeting room so let me describe what would work for us ideally:

- Thursday Night and Sunday: 6 six-foot long tables arranged in a U-shape (2 tables per side).
- About 40-50 folding chairs facing these tables at the "open U" end of the table arrangement
- Friday and Saturday: Only 2 six-foot tables in the front of the room facing the 40-50 folding chairs. The other four tables are not needed for the Regional Assembly part of the event.
- During the Workshops we will use the same room configuration as for the Regional Assembly.
- For the Friday night cocktail reception, the chairs should be rearranged into a large rectangle or circle, so people can co-mingle easier. The 2 six-foot tables (and perhaps the other tables) can be used to hold additional food service for the reception.
- All four days: Side tables to hold literature and refreshments.

3. Equipment

- Several power strips to power our lap top computers, projector, and recording equipment.
- A white board with dry markers and eraser.
- A projector that plugs into a PC, so we can display web information to the assembly. A screen is also required if a clear wall space is inadequate for showing the projected image.
- We have our own recording equipment and sound system including hand microphones and speakers.

4. Refreshments

- We request the club provide drinks and snacks on Friday and Saturday during the several breaks built into the schedule and during the workshops. Plates, cups, and utensils, obviously, and some trash cans.
- We need no refreshment service Thursday evening or Sunday morning.
- Friday Night cocktail party: The club will provide a variety of alcohol and non-alcoholic beverages, plus an adequate mix of Ord 'oeuvres. We can discuss this reception on greater detail as the convention gets closer.

P.S. Remember, we are giving you \$700 to help host the event and this is usually far more than enough to cover drinks and food purchases.

5. Restaurant

- We request the restaurant be open Thursday for lunch and dinner, Friday and Saturday for breakfast-lunch-dinner, and Sunday for Breakfast and lunch to accommodate our meeting staff and guests.

6. Club Participation

Of course, your members are welcome to come to all four meetings! If they feel compelled to speak on any issue, they can do so also at the appropriate times set aside for public comment. Your club will have several voting delegates at the convention, so your members should feel free to confer with them on legislative issues, so your club votes properly reflect the sentiment of the membership.

We also hope your members will come to our workshops and participate in the discussions. We strive for a “Town Hall” atmosphere!

7. Literature and Convention Brochure

- Unlike AANR International, there is no official brochure printed for the regional convention. However, there is a need to have extra copies made of the convention agenda plus other handout material which varies meeting to meeting.
- There will also be the need to print ballots for the election of officers and nominated members of the board of directors, but we won’t know who these people are or how many handouts will be needed until the end of the day, Friday. (the election is Saturday afternoon).
- We would request the availability of your club’s photocopy machine and/or office printer to make additional copies if the quantities we bring with us prove inadequate.
- Friday and Saturday afternoons, we would like to have a 6-ft table set aside to display and distribute club information and some giveaway items for your club members.

8. Club Special Events

- Every club likes to show off a bit at these conventions. If you want to put on a dance or karaoke or some other event in the evenings, we are more than happy to encourage that! Some clubs hold afternoon games, tournaments, or other activity on Friday and Saturday afternoons and we would love to participate.
- One idea: In the past we have also had an Ice Cream Social on Saturday afternoon, with the information table nearby where all your members can meet the officers and board members and discuss ideas and concerns.
- We can move our Workshop schedule around to accommodate your events.

In summary we look forward to both a fun time and informative series of meetings. The Convention committee you will be working with is

Jeff Tendick (chair)	conair.scunci@gmail.com	(602) 502-5023
Cyndi Faber,	cyndif392@gmail.com	(602) 692-8031
Ernie Weise	fire.retired@yahoo.com	(720) 309-2508
Treena Saavedra	tcsaavedra@msn.com	(505) 459-8014

Let me know if you have further questions.

Gary Mussell

AANR-West President

Appendix 1: Photos of Previous Convention Layouts



Above: Meeting room setup for Thursday night and Sunday. Note water and snack table on the right



Above: Room setup for Friday and Saturday (only the 4 officers are at the tables in front.)



Above Ice Cream Social and Information Table in centralize member traffic area.

**Appendix 2 (4 pages): 2018 Annual Convention:
Out-Board of Directors Meeting Agenda, Thursday August 2, 2018**

1. Call to Order, 7:00 PM
2. Pledge of Allegiance
3. Roll Call and Determination of Quorum
4. Introductions and Announcements
5. Adoption of this Agenda
6. Approval of Minutes from the March 3, 2018 Spring Board Meeting
7. Officers' Reports

President	Gary Mussell
Vice President	Cyndi Faber
Secretary	Danielle Smith
Treasurer	Russell Lucia
8. AANR West Trustee Report..... Tim Mullins
9. Committee Reports (Updates/Supplements to Written Report):

