

THE C.S.C.O. ANNUAL CONFERENCE

An Outline for Planning the Conference

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Foreword

Since this Planning Outline was first put together, CSCO has felt the effect of the age of technology. Most Chaplains now have email, and CSCO has its own web site:

www.cscoco.ca

The Conference Planning Committee will find it very useful and time-saving to keep in touch through email, particularly at moments when information is needed to make a decision on something. As you go through this Outline, you will surely see many ways to use email and the internet to facilitate various aspects of the planning process.

In particular, keep the web site in mind as a vehicle for advertising and promoting the conference. As an example, when the initial conference flyer is ready to mail (in April or May) make sure that it is prepared and saved in a format that can easily be emailed to the web master for uploading to the web site: brian.halferty@cscoco.ca

The web site can also be used to provide travel information, conference background materials, and other similar types of resources.

When the Conference Registration Package is prepared (in October?), make sure that it is prepared in an appropriate format for uploading to the web site. For example, it would good if the registration brochure is prepared in, or can be translated into, PDF Format. Once uploaded, it would then be easily accessible for downloading by those wishing to register.

[At the present time, CSCO has chosen not to allow on-line registration for the conference.]

Finally, the ease of email connection makes it possible to stay in close touch with the members of the CSCO Executive, who take a great interest in the conference planning process and who can offer their assistance in a number of ways.

Our thanks to you, the members of the Conference Planning Committee, for taking on this service to our CSCO community, and best wishes to you as you work together to make it happen. God bless you and your work.

The CSCO Executive

January, 2003

THE C.S.C.O. ANNUAL CONFERENCE

An Outline for Planning the Conference

JANUARY

Committee Structure

Set up Planning Committee; Committee includes CSCO President and one other member of Executive
Select Committee Chair and Treasurer
Set date, time & place for next meeting; set up schedule of committee meetings, if possible.

Conference Place / Dates

Select the conference dates for next January.
Book the conference facility.

FEBRUARY

Theme / Program

Review evaluations from past Conference, taking note of criticisms, kudos, suggestions for themes, etc.
Begin brainstorming on Conference theme(s) and possible speakers/presenters/animators.
Begin contacting these.

Conference Budget

Review past budget(s).
Begin to get an overall sense of various costs (facility, speakers, etc.) Vs. possible revenue.
[See below: "What to Beg, Borrow, Buy, Rent"]

Open Bank Account

Ask CSCO Treasurer for start-up money.
Open a Conference bank account.
[See below: "Bank Account"]

MARCH / APRIL

Program Planning

Continue working on Conference goals, themes, etc.
Begin roughing out the shape or flow of the program.
Decide on how to present the theme symbolically: a Logo, a picture, a quotation, a song, etc.

Presenters / Animators

Finalize WHO these will be.
Begin meeting or conversing with these key people on the theme, what they do best, what they require, etc.

Program Schedule

Begin translating the "program" into a "schedule", with tentative timings, the order of things, etc.

Advertising Flyer

Begin preparing the first Conference advertising flyer, to be mailed out in May.

MAY

Mail Advertising Flyer

Mail to CSCO Members, other Ontario school Chaplains, Catholic school boards, etc.
The CSCO Executive maintains address lists and will provide mailing labels.

Arranging for Book Vendors

One Committee member could be asked to invite to the Conference any book vendors decided upon.
[See below: “Book Vendors”]

JUNE

Continue Program Development

Discussions continue on program details.
Aim to include the presenters/animators in this.
More refinement of the schedule can be done.

Prayer and Liturgy

Initial thought should begin on themes for prayers and liturgy.
A sub-committee involving people outside the Planning Committee can be formed to work on this further.
An initial gathering of readings and/or songs might be put together to help guide the process and to correlate the prayers with the rest of the program.

Plans for the Fall

Discuss various jobs to be done from September onwards.
Set dates and deadlines for these.
Assign people to each task, or at least to the major ones, so that thought and preparation can begin.

JULY / AUGUST

Enjoy your Vacation

Not much can happen during the summer by way of planning. The Planning Committee may choose to meet, say, in early July or late August, but this is completely up to the Committee to decide. However, Committee members might be encouraged to cogitate on aspects of the program, liturgies, etc., while reposing in the shade or on sunny shores.

