

Information about Hosting a Coalition Meeting 11-18-16.docx

Here is some general information about hosting a meeting. This information is posted on the [www.DenverSeniorCoalitions.org](http://www.denverseniorcoalitions.org) website on this page:
<http://www.denverseniorcoalitions.org/about/host-a-meeting/>

Consider Hosting a Meeting

The information below provides some general details about hosting a meeting. Although most of our host locations are retirement communities we have also had meetings hosted at retail locations, seniors centers, health and recreation clubs, hospitals and hotels. Find details below.

Meetings Dates & Times:

Regular Coalition meetings for Northwest, East, South and Southwest Chapters are held from 9:30AM to 11:30AM* in Jan, Feb, April, May, July, August, Oct and Nov. Occasionally a location host may request an earlier start or end time for a meeting.

****The South Chapters regular meetings end at 11:00AM***

- East Chapter – 3rd Wednesday of the month
- Northwest Chapter – 2nd Wednesday of the month
- South Chapter – 2nd Thursday of the month
- Southwest Chapter – 4th Tuesday of the month
- Note that March, June, September and December are joint coalition meetings. The day of the month for the joint meetings.

At a Meeting we need from the Host:

Locations Directors should actually visit the host location and take a tour of the room and check on parking instructions. In some cases, the host may need us to leave early because the room is a dining room and then they need us out by 11:00AM or 11:15AM – this is okay.

- Refreshments for the members - this can be a full breakfast; however we are just as pleased with a simple continental breakfast.
- A meeting room to hold members with sufficient seating – Seating can be at tables or rows of chairs.
- A check-in table for members and guests to sign in. 2 of our Directors will be at the check-in table.
- 2 large tables for members to place their literature.
- A presentation area for the Speaker/Presenter
- A sound system is preferred but not required if the room is smaller
- In general if a speaker is doing an audio-visual presentation, they will bring their own projector equipment but would need some type of flat screen TV or flat surface to project to. The Speaker and Location Coordinator will work with you to coordinate what is needed.

- Expected Attendance can range from:
 - Meetings early in the year (Jan & Feb) and in the fall (Oct & Nov) run 40 to 65
 - Meetings in late spring and early summer run 40 to 60
 - Meetings in mid-summer (July & August) run 35 to 50
 - Joint Meetings run 75 to 100
 - Bad weather or other events can impact attendance

Joint Coalition Meetings

Joint Coalition Meetings are held three times a year in March, June and September from 9:30am to 11:30am. The meeting day of the month can vary for joint meetings.

- Northwest Chapter organizes March
- East Chapter organizes June
- Southwest Chapter organizes September
- And the December Holiday Gathering rotates for organization between East, Northwest and Southwest. As of Nov 2016 the Presidents have not determined how the new South Chapter will rotate into this schedule.
- East organized the December 2013 event, Southwest organized the December 2014 event, and Northwest organized the 2015 Holiday Gathering and East will organize the 2016 Holiday Gathering.
 - Southwest will be organizing the 2017 Holiday Event

The December Holiday Gathering

The December meeting is typically a holiday gathering held in early December at a large retirement community, hospital or other large organization. The coalitions usually organize some type of drive for gifts or donations for low income seniors. For the last few years we have collected gift cards in the amounts of \$15 to grocery stores or Walmart. These items are then given to non-profits that serve low income seniors to distribute to their residents. Often the non-profit recipients are coalition members. The decision on the recipients is made by the Presidents of the four coalitions.

QUESTIONS?

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