

FALL ESCAPADE OFFICER'S MEETING NOTES September 2006 – Van Wert, OH

Chapters/Certified Birds of a Feather rallies are a place to make friends
Escapade is a place to visit friends
Come meet old and new friends at chapter/certified BOF rallies

Introduction of Kay Petersen – founder of Escapees RV Club and CARE, Cathie Carr – CEO of Escapees, Angie Carr – Executive Director.

Thank you all for attending the Officer's Meeting. Chapter/C-BOF communications have greatly improved; however, new officers need to be "trained" too, so please forgive duplicate information.

We hope that all officers have reviewed **First Task of New Officers** – especially after elections. This clarifies job descriptions and expectations. Remember do not do all tasks your self. Sharing the load makes all tasks so much easier and enjoyable.

The Escapees Website continues to add new information for Escapees. Many areas are now for Member's Only (including the Escapees Magazine) and need an ID & Password for access. Please request your ID & Password now by calling Escapees 888-757-2582, so that you will have it when you need it. Like any ID & Password combination, it is yours, for your use. Please keep this information in a safe place.

New updates for the officer manuals are announced at Escapade Officer Meetings. Hard copies are given to the officers at that time with instructions to please update their manuals. These updates will also be added to the Escapees website: www.escapees.com > groups & events > chapters > officer manuals or <http://www.escapees.com/chapters/OfficerManuals.asp>. Please take time to update your officer manuals – and to thin out the added "stuff" that accumulates. Below the manuals on the manual part of the website are three current Escapade Officer Meeting Notes for your review as well.

Officer Manuals are often large files; however by saving them to your personal computer you will have them easily available. To find particular areas of the handbook, click on the "bookmarks" tab on the left side of the screen. To update your Acrobat Adobe Reader file on your computer, go to:

<http://www.adobe.com/products/acrobat/readermain.html>

Magazine Report Form (11-04) – (available on Escapees website as above) - Send one copy for magazine (information in grey at the bottom of the form) – the departments editor will forward copies to Chapter Directors; or if emailed please include: departmentseditor@escapees.com, densu@escapees.com. If you have all current officers, rally and luncheon information for the year, you need only send the form one time for the year. Send changes of officers, rally and luncheon information as changes occur. Remember the magazine staff is working ahead of time – in September they are working on Nov/Dec magazine. Please send your information by the **10th of the Odd numbered months. *As for rally dates please include the first day of the rally and hitch up breakfast date as well.***

Treasurer: Annual Audit before Election: use new form dated 9-05 available on the website as above, include EIN number, may attach Income/Expense printout from computer bookkeeping programs, include membership total Mail to Club Business and to Chapter Directors, or email works well also. If you do not have an EIN Number (tax exemption #), please contact Chapter Directors for more information.

How long do you keep records:

- Treasurers receipts – one to two years, actual accounting books on going
- Minutes, Newsletters, Scrapbooks – on going
- Thin the extra non-office stuff that accumulates

Please **send Chapter/C-BOF communications**, minutes, newsletters, etc to the addresses below. Email also is very acceptable for all group communications.

- Club Business, 100 Rainbow Dr, Livingston, TX 77351-9300. clubbusiness@escapees.com
- Chapter Directors (Denny & Susie Orr) 202 Rainbow Dr #10263, Livingston, TX 77399-2002, densu@escapees.com
- Please Remove: Dan Clifton and Harrell & Tommie Sue Hicks from your mailing lists.

NEWSLETTER EDITORS: We salute the Newsletter Editors! They publish several newsletters per year using their time, talents and creativity to share chapter/C-BOF information. Do take time to give them a special hug and a great big THANK YOU! We are also asking them to share the chapter rally information with neighboring chapter newsletter editors. Perhaps neighboring members will also participate in some of your rallies.

WEBMASTERS: We also salute and thank the many volunteers who do the chapter/c-BOF websites. This is another avenue of advertising for your events, luncheons and special activities. Should your group have a new webmaster, please have them access the Officer Manual area of the website to download the Webmaster Instruction File. We will gladly assist and answer questions. **Including your group roster and by-laws on the website covers annual publication.**

Please email us the name, email address and SKP# of those new members who present your chapter with the **“Free Membership”** coupon. We do follow up with them.

Win Win for the Chapter / Members and Escapees:

- #1 let NEW members know there are chapters in Escapees.
- #2 to encourage members to seek out chapter information
- #3 to have NEW members actually go to a chapter rally
- #4 to encourage members to join a chapter of their choice by presenting the coupon to the chapter for a FREE one year membership.
- #5 Chapter expense would only be the cost of printing/mailling 4 newsletters/year. Many chapters email their newsletters.
- #6 hopefully the new member will become an active participant in the chapter.

