

Pennsylvania State Association of County Auditors (PSACA)

PSACA State Convention – *Listing of Host Responsibilities*

First and foremost, the convention hosts will work closely with PSACA officers & executive board members. The PSACA President should be the 'go to' person regarding all questions and event hosting details. While executive board members will be responsible for securing convention speakers, the association president will set the agenda in coordination of any additional after-hour group activities.

Convention schedule . . .

- **Sunday:** The arrival check-in time should begin at 3:00 PM. The arrival day schedule will include 4:00 PM committee meetings, as well as a 5:00 PM executive board meeting.
- **Monday:** 9:00 AM to 5:00 PM Training Sessions / Convention hosts can plan for after-hour activities or allow convention attendees to enjoy the evening hours on their own.
- **Tuesday:** 9:00 AM to 4:00 PM Training Sessions / Any planned after-hour activities should include banquet with new officer installation.
- **NOTE:** *The convention agenda should include allotted business meeting time on both Monday and Tuesday.*
- **Wednesday morning:** Closing of convention.

NOTE: The above day-by-day schedule is just a sample of past conventions and can be somewhat modified; however, it is important that the focus is placed on the scheduling of training sessions.

HOST CHECKLIST:

1. If the convention dates were not already established while at the previously held state convention, the hosts should notify the association president of their requested dates. The annual convention is normally held on the last week of September or first week of October.
2. Choose and book an event venue. Typically, we have 50+ auditors in attendance. Book at least 50 rooms with the option to adjust the number of rooms on an 'as needed' basis with a set deadline date for securing rooms at a guaranteed rate. Also, hosts should secure meeting rooms at this time.
3. Establish rates for rooms and the window of time for people to make reservations with the group rate. You may need to provide the association's ID # to secure a discounted government rate for the hotel rooms; if needed, please contact the PSACA treasurer for this information.
4. Establish meal plan & menus and determine the per person cost. Remember to add sales tax and a most likely 18% gratuity for the group meals.
5. Using the PSACA association name and tax ID number, the host county auditors will need to open a checking account (convention hosts would serve as the check signers . . . with suggested two signatures being required on each check). To open this account, the hosts will need to contact the association treasurer and request a check in the amount of \$8,500 for the initial deposit. This initial payment check should be made payable to the account name 'PSACA State Convention (insert year).' After all bills have been settled, any unused monies should then be returned to the association treasurer via a closing check from your host account. In addition, your checkbook and bank statements & receipts will be required to be at the following year's convention for the audit committee members to review at their scheduled Sunday (4:00 PM) committee meeting. NOTE: PSACA is *not* a tax-exempt association.
6. The convention host checking account should be created early in the calendar year of the scheduled event and account monies may be used for group activities, as well as for gifts for the attending auditors (with past practice allowing up to \$50 per attendee). Other anticipated costs being covered through this account would include transportation to activities, rental cost of meeting spaces, possible banquet entertainment, as well as mailings, decorations, table settings, etc. If hosts choose to provide a hotel hospitality room, account funds may be used for snacks and non-alcoholic drinks (such as water, soda, & tea). Snacks and drinks can also be available for the meeting breaktimes.

PSACA State Convention – Host Responsibilities (continued)

TIMELINE:

- The initial mailing to state-wide county auditors should be sent by July with a noted deadline date for responses. It would be wise to include a buffer of time for late responses and cancellations before needing to finalize details with the secured venues.
- The initial mailing should include a cover letter, registration form with association treasurer's address being included for returned forms, meal plan reservation form to be returned to the host county auditors, and hotel room reservation information. It is always helpful to refer to previous convention mailings for format and content. NOTE: The PSACA booklet (policy # 11) states that registration and meal package money will be refunded up to a week (7 days) before the convention beginning date. You could have requests for refunds due to unforeseen circumstances such as medical emergencies, etc. Through discussions between the association president and convention hosts, these refund requests can be addressed on an individual basis . . . and the Executive Board and Host County will consider any exceptions to the seven-day refund rule.
- Determine what types of group social activities and banquet entertainment (if applicable) you would like to offer to the attending membership.

ON-SITE PREPARATIONS:

- Set up registration table for arrival day. Providing 'welcome bags' is always a nice welcoming gesture, and the bag contents could include tourism items highlighting the host county, perhaps small items from local businesses, small snacks, and bottled water.
- MEETING ROOM ITEMS: American flag (required), PA flag (if available), microphone and audio-visual equipment for speakers. Association president will provide PSACA banner and confirm necessary audio-visual equipment for the convention.
- It has been tradition to have a host county official (such as a county commissioner) officially open the convention on Monday morning and it is the host county auditors' responsibility to secure this person.

BANQUET:

- Host auditors should prepare to give opening comments and a prayer prior to the banquet. If needed, the association president could assist with these items.
- Secure a local judge or district justice for the officer installation. This county official and guest should be invited to attend the banquet as guests of the association.
- A group photo is normally taken either immediately before or during the banquet time. Hosts could either hire a professional photographer or ask attending association members to provide a good quality cell phone.

For the benefit of future convention hosts, these guidelines were initially established by the Juniata County auditors after their hosting of the 2015 PSACA State Convention and were then modified by PSACA President Laura Cunningham in October of 2023.