



Checklist - Tasks for the President at a General Meeting

Overview: the objective of this document is to list the activities that the SPIN president is responsible for at a general meeting.

TASKS: Legend for Status column: √ = Satisfied, N = Not Satisfied, NA = Not Applicable

	Task	Comment
1.	Welcome members	Remind members to turn mobile gadgets off
2.	Thank sponsors & recognize board members	
3.	Call for volunteers (Potential next year board members)	
4.	Ask the facilitator to introduce the speaker	Use "Time Remaining" signs
5.	Present the certificate to the speaker	Mention that the presentation will be on the Web.
6.	Do the drawing for the free book	
7.	Announce training and other activities of our sponsors	
8.	Announce the next month's meeting topic and location	
9.	Announce any other upcoming events such as signature event	
10.	Last month's meeting topic and location	
11.	Location of all presentations	http://www.atlantaspin.org/meetinginfo.htm
12.	Open up the floor for job announcements	
13.	Ask the participants to fill out the evaluation form	
14.	Adjourn the meeting	



1 Board Contact Information

	Committee Membership
Abi Salimi	President
Mike Sweeney	Treasurer, Fundraising
Stewart Forscher	Fundraising
Scott Banks	Membership
Ron Wojcik	Newsletter, Marketing
Dean Morrow	
Mike Murphy	Secretary
Garrison Atkisson	Programs
Larry Hyde	VP, Marketing

2 Venue and Food Information

Name	Contact
1. La Quinta Inn & Suites	<p>Atlanta Perimeter Medical 6260 Peachtree Dunwoody Atlanta, GA 30328 Phone: (770)350-6177 Fax: (770)350-6630</p> <p>Directions</p> <p>I-85 South/I-285 west, exit 28 Peachtree Dunwoody, turn right hotel is on the left. I-75 South/I-285 East, exit Georgia 400 North/exit 5-A(Abernathy), turn right at 1ST light onto Peachtree Dunwoody, then hotel is on the right. I-75/I-85 North to 400 North exit 5-A turn right at light.(Abernathy), turn right at 1ST light onto Peachtree Dunwoody, then hotel is on the right.</p>
2. Pizza Ask Dean the ratio - number of orders to the number of participants.	<p>Frank Harris Pizza Construction Company (770) 399-9699 1155 Hammond (at Peachtree Dunwoody)</p> <p>Last order: 3 veggy 3 deluxe 2 meat 2 x-cheese 1 ham/pineapple</p> <p>2 gal sweet tea 1 gal unsweet 1 gal lemonade ice, cups, napkins, plates</p> <p>Frank.harris@pizzaconstruction.us</p>