Committee Name: Annual Meeting Review Special Committee

Committee Charge: The Special Committee is charged with:

- Researching trends in conference attendance for associations generally.
- Taking a comprehensive look at the structure of the Annual Meeting and AALL’s need for a larger than usual number of meeting rooms to accommodate the numerous committees and small meetings. Address member’s complaints about the number of conflicting meetings and solutions to ease these conflicts.
- Taking a comprehensive look at the work of the Annual Meeting Local Arrangements Committee to determine the availability of volunteers, their level of satisfaction as committee members, and ways to improve the committee process.
- Assessing educational programming by looking at program attendance and evaluations. Determine from evaluations if rejected programming topics might actually have been of interest. Evaluate the Annual Meeting Program Committee’s single term appointment and if it is effective in the program selection process.
- Assessing attendance at social events to determine AALL’s effectiveness in marketing and generating interest for these events. Evaluate the future of some of these events in response to the decline in sponsorship dollars. Assess member’s willingness to pay individually for events that were free in the past. Analyzing the impact of the Meeting’s location, including hotel and travel costs. Determine how members choose to attend and if it is influenced by interest in the variety of cities offered or if there would be more benefit to reducing the meeting locations to just a few select cities, using a rotation schedule.
- Suggesting ways to improve the Annual Meeting by determining what features of the Meeting are most popular and appreciated, in an effort to provide value for members.

The Special Committee will prepare a preliminary report for the Spring 2010 Executive Board meeting, and a final report, with any suggested changes to the structure of the Annual Meeting, for the Summer 2010 Executive Board meeting.

Major Activities for 2009-2010:

The committee is reviewing all aspects of the Annual Meeting. We have reviewed past board books, surveys, reports, and recommendations to determine the evolution of the Annual Meeting, including most recent changes that took in place in 2006. Specifically, the meeting was shortened by one day and Special Interest Sections (SISs) were permitted to conduct programs against those selected by the Annual Meeting Program Committee (AMPC). In addition, we are researching similar associations to determine their annual meeting processes. The committee created a survey which was disseminated to the membership with regards to the Annual Meeting to garner member interest and provide valuable feedback for future recommendations. A guided discussion will follow the completion of the survey. It is our hope the membership, not just the committee, will offer solutions to some of the obstacles our association is facing with regards to the Annual Meeting. The committee will be meeting in Chicago on March 25th.

The Annual Meeting encompasses all of the strategic directions. The decisions that the committee makes will affect these future strategies. Leadership and training opportunities take place at the Annual Meeting. Altering the structure of the meeting may alter these opportunities as well. The Annual Meeting programs provide the members with continuing educational needs. It is at the Annual Meeting where educational offerings are presented to meet the ever-changing needs of our members. The committee, in conjunction with the Annual Meeting Program Committee (AMPC), is taking an in-depth look at programming and the proposal process. As well as the possibility of offering many of the programs presented virtually. Many members participate in the legislative advocacy programs that are offered or the GRC roundtable to get a better understanding of where we are with our advocacy efforts. If these programs are affected by the committee’s decisions we will need to review our advocacy strategies.

Proposed Activities for 2010-2011:

The Annual Meeting should be reviewed regularly to ensure it continues to meet our members needs. Additionally, it appears that through the years various committees have reviewed the program selection process and the work of the AMPC. Based on various feedback it appears the general consensus is that the programs presented are not meeting member needs. There is a re-occurring request for more substantive law programs, as well as more input from SISs. Perhaps the time has come once again to take another look at the proposal and selection process. One recommendation would be to create a selection procedure for the SISs to follow when ranking program proposals. Additionally, the AMPC may...
need to be broadened to include, in addition to two members from each sector, the education chair of each SIS. If attendance at the Annual Meeting continues to decline a committee may need to be established to review alternative ways to present educational opportunities to the members outside of the Annual Meeting. I know the Continuing Professional Education (CPE) committee continues to review this as well.