Purpose: Procedure for preparing the Annual Meeting Proceedings

Scope: Annual Meeting proceedings, to be distributed by the Executive director to the membership.

References: Historical versions of the annual meeting proceedings, Annual Meeting Proceedings Document Checklist, Annual Meeting Proceedings Template

Procedure:

1. Notify the executive director office as soon as possible before the annual meeting of the due date for reports.
   a. Typically 30 days is allowed from the end of the annual meeting for committee chairs to submit reports to be included in the proceedings.
   b. The annual meeting proceedings checklist is provided as a reference for the documents to be collected. As documents are received, they may be checked off the list.
   c. Enter the individual SCST Board of Directors members from whom to collect reports as a reference.
   d. It is advisable to save this document with the year for the current proceedings.
2. Enter the correct meeting number for each society. The formula to calculate this number is provided in brackets.
   a. It may be helpful to refer to previous versions of the Annual Meeting Proceedings for verification.
3. Enter the complete meeting dates, including workshops and committee meetings, through the end of the business meetings for each organization.
4. Use the "Find and replace" option for the following:
   a. Find: [Location]
      i. Replace with: The city and state where the current meeting took place.
      ii. Eg. Sparks, NV
   b. Find: [Year/Year]
      i. Replace with: Past year and current year
      ii. Eg. 2018/2019
   c. Find: [Current Year]
      i. Replace with: The current year
      ii. Eg 2019
   d. Find: [Date1]
      i. Replace with: The date the individual board meetings took place.
      ii. Eg. June 13, 2019
   e. Find: [Date2]
      i. Replace with: The date the joint board meeting took place.
      ii. Eg. June 14, 2019
   f. Find: [Date3]
      i. Replace with: The date of the Long-Range Planning meeting.
      ii. Eg. June 17, 2019
   g. Find: [Date4]
      i. Replace with: The date of the AOSA and SCST business meetings.
      ii. Eg. June 18, 2019
5. Entering committee reports
   a. As committee reports are submitted review for spelling and grammatical errors. Otherwise reports should be published as submitted.
   b. Copy the text of each report submitted and paste below the heading for the appropriate committee.

       i. It may be necessary to adjust font and spacing for uniformity.

       ii. The current font and spacing is Calibri, 11pt, single spacing, 1 space after paragraph.

       iii. Check off committee reports on Annual Meetings Proceedings Document checklist as received.

       iv. Save a copy of the committee report and add "Done – " before the original filename.

    c. If no report is given at the annual meeting enter "No report given."

    d. If no report is submitted for publication enter, "No report available."

6. Entering awards and honorary members

    a. A list of the honorary members and awards may be copied from the previous issue of the Annual Meeting Proceedings.

    b. A complete list may be found on the Analyzeseeds.com website under committee documents.

       i. These documents should be updated annually as awards and honorary memberships are given, and as new presidents are sworn in.

7. Entering attendees

    a. The list of attendees may be provided as an excel sheet or a document from the Executive Director office. These may be copied and pasted into the meeting proceedings and adjusted for formatting.

8. Entering financial statements

    a. These may be provided by the Executive director or treasurer for respective organizations.

       i. If provided, include under the heading for the individual business meeting for the corresponding organization.

9. Cover design

    a. The image fronting the Annual Meeting Proceedings may be changed.

       i. For use on the Annual Meeting Proceedings images must be one of the following

          1. Approved for free use, under a Creative Commons or similar license.

          2. The property of AOSA/SCST

          3. Submitted specifically for use in the Annual Meeting Proceedings with credit given to the photographer or illustrator.

10. Updating table of contents

    a. Once all items are added and the final layout is completed, right click on 'Update Table of Contents' at the top of the table of contents.

    b. Select "Update all items"

    c. Review that all headers appear correctly

11. Review

    a. Send Proceedings to the committee as a PDF file, and to the Board of Directors for each organization for review.

    b. Once Proceedings have been reviewed by both boards, send the final PDF to the Executive Director for distribution to the membership and post final version on the website.

Changelog

Changes Made	Date
New	6/28/21
Author: SCST co-chair Quinn Gillespie, AOSA co-chair Elizabeth Stewart	Date: 6/17/2021
Approved:	
Signature:	Date: 6/28/2021