



America's Boating Club
2021 Fall Governing Board
28 August – 5 September 2021
Raleigh, NC Hilton North Hills Hotel



Final Tweaked Draft Agenda – 4 June 2021 (Corrected Copy)

SATURDAY 28 AUGUST

Chairperson of National Meetings Committee Checks in

MONDAY 30 AUGUST Attire: Casual, team logo Shirt

Type	Time	Location	Department	Name/Description/Set Up
Storage	0000-2400		HQ Storage (NMC)	6 Keys, 8 Tables, 4 Chairs - No A/V
Storage	0700-2400		Ship's Store Storage	5 Keys, Lockable room near foyer and activities registration. 12 Tables, 2 Large Trash Cans, Coat Rack, or rolling luggage rack, 3 – 6'x 16" tables for NMC
Business	0900-1000		ADMIN/NMC	Pre-Conference w/Hotel Event Manager and NMC. Hotel will select room and set up tables
Ticket Holders	1300-1700		NMC	Ticket pickup for Tues & Wed tours only

TUESDAY 31 AUGUST Attire: Casual, team logo shirt

Type	Time	Location	Department	Name/Description/Set Up
Storage	0000-2400		HQ Storage (NMC)	Same as Monday
Storage	0000-2400		Ship's Store/Sorting Boxes/Inventory	Same as Monday
Staff NMC	1030-1130		Admin/NMC	Pre-Convention Meeting w/Hotel and NMC
Ticket Holders	1300-1700	NMC Suite	Admin/NMC	Ticket pickup for Tuesday & Wednesday tours only
Business	1000-1630	HQ BOD Library	BOD	BOD Meeting & Luncheon with Staff
Business	1400-1700		Com Nom	POC Kay Simkins - Conf w/10 soft chairs & 2 banquet chairs, 2 Keys, 2 Chairs outside door

Set up 6 Tables on Wednesday in foyer for:

1 Table – NMC, 2 Tables – Annual Meeting, 1 Table – 1st Timers/Membership, 1 Table Member Benefits, 1 Table – Dawn’s Travel Desk, 1 Table Safety, 2 Tables – Parade of Publications (Tables to Remain in place through Saturday noon)

WEDNESDAY 1 SEPTEMBER Attire: Day and Evening: USPS/ABClub logo shirt

Type	Time	Location	Department	Name/Description/Set Up
Storage	0000-2400		HQ Storage	Same as Monday
Storage	0900-2400		Ship’ Store Inventory, Committee Meeting	Same as Monday
Open	0800-1630		Activities Registration	POC Rich Frenz - 3 skirted tables, 10 chairs, outside of lockable room near foyer
Committee	0800-1700		Com Nom	Same as Tuesday
Business	0830-1100 1600-1700	CC Suite	BOD Advisors Meeting Aids Meeting	30 People, U Shape, power, screen, Table in back of room w/2 chairs – 2 keys, Wi-Fi
Open	0900-1500		IT Committee	30 people, U Shape w/10 Chairs on side, power cart, screen, R/C H. Jay Stevens
Closed	1130-1300		BOD	BOD & Advisors Luncheon for 20 people
Invitational	1930-2200		PCC	Dinner
Open Reservations Required	1800-1900 1915-2200		Cash Bar Reception Friends Night Theme Dinner	Friends Night Theme Dinner - Tables Rounds of Eight POC Arlene Anderson/Sarah McCurry

THURSDAY 2 SEPTEMBER Attire: Day: USPS/ABClub Squadron/Committee Logo Shirt; Evening: Smart Casual

Type	Time	Location	Department	Name/Description/Set Up
Storage	0000-2400		HQ Storage	Same as Monday
Storage	0800-2400		Ship’s Store	Same as Monday
Open for Sales	0900-1600		Ship’s Store	Same as Monday plus Wi-Fi, & Power
Pre - Registration Required	0730-0845		Keynote Breakfast/ Guest Speaker	150 People, Tables of 8, Screen, Power, Podium and Mic POC Sarah McCurry
Open	0900-1630		Activities Registration	POC Rich Franz - 3 Front Skirted Tables w/6 Chairs
Open	0900-1630		Voter Registration	POC Lena Padro - 2 Skirted Tables w/3 Chairs, Power & Wi-Fi