Contact Person(s)

One or two members of the Planning Committee should be Designated as contacts over the summer months in case anyone (e.g. the presenters/animators, the conference facility, etc.) needs to be in touch about any aspect of planning.

SEPTEMBER / OCTOBER

Program Finalization

Final discussions with presenters/animators.
Liaison with conference facility on schedule, meals, special events, other needs, etc.
Work with CSCO Executive on timings for General Meeting, other CSCO business.
Give final shape to the program schedule.
[See below: "Important Program Elements"]

Prepare Registration Package

Design the REGISTRATION package: brochure or folder, registration form, etc.
One person or a small sub-committee can do the work, but the whole committee should be involved in the approval process.

PROOF-READ EVERYTHING

Be VERY CAREFUL to proof-read everything that is to be sent out. This includes the earlier conference flyer, conference program, registration form, etc.
What you send out is done on behalf of C.S.C.O. and reflects on all of us. Check spelling, grammar.
Be particularly careful that addresses are complete, phone numbers correct, etc. More than once we have had to do a second mailing to correct mistakes.

MAIL Registration Package

Target date: mid- to late October.
Mail to CSCO Members, all other school Chaplains, Supervisory officers in charge of Chaplaincy
Coordinate with CSCO Executive re: special invitations and who will take care of this.

NOVEMBER / DECEMBER

Prayers / Liturgies

Put in final form. Determine principal presiders, musicians, etc.
Prepare and copy liturgy/prayer booklets or handouts.

Music

If words or music of copyrighted material is to be printed, contact the copyright holders for permission.
[See below: "Music and Copyrights"]

Conference Centre Liaison

Keep in touch with the Conference facility.
Send them a final copy of the Program Schedule.
Verify meal times, physical set up arrangements, special refreshments (e.g. wine & cheese), etc.

Registrations / Confirmations

As registrations begin to arrive, be ready to deposit the payments and keep a registration list.
Confirm registrations by mail, with receipt, except for those received immediately before the Conference.

CHECK LIST

Before Christmas Break, go over your whole check list to make sure everything is covered Besides double-checking all the program details, look at:

- Conference folders: what to include
- Purchases: supplies, name tags, gifts, etc.
- Rentals needed? E.g. sound equipment, etc.
- Evaluation form: prepare, print
- Conference site set-up: plan details
- Arrival/Registration: Who? When? How? Etc.

JANUARY

Home Stretch

Plan one final pre-Conference Committee meeting. (That's probably all you can squeeze in.)

After that, there's only time to do two things:

1. Panic
2. Pray

Keeping on top of the details

All the BIG stuff is planned and in place. But nervousness and adrenaline are running high.

Suggestions:

- Keep going over your checklist.
- Remember little cards & gifts for presenters.
- Keep on top of registrations, receipts.
- Keep an up-to-date list of registrants.
- Stay in touch with the Conference centre, especially with regard to any changes.
- Stay in touch with CSCO Executive.

Pre-Conference Work Session

Put aside a time for assembling the Conference participant packages. This could be done on site the day before or at some other place and time.

Plan to meet on site the day before the Conference to set up; prepare spaces for meeting, prayer; meet early arrivals; etc.

DURING THE CONFERENCE

Greet people, handle registrations, provide information.

Committee should identify themselves (special name tags?) so that people may address questions to them.

Committee should handle all liaisons with the facility staff.

The Committee is responsible for chairing the Conference, and for all aspects of managing the program.

AFTER THE CONFERENCE

Take a deep breath.

Pat yourselves on the back, and enjoy having others do that to you as well.

Go home and have a well-deserved rest.

See next page for POST-CONFERENCE activities.

POST-CONFERENCE ACTIVITIES / RESPONSIBILITIES

FEBRUARY

Evaluation Meeting

Soon after the Conference, the Planning Committee should Meet to review the "Evaluations".
Based on the Evaluations and/or on their own observations, the Committee is invited to prepare comments and recommendations for the CSCO Executive and the incoming Conference Planning Committee.
After reviewing the Evaluations, send them to the CSCO Executive.

Dinner

It is customary for the outgoing Planning Committee to treat themselves to dinner somewhere on CSCO.

