

NASSA Annual General Meeting (AGM) Proposal ©

Proposed year for AGM: _____

Proposed geographic location: _____

Host group or individuals _____

Contact information:

Street address _____

City: _____

State or Province: _____

Postal code : _____

Country: _____

e-mail: _____

Proposed theme or focus, if known _____ :

It is recommended that an AGM be presented in conjunction with a related event or attraction, such as a sheep show, fiber event, or local attraction of interest to Shetland breeders. It is hoped that the AGMs will move around North America so as to permit as many breeders as possible to attend at least one AGM. Each AGM should include educational sessions of general interest to Shetland breeders, and a fixed time for the Annual General Meeting itself. It is understood that it is unlikely to have sufficient voting members attend any given AGM for there to be a quorum, but this provides the membership with an opportunity to discuss concerns and offer suggestions to the Board.

In order to keep the registration fee for the individual member to a minimum, NASSA provides funding offsets for certain activities held at an AGM, up to a maximum aggregate amount of \$2500. The hosts are expected to provide receipts for all expenditures to be paid or reimbursed. Certain expenses may be billed directly to NASSA, with prior approval. Receipts are required to account for any expenditure. A Final Report form is provided.

PROPOSAL PROCEDURE

Application to host an AGM is to be made on this form.

Space will be provided in NASSA News to promote the AGM.

Examples of the kinds of activities that NASSA will provide funding for include:

Travel and housing expenses for a speaker

Speaker's fees

Venue costs

Equipment rental

Supplies

Examples of the kinds of activities that NASSA will NOT provide funding for include:

Travel and housing expenses for Board members

Favors or mementos

Judges fees or prize money, although application may be made to the Board under a different program

Personal expenses

Food

These are just examples. If you question whether or not NASSA will fund a specific item, contact the Board.

It is expected that cost to potential attendees will be kept to a minimum. Traditionally, the charge to attend an AGM included the cost of the banquet held in conjunction with the actual meeting.

I understand the above requirements, and will comply with them in a timely fashion.

SIGNATURE

DATE