Business	0900-1020 1030-1145		Education Department Education Department	Leadership Mtg Consolidated Report Highlights R/Cs - Person Leadership Meeting – Pearson - Set up: 35 people Classroom, 10 extra chairs side of room, Screen, Power Cart. Education Department Projector
Business	0800-1700		Com Nom	Same as Tuesday
Open	0900-1145 1300-1600		DEO/ADEO Meeting Joint Edu Dept DEO/ADEO Meeting	Griffing Sumberg – Set Up: 70 people classroom, Head table w/3 Chairs, Six extra chairs side of room, Two tables in rear w/2 chairs, Power cart, wireless mic, Screen, Wi-Fi, EDUCATION DEPT PROJECTOR
Closed Meeting	0900-1630		D/C & DXO Meeting	70 Classroom, Head Table w/3 chairs, wireless mic, screen, power card, Six extra chairs side of room, Two table in rear w/2 chairs USPS PROJECTOR
Business	0900-1200		Budget & Finance	15 people – U shape, No A/V
Business	0900-1630		Law Committee	10 people Conference – No A/V
Open	0900-1200 0900-0920 0920-0955 1000-1030 1030-1055 1100-1130 1130-1200 1300-1600		Admin Dept Workshops Member Benefits Membership & Retention Solve & Involve OT in 3 Updates How to Not Recruit YOUR Sq Activities Hit Parade (Repeat of above)	40 people, classroom, power cart. James Milton Dept PROJECTOR Kathryn Stevens Connie Shay Mary Dodd Susan Darcy Barbara Beers
Open	0900-1630 0900-0955 1000-1055 1100-1155 1330-1455 1500-1630		Executive Department Marketing Committee Environmental Com Safety Committee/VSC Co-Op Charting Com Public Affairs/Partners Comm	Set Up: 60 people, U shape, Power Cart, screen, Wi-Fi, 8 extra chairs on side of room. USPS PROJECTOR
Open	0900-1700 0900-1000 1000-1100 1100-1200 1400-1500 1500-1700		Secretary's Department Member Services Communications Comm IT Committee Operations Manual Comm Heritage & Protocol	Set Up: 40 people, Screen, Power Cart R/C Ann Peliter R/C Cheryl Jarrell R/C H, Jay Stevens R/C Anna Morris R/C Guy Anastasio
Business	0900-1200	NMC Suite	Planning Committee	
Pre-Register	1200-1300		Box Lunch	POC Arlene Anderson/Sarah McCurry. 80 Open Seating, Round tables of Eight

Business	1200-1400	NAO Suite	Social Activities Comm	
Business	1300-1630		Committee on Rules	20 people, U Shape
Business	1430-1630		Merit Mark Area Monitors	20 people, U Shape
Open	1400-1500 1600-1700		NMC Meeting Nat'l Chaplain's Meeting	POC Arlene Anderson - 45 people Square POC William Wood
Pre-Registration Required	1800-2200		Dinner and Mystery Theater Production	120 people. 15 tables of 8, PA System, Speakers for venue size, 3 wireless mics, 2 wireless lapel mics

Tables in Pre-Function Lobby to stay until noon Saturday.

2022 Annual Meeting	2 Tables with Power	Member Benefits	1 Table
2022 Governing Board Meeting	1 Table	Dawn's Travel Desk	1 Table
1 ST Timers/Membership	1 Table	Boat Insurance	1 Table
S E R A T	1 Table	Environmental Committee	1 Table
Safety	1 Table		
Cooperative Charting	2 Tables – 1 with power		
Boat Virtual Training	1 Table w/Power & 4 Chairs		
Parade of Publications	2 Tables		

FRIDAY 3 SEPTEMBER Attire: Day: USPS/ABClub Polo w/Blazer
Evening: Smart Casual, Squadron/District logo shirt

Type	Time	Location	Department	Name/Description/Set Up
Storage	0000-2400		HQ Storage	Same as Monday
Storage	0800-2400		Ships Store	Same as Monday
Open	0745-1600		Ships store Open for Sales	Same as Thursday
Open	0800-1600		Activities Registration	3 Front skirted tables with 6 chairs
Open	0800-1630		Voter Registration/Ensign	POC Lena Padro-2 Front skirted tables with 3 chairs, Pwr & Wi-Fi
Business	0800-1700		Com Nom	Same as Tuesday
Open	0900-0955		Executive Department Marketing Workshop	60 People, U Shape, Screen, Power Cart, Wi-Fi, USPS PROJECTOR How to use social media to advertise your educational classes and seminars to attract new members.
	1000-1200		Environmental Workshop	Environmental Activities for Squadrons & Districts
	1300-1500		Co-Op Charting	Geodetic Marks Outing within ½ mile of hotel –
	1535-1635			