Internal Administration (IA)	Tim Mullins
Finance	Rolf Holbach
Membership Marketing	Ricc Bieber
WINR	Kim Wolfe, Claudia Kellersch
Public Relations	Andy Walden
Social Media	Andy Walden
AANR West Associates.	Cyndi Faber
Sports	Cyndi Faber
Conventions & Facilities (C & F)	Cyndi Faber
Club Liaisons.	Jeff Tendick
Government Affairs	Gary Mussell
Legal	Gregory Wilkinson
Western Nudist Research Library (Ad Hoc)	Rolf Holbach
Credentials	Cyndi Faber
Nominations Report	Cyndi Faber
*AANR West Youth Camps.....	Cyndi Faber
*Scholarship Program	Tony Wilkinson
*Legislation	Mike Glinzak
12. Business Specifically Referred to This Meeting
13. New Business
14. Announcements
15. Good of the Order
16. Adjournment

** Be prepared for some discussion on these topics in preparation for the General Assembly.*

**2018 Regional Assembly Agenda
Friday & Saturday, August 3-4, 2018**

1. Call to order, 9:00 AM
 2. Pledge of Allegiance followed by Moment of Silence
 3. Welcome by De Anza Springs
 4. Introduction and Announcements
 5. Roll Call of Officers and Directors
 6. Credentials Committee: Roll Call of Clubs and Delegates
 7. Oath to Delegates
 8. Adoption of this General Assembly Meeting Agenda, Rules and Order of Business
 10. Officers' Reports

President	Gary Mussell
Vice President	Cyndi Faber
Secretary	Danielle Smith
Treasurer	Russell Lucia
 11. AANR West Trustee Report..... Tim Mullins
 12. Committee Reports:

Internal Administration (IA)	Tim Mullins
Finance	Rolf Holbach
Membership Marketing (Panel Discussion)	Ricc Bieber
- WINR	Kim Wolfe, Claudia Kellersch
..... - Public Relations	Andy Walden
..... - Social Media	Andy Walden
.... - Website	Gary Mussell
..... - Regional Newsletter	Gary Mussell
..... - Passport Program	Ricc Bieber
..... - AANR West Associates.	Cyndi Faber
Sports	Cyndi Faber
Club Liaison Subcommittee (Ad Hoc)	Jeff Tendick
Conventions & Facilities (C & F)	Cyndi Faber
AANR West Youth	Cyndi Faber
Scholarship Program Committee	Tony Wilkinson
Government Affairs	Gary Mussell
Legislation	Mike Glinzak
Legal	Gregory Wilkinson
Western Nudist Research Library (Ad Hoc)	Rolf Holbach
Credentials	Cyndi Faber
 13. Motion to Ratify Board Actions 07/30/2017 – 8/2/2018.....Mike Glinzak
 14. Nominations Report Cyndi Faber

Nominations from the Floor	(Nominations to Remain Open)
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- Recess Regional Assembly until Saturday, August 4, 9:00 AM

Lunch Break 12:30pm to 2pm

- 2:00 PM- Workshop: New Clubs in Mexico Claudia Kellersch
 3:00 PM Candidates Forum (Q&A) Panel
 5:00 PM - AANR West Region Cocktail Party

**Regional Assembly
Reconvenes Saturday, 9:00 AM**

- Call to Order..... Gary Mussell
13. Scholarship Program Committee Tony Wilkinson
14. Legislation Mike Glinzak
9. Approval of all motions and their actions taken by Board of directors from July 29, 2017 Aug 2, 218

Morning Break

18. Additional Delegate Credentials Cyndi Faber
 Oath to Any Additional Delegates
19. Appointment of Vote Tally Committee Gary Mussell
20. Election of Directors Gary Mussell
 Further Nominations from the Floor
 Motion to Close Nominations
 Closing Campaign Statements
 Election of Directors

Recess While Ballots Counted

Election Results Announced

24. Oath and Installation of New Officers and Directors Gary Mussell
22. Presentation of AANR Western Region Awards..... Cyndi Faber
 Host Club Plaque Attendance Plaques
 Membership Increase Award (by number)
 Membership Increase Award (by percentage)
 Man, Woman, and Family of the Year
 Young Man and Young Woman of the Year
 Bill Hawk Sportsmanship Award
 Bob Page Memorial Award
 Alonzo Stevens Memorial Award
 AANR West Hall of Fame
 President's Certificates of Appreciation Awards
23. Business specifically referred to this meeting
24. New Business
25. Good of the Order
26. Announcements
27. Regional Assembly Meeting Adjourns Sine Die

2:00 pm – Workshop: Discrimination Policies and Enforcing Behavior Guidelines at Nudist Parks

3:00 pm - Workshop: Social Media Do's and Don'ts for Nudists and Clubs (Conference Center)

**2018 Annual Convention: Incoming Board of Directors Meeting Agenda
Sunday August 4, 2018**

1. Call to Order, 9:00 AM
2. Pledge of Allegiance
3. Roll Call and Determination of Quorum
4. Introductions and Announcements
5. Adoption of this Agenda
6. Officers' Reports
 - President..... Gary Mussell
 - Vice President Cyndi Faber
 - Secretary Danielle Smith
 - Treasurer Russell Lucia
7. AANR West Trustee Report..... Walt Stephens
8. Discussion of 2018-2019 Goals..... Everybody! (2 hours)
9. Discussion of AANR-West Budget Process..... Russell Lucia, Rolf Holbach
10. Appointment of 2018-2019 Committees Gary Mussell
11. Business Specifically Referred to This Meeting
12. New Business
13. Announcements
14. Good of the Order
15. Adjournment (Approximately 12:30 PM)