



Admissions and Registration Council (ARC)
Quarterly Meeting Planning Sheet
~Coordination of Duties for Host College and ARC Executive Board~

Meeting dates are set up in conjunction with the ARC membership and the hosting colleges annually. The Treasurer will send out the host college duties to all hosts after the spring meeting commences.

Hosting College Timeline/Duties:

Four (4) months prior to meeting date:

- The hosting college works with the Treasurer to identify hotels with WA ST travel rates and block a book of 25 rooms (could vary) - is breakfast is provided at hotels?
- Book meeting rooms for meeting dates
- Meeting rooms need to have a computer/laptop, Internet, projector and screen, microphones, and speakers
- Contact campus IT for Wi-Fi access/permission information for meeting dates
- Identify professional development speaker from host college (ARC President will coordinate with host after initial planning duties are provided to the host by the Treasurer)

Three (3) months prior to meeting date:

- Contact the Vice President for Student Services, President, or Deans to provide welcome on Wednesday and Thursday meeting dates
- Provide policies for purchasing food and beverages and a catering menu for budget/menu approval by the Executive Board

Two (2) months prior to meeting date:

- Identify two to three restaurants to be chosen for optional dinners – being cognizant of the per diem restrictions
- Send driving directions and parking information to the Treasurer for posting

One (1) Week prior to meeting date:

- Post directional meeting signs on campus for attendees
- If needed: procure parking passes and send information to Treasurer
- If possible provide swag for attendees

President and/or Treasurer will email the ARC membership with the following:

- Registration form/web link from Eventbrite, including payment information and instructions (check payments sent to Treasurer) - Treasurer
- Reminder prior to cut-off date for hotel room – Treasurer
- Meeting Agenda – President
- Reminder of meeting, agenda, etc. the week prior to the meeting – President

Treasurer will email the SBCTC Student Services Administrative Assistant for publication on the ARC Current Meeting page the following:

- Hotel Information
- Parking Information, campus map, and parking permit, if necessary
- Link for online registration
- Agenda from President (if not available at time of sending to SBCTC, president will email directly to SBCTC)

Items needed at each meeting:

- Treasurer: Daily sign-in sheets, name tags, be available to accept registration fees and pay expenses if needed
- College Host: Information about restaurants or area attractions, folders/printouts of agendas
- President Elect: present host college with gratuity gifts
- President: sends thank you notes to speakers after the meeting