				“Using 21 st Century tools for teaching in a blended learning environment” – Jeff LaGrew
Open	0800-1200 0800-0845 0900-0945 1000-1100 1100-1200		Admin Dept Sessions Sea Scout Program DAN Boater Program Admin Dept Round Table Let’s Have Some Fun	40 People, Classroom, Power Cart, (DEPT PROJECTOR & SCREEN) Louis McBride James Milton Ralph Bernard Susan Darcy
Business	1300-1400	NAO Suite	Admin Dept Head Meeting, Planning & Critique	No Set-Ups Required
Business	1400-1500		Delegates Briefing	60 People Classroom, Podium w/Mic
Open	1300-1530		Instructor Recertification	Peltier/Townes Set-Up Classroom for 30 people
Business	0900-0950 1000-1050 1100-1150		Boat Operators Certification Navigation Education Outreach	Goit Flander Rickard - Set Up: 20 People, U Shape, 15 extra chairs along wall
Open	1400-1515 1530-1645		Building & Delivering PowerPoint Presentations in Today’s Online World America’s Boating Channel	Sumberg - Set-Up Classroom for 50 people, Podium, Wireless Mic, Power Cart, Screen Lafferty
Business	0900-0950 1000-1050 1100-1150		Boat Handling Instructor Development Publishing	Lane Heck Beers Set Up: Same as above
Business	0900-0950 1000-1050 1100-1150		Boat Systems Marine Environment Basic Public Education	Tremaine Bloom Koplitz Set Up: Same as above
Open	1000-1100 1100-1200		Introduction to new info center New Merit Marks Program	Set Up 50 People, Classroom, Power cart, Screen
Business	1300-1600		Planning Committee	Conference for 12 people
First Timers	1600-1730	NAO/NEO Suite	First Timers Reception	
Open	1730-1815		Jewish Services	20 People, Theater, 6’ table w/white skirt next to lectern
Open	1800-2000	Ballroom	District Meet & Greet	POC Sarah McCurry

SATURDAY 4 SEPTEMBER Attire Day: ABClub Collared, or SS Uniform, shirt with dark slacks/skirt

Evening: Appropriate Attire for Theme Dinner or Smart Casual

Type	Time	Location	Department	Name/Description/Set Up
Staff	0000-2400		HQ Storage	Same as Thursday
Open for Sales Closed	0745-1000 1000-1500		Ship's Store Packing for return to HQ	Same as Thursday
Open	0800-1100		Activities Registration	Same as Friday
Business	0730-0830		Speaking Alignment Meeting	20 People, Conference
Open	0900-1200 0800-1000	Ballroom	Governing Board Voter & Activities Registration	Note: Set up diagram for 400 people not provided, Post USA & USPS & other Flags, Large fast fold screen, Ballroom sound system, 2 podiums e/mic, Power along wall, 2 Risers, 2 Front Skirted Tables w/3 Chairs, power, Wi-Fi
Open Registration Required	1200-1230 1230-1400	Foyer	Member/Social Reception Social Luncheon	300 flow – Cash Bar Set-up for 80 – Rounds of 8, Podium w/mic POC: Arlene Anderson/Sarah McCurry
Open	1400-1630		Governing Board Reconvenes	Same as above
Open	1700-1800		Catholic Services	60 People, Theater, 6' table with white Skirt, small table to side
Open	1700-1745		Jewish Services	20 People, Theater, 6' Table w/white skirt next to lectern
Open	1700-1800		Protestant Services	40 People. Theater, 6' Table w/white skirt next to lectern
Pre- Registration Required	1930-2200		Theme Dinner	200 Guests, Round tables of 10, Small riser, Dance Floor, Power for DJ

SUNDAY 5 SEPTEMBER Attire: Casual, team logo shirt

Storage	0000-2400		Ship's Store/Storage Sorting Boxes	For Return to HQ
NMC	0800-0900	War Room	Bill Review with Hotel	POC Arlene Anderson
Business	0900-1100		NMC & BOD	Post Conference Review, Set Up: 20 People U Shape

Agenda Prepared by:

Stf/C Wayne F. Partie SN

National Meeting Agenda Coordinator

wdpartie@verizon.net, H 239-774-0447, C 813-295-4429