

GUIDELINES FOR HOSTING MEETINGS

SCOPO is interested in having all of our member associations host a bimonthly meeting. Some of the larger associations are financially able to host a meeting each year while smaller associations desiring to host a meeting, may feel they are unable to meet the financial obligation of hosting a large meeting. Under these circumstances, SCOPO should occasionally be able to financially assist the association wishing to host a meeting.

Requirements for a meeting include finding a host hotel and suitable meeting space. The SCOPO E-board meets the evening before, and over the years this has expanded into a subsequent social evening for members arriving the night before. This has proven to have its benefits in regard to professional networking and some associations pick up the tab for this dinner. However, there should not be any expectation that the hosting association will pay for this.

If an association wishes to host a SCOPO meeting, the following guidelines should apply:

1. Make arrangements for a block of rooms and a meeting room with a local hotel. Arrangements should be made to the advantage of the hosting association. Most hotels will give a reduced room rate or free meeting space if a block of rooms is held for SCOPO. SCOPO is an association of associations (unions). Therefore, when possible, consideration should be given to using union facilities for meetings and accommodations. Arrangements are usually made with the hotel sales department or, in smaller facilities, the hotel manager. A block of 15 rooms is usually satisfactory for a meeting. While the meeting room is the responsibility of the host association, final payment for the reserved rooms should be made by the guest member or association. If the host association requires financial assistance from SCOPO for the meeting room, they should advise the Administrative Vice President in advance.
2. Lunch should be provided either at or within walking distance of the meeting location. If the host association requires financial assistance from SCOPO, they should advise the Administrative Vice President in advance. SCOPO will no longer ask for the customary lunch contribution from attending members.
3. The host association is expected to provide a speaker(s) for the lunch. This may be the host's chief probation officer, a local government official or legislator. The meeting may be hosted as part of a larger event or celebration as long as SCOPO is able to conduct its business with minimal interruption. The only guide here is whether the discussion or event will be of interest to probation peace officers. Occasionally, SCOPO may wish to have a particular speaker at a meeting. In those cases, the host county will be notified and SCOPO will make the arrangements for that speaker. This should not preclude any association from having the speakers they wish to present.
4. If the host association will not be paying for the dinner the evening before the meeting, the coordinator should advise the Administrative Vice President in advance that the dinner will be no-host. The association may wish to provide dinner for its own attending members as a membership benefit and should not feel obligated to do so for visiting SCOPO members except out of goodwill.
5. It is SCOPOs desire to host meetings in diverse locations throughout the state to allow as many of our member associations to attend as possible. In the critical times, we must make sure all of our association members know that we are there to fight for them in every facet of probation. Our bimonthly meetings are a way to put a face on the organization. If you have any questions about hosting a SCOPO meeting or would like further information, please contact us at pbrennan@scopo.org.