Final Financial Details

Pay the bills, collect all the payables. Do your best on this, but if there are still outstanding amounts owed to the Conference after a month or so, just submit the details to the CSCO Treasurer.

Close the Bank Account

Close the Conference Bank Account by the end of February.
Any funds remaining in the account at the time of closing it should be sent directly to the CSCO Treasurer.

MARCH

Conference Financial Report

Prepare a formal financial report for CSCO, using the format suggested by the CSCO Treasurer.
This report should include the details of all Receipts and Disbursements.
This report should be submitted to the CSCO Treasurer early in March, along with all the documentation (bank book, cancelled cheques, invoices, receipts, etc.).
[The Executive and the incoming Conference Planning Committee need all the financial details in order to plan the budget for the next Conference.]

Information Pages on
VARIOUS TOPICS
Related to Organizing the Conference

Bank Account

What to Beg, Borrow, Buy, Rent

Book Vendors

Important Program Elements

Music and Copyrights

BANK ACCOUNT

One of the first actual “business” items for the Conference Planning Committee is the opening of a bank account. This should be done as soon as possible, using the following steps as a guideline.

1. Request an advance from the CSCO Executive.
2. Take the cheque from CSCO to a bank, trust company or credit union of your choice.
3. Ask to open an account for “an unincorporated club or association.” There are a couple of simple forms to sign, and the whole process should not take more than about half an hour.

NOTE (A):

The persons intended to be able to sign on the account must all be present for this process so that each can sign the necessary documentation.

NOTE (B):

Do not let the bank personnel tell you that you are opening up a “corporation” account. This type of account requires official corporation documents, a list of Board members, the Corporate Seal, etc. While CSCO itself is incorporated, we prefer to have the Planning Committee operate as an “unincorporated” body for purposes of this bank account. It’s just a lot easier.

4. Name the account “CSCO Annual Conference.”
5. Choose a type of account, whether chequing or savings, which allows cheques to be written on it. It is also preferable if the services on the account include the RETURN of cancelled cheques.
6. The Committee may decide to name two people (e.g. the Chair and the Treasurer) as signing authorities on this account. The CSCO Executive recommends, however, that for ease of access to the account it be provided that EITHER ONE of the signing authorities may sign, rather than requiring BOTH TO SIGN. The second arrangement is too cumbersome when people live at a distance from each other.
7. Retain all documentation received from the bank. When the account is closed (about a month after the Conference is over) all the documentation (bank books, cheque books, cancelled cheques, etc., are to be returned to the Treasurer of CSCO.

WHAT TO BEG, BORROW, BUY, RENT

BEG: Try to get “freebies”.

Talk to banks or other businesses about donations, either in CASH or KIND. (Firms often have promotional items to give away, such as pens, notebooks, conference note-totes, etc.)

See if your school is willing to cover the cost (or part of the cost) for the photocopying you will need to do.

Is there a school print shop program that might take on the printing of the brochure, or other items, as a project, for little or not cost?

BORROW: In the past, Conference Committees have borrowed from schools or churches things like:

- Music stands
- Microphones and sound equipment
- Various decorations and props to use in the liturgical services
- Vestments, altar vessels and linens, etc.

RENT: In the past, such things as the following have been rented, when necessary:

- amplifier
- speakers, and other sound equipment
- electric keyboard
- wine glasses
- a karaoke machine

BUY: Purchased items might include:

- stationary supplies
- postage
- name tags
- cards and gifts (e.g. as honoraria for the presenters/animators)
- refreshments (food, drink, etc.)
- music, and the right to print it

IMPORTANT PROGRAM ELEMENTS

In addition to all the elements of the Conference program covered in the planning calendar – themes, presenters, animators, prayer times, liturgies, etc. -- there are a couple of other elements that form an important part of the Annual Conference experience. They are also quite important to CSCO as an organization, and must be featured as important aspects of the Annual Conference program.

CSCO ANNUAL GENERAL MEETING

The AGM is of key importance to the ongoing life and health of the organization. It is essential to have this meeting scheduled in “prime time” and to give it a sufficient amount of time.

- The AGM normally requires about 2 ½ hours.
- It should NOT be scheduled in the evening.
- A morning time slot is best; afternoon is second best.
- The Planning Committee should work with the CSCO Executive on the scheduling.

