

## **Policy Change Recommendation**

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Author: Rena McLendon

Contact Information of Author: [rena@amta-sc.org](mailto:rena@amta-sc.org)

Date Authorized by Chapter: The SC Chapter Board voted to approve this recommendation on 3/10/14 and as updated on 4/13/2014.

Subject: Remove the financial responsibility of funding Delegates' attendance to the House of Delegates from the State Chapters' budgets.

### **Whereas:**

- Delegates are not classified as Chapter Volunteers; these volunteer positions for which the Position Description duties are directed by National Policy are classified as National Volunteers.
- Delegates to the House of Delegates (HOD) are given authority by National Bylaws and Policies as well as through election by the Chapter membership.
- Delegates are required by National Policy to register for the AMTA National Convention and be present at the HOD meetings at National Convention.
- A sampling of 23 chapters who reported their expenses to send delegates to convention had a wide range of differences in the amounts they reimburse the delegates for their service. The minimum was \$600 and the maximum was \$2,000 with the average being \$1,404 per delegate. Multiplied by 142 delegates gives an estimated total expense for the collective chapters' budgets of \$199,368.
- Because of Chapter Fee changes, Chapters will have to reduce their expenses.
- AMTA Policy provides financial compensation from the National Budget for National Volunteers to travel to meetings required by the volunteers' Position Description.
- Providing all Delegates with convention fee, travel, lodging and per diem from the National Convention budget would impact chapter budgets equitably because the number of Delegates is based on the number of chapter members and therefore to the chapter's income from membership dues.
- The early rate for Convention Registration in 2013 was \$395.
- The hotel room rate including tax averaged from the last 3 years for the convention host hotels is \$180.50.
- Travel reimbursement to National Convention is currently capped at \$500, per diem is capped at \$45 per day.
- In 2013, 142 delegates were seated; therefore, with the above numbers mentioned the total expense would be \$191,132 per year.

Therefore, be it resolved that the House of Delegates recommends to the National Board of Directors that: convention registration, travel expense, 2 nights lodging and 2 days per diem expenses for

Delegates to travel to National Convention to attend the HOD meeting should be paid from the National Convention Budget and amend policy as indicated below.

The financial impact is estimated to be \$191,132 per year as a new expense.

House of Delegates

#### SECTION IV. MEETINGS

- A. Each chapter shall send their delegates to the AMTA National Convention:
  - 1. Delegates shall register as such for the AMTA National Convention.
  - 2. Any compensation to delegates shall be determined by ~~the chapter~~ **the National Board of Directors as part of the National Convention budget.**
- B. Only properly credentialed delegates shall be admitted to the delegate seating area.
  - 1. All other members may be seated in another available area.
- C. The business meeting of the HOD will be scheduled for a minimum of four hours.

**Averaged chapter expense per delegate:**

**\$1,404.00 is the average amount that Chapters spend to send a single Delegate to the National Convention.**

This amount was calculated by averaging the amounts reported from 23 state chapters' single year expense per Delegate. State Chapters differ in what expenses they reimburse, and whether they send their Alternates. The attached Spreadsheet shows how this was calculated as well as lists some of the differences in what State Chapters currently reimburse. The minimum reimbursement was \$600, the maximum was \$2,000. States that reimburse actual expenses indicated these amounts can vary each year due to the location of the convention.

There were 142 Delegates to the HOD for the 2013 National Convention. If the NBOD approves this Recommendation, the financial impact would be a reduction in expenses from the Chapters' budgets.

**If we use the averaged amount of \$1,404 per Delegate for 142 Delegates, the estimated financial impact would be \$199,368 in reduced expenses from the Chapters' combined budgets.**



## Notes

Total averaged from 2013 and 2014 for 5 Delegates, 5 Alternates, 1 President

4 Delegates, 1 Alternate

3 Delegates, 1 Alternate

\$300 per day for 2 days max

Cost reported \$1500-1700, averaged to \$1600.

5 Delegates, 1 Alternate

Total averaged from 2013 and 2014 for 5 Delegates, 1 Alternate

Averaged from \$1000-\$1500 per, 4 days, 3 nights

Cost reported \$800-1000, averaged to \$900

Amount not reported

Amount not reported

Amount not reported

Amount not reported

## **Estimated costs per chapter representative to attend National Convention.**

The actual amounts AMTA has paid to send chapter representatives to convention are not available. Per Laura Sabransky, Program Manager, Volunteer Development & Chapter Programs, the maximum travel and per diem amounts added to the average hotel room costs would be the best estimate of the costs.

2013 National Convention Hotel rates

\$165 Omni Fort Worth Hotel plus \$24.75 tax

\$149 Sheraton Fort Worth Hotel and Spa plus \$23.55 tax

Average \$181.15

2012 National Convention Hotel rates

\$149 Raleigh Marriott City Center plus \$19 tax

\$149 Sheraton Raleigh Hotel plus \$19 tax

Average \$168.00

2011 National Convention Hotel rates

\$166 DoubleTree Portland plus \$20.75 tax

Rate \$186.75

## **The average hotel room rate including tax for the past three years is \$180.50.**

National Committee Member volunteers required to travel to a meeting are reimbursed for 2 days hotel room, 2 days per diem, and travel expenses. Some Committee Members' convention registration is paid when attending meetings at National Convention. Delegates are required by Policy to register for National Convention. The early convention registration rate last year was \$395. There were 142 delegates seated in the 2013 HOD.

**The estimated cost to send a delegate using the reimbursement model for National Committee members would be \$180.50 hotel room for each of 2 nights, \$45 per diem for 2 days, up to \$500 travel, \$395 early convention registration for a total of \$1,346 per delegate per year.**