The centrality of the AGM has other implications for the Conference program. Preparation of people for the AGM will entail:

- the need to make announcements at various points during the program regarding membership renewal, election nominations, interest in planning the next Conference, etc.
- If a particularly hot or important topic arises at the AGM, it might be necessary to have a second meeting session to deal with it, or to strike an *ad hoc* committee.
- Visitors to the Conference and invited guests of CSCO will need to be introduced or acknowledged at various points through the program.

All of this requires that the Planning Committee and the Executive collaborate in the planning prior to the Conference, and especially during the time of the Conference itself.

CSCO BANQUET

It is customary at the Annual Conference to have a “Banquet”. One of the meals, usually the evening meal on the last evening of the Conference, is designated as the “Banquet”. This meal may be occasion for recognizing the work and contribution of individual Chaplains, expressing good wishes to those retiring, etc. Special guests are usually invited by CSCO to join us at this meal. These guests may include, for example, representatives of other organizations which are “partners” in Catholic education, members of the hierarchy, etc.

Ways of making this meal special can include:

- arranging for wine to be served at the table;
- putting up special decorations
- ordering a special cake for the occasion
- strongly encouraging Conference participants to attend
- inviting participants to dress more formally for the occasion

It helps to highlight the importance of the Banquet if it is mentioned specifically in the initial registration package that is sent out, and if participants are specifically requested to register for the meal.

MUSIC & COPYRIGHTS

If songs are to be reprinted on sheets or in a booklet for Conference purposes – whether it is music and lyrics or just lyrics – it is NECESSARY to give proper credit for the copyright on these songs, and with SOME publishers, to arrange for permission in advance.

PLEASE NOTE: It is neither difficult nor expensive to arrange for the use of copyright material for a Conference such as ours.

We enjoy employing good music in the prayers and liturgies we have at our Conferences. It is viewed by many Chaplains as an opportunity to learn new music or to be exposed to new ways of doing music. There is no need to hesitate about printing music and/or lyrics for our Conference celebrations. However, it is essential to ensure that proper attribution and copyright information is printed with them and that, where necessary, prior permission is secured. This is the JUST and the LEGAL thing to do.

Here is some information on a few of the major publishers of liturgical music. Planning Committees are encouraged to verify with the publishing house what the current requirements are before proceeding to print.

1. **North American Liturgy Resources (N.A.L.R.)**, Phoenix, Arizona, 85029; Tel. (602) 864-1980

NALR is the original publisher of the *Glory and Praise* series, though most of the St. Louis Jesuits' material is now copyrighted with New Dawn Music (see below). NALR will, on request, provide a list of what songs/artists they carry under copyright. Printing of songs from NALR requires prior approval, and a flat rate fee to print any number of songs in any number of copies for limited use, as in a Conference. (The flat rate used to be \$ 15.00, but check with NALR.)

2. **New Dawn Music**, P.O. Box 13248, Portland, Oregon 97213-0248, 1-800-243-3296

New Dawn requires prior permission, which can be easily arranged by phone using their toll free number. A contract is then mailed out. The fee is minimal, something like \$ 0.03 per song per copy, with a minimum of \$ 10.00 and a maximum of \$ 25.00. New Dawn holds copyright for virtually all of the St. Louis Jesuits' songs.

3. **Oregon Catholic Press (OCP)**, Portland, Oregon; Tel. 1-800-LITURGY (= 1-800-548-8749)

OCP is in the same location as New Dawn. The terms for use of copyright material are very similar to New Dawn: prior approval and a small fee. OCP holds the copyright on some of David Haas' more recent stuff.

4. **G.I.A. Publications, Inc.**, 7404 So. Mason Avenue, Chicago, Illinois 60638; Tel. (708) 496-3800

GIA has the most liberal policy of all. In the case of music reprinted for a conference such as ours they do not even require approval or payment. They do like to receive a copy of the printed sheet or booklet. And of course, they insist that the copyright information be printed completely and properly with each song.

GIA are the publishers of the *GATHER* hymnals. They publish Marty Haugen, David Haas, and a number of other contemporary liturgical artists. They also have the North American publishing rights for the music from Taize.