RALLY HOSTS: To have successful rallies, you need rally hosts. Rally Hosts need to know what is expected of them. To make their job much easier, please have several copies of the **“Rally Planning”** folders to pass on to each Rally Host. This information is also on the website – Officer Manuals – as a separate Rally Host file to download – everything from A to Z. Also look for articles about Rally Hosting in the July/August Escapees Magazine.

NEW: Please include the following statement on your registration forms for each rally. The statement can also be included in your newsletter and website. There will be no need to save these forms. This replaces the current “Waiver”.

By your attendance at this event you are agreeing to the following:

As an attendee, you assume all risk and danger relating to your personal property, RV, and attendance at this Chapter/C-BOF Event, whether occurring prior to, during, or after the event. In the event of loss or theft, no claim will be made upon Escapees, its volunteers, employees, or agents. Volunteers may be directing and assisting you in your parking areas. It is, however, the driver of the RV or other vehicle who is ultimately responsible for avoiding obstacles or dangerous situations and is solely responsible for any damages to their property or the property of others. As an attendee at this event, you are granting your permission to be filmed, videotaped, audiotaped, or photographed, and granting full use without compensation

Escapees Communications tools: These are free. They do not clog your email folders, but are very informative. Please share with your membership.

- e-news@escapees.com
 - To receive critical advocacy alerts
 - Subscribe: send email with subject e-news
- subscribeclubnews@escapees.com
 - Upcoming activities, special events, general club news

RB Brinton is willing and able to advertise your Anniversary, Group Rallies and perhaps even some very special event rallies. Please send him your rally information and the special details for Club News. His email: RBrinton@escapees.com.

The magazine also has occasional room for chapter photos. Please send only your best photos. And hopefully one will be chosen for the magazine.

Membership: Many chapters struggle with gaining new members – others continue to grow yearly. What makes the difference?

- Ask Members to bring a friend
- Mailing labels from Escapees
 - New Members since last Escapade
 - All Area Members
- Share your rally information with neighboring chapters newsletters and websites
- Daisy Chain Phone Calls to remind members of Luncheons, Rallies
- Email all members about Luncheons & Rallies – start a yahoo.groups to easily email your membership reminders.
- Continue to send a group roster annually – by newsletter, email, or separate copy
- **Asking for your IDEAS – please share them with us.**

Advertised in the Nov/Dec issue of the Escapees Magazine will be an open invitation to attend the Escapees Happy Hour Jan 17-18 2pm – all welcome. If your group will be in Q -- we invite you (or a group representative) to join the fun – share your chapter/c-bof information – and personally invite Escapees to your events. We hope to promote the chapter/c-bof rallies, HOP events and Escapades along with a typical **Escapees Happy Hour** – bring your own chair, drink and snack to share.

VCRs are **Volunteer Club Representatives**. Please welcome them, introduce them at your rallies and luncheons, and give them some time to share information. We consider the VCRs our right arm and our in person representatives at your event. Some chapters enjoy having the VCRs install their new officers, so do ask them.

Check the Escapees Magazine and Website for **FUN and EXCITING HOP events** scheduled throughout the year. Bruce & Louise are always working on new adventures.

Remember **All Escapees welcome at ALL events**. For courtesy, do let them know you are coming. Let's go rallying!!

Happy 20th Anniversary Rallies in 2006: #16 and #17 in October, #18 was just before Escapade. 2007 - #20

Happy 10th Anniversary Rallies in 2006: #45 will be in November, #44 and #46 were just before Escapade. 2007 - #47

Future Escapades dates:

SPRING – April 22-27, 2007 – Stockton, CA

FALL – September 9-14 – Goshen, IN

SUMMER – July 1- - Gillette, WY

Chapter Directors – Susie & Denny Orr
202 Rainbow Drive #10263
Livingston, TX 77399-2002
219-670-3007

Escapees Chapter/c-BOF Treasurer's Annual Audit Report

Chapter/c-BOF Name	EIN Number	Date
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Either complete the information below or attach a printed Income/Expense Report from Money/Quicken or such program:

Balance as of _____ Date	Total _____
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Income: Description _____	Add Income _____
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Expense: Description _____	Less Expense _____
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Balance as of _____	Net Total _____
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I verify that the Treasurer's books have been audited and found to be correct.

Name _____ Date _____

Name _____ Date _____

Number of member subscriptions as of _____ **=** _____ **#**
Date

Increase in Membership for calendar year _____

Decrease in Membership for calendar year _____

Instructions: Please complete this form one time per year. Before new officers are installed is an ideal time. Additional copies available on Escapees website >Officer Manuals

Please send one copy to Club Business and Chapter Directors:

Escapees, Inc
100 Rainbow Drive
Livingston, TX 77351
Attn: Club Business

Susie & Denny Orr
202 Rainbow Dr #10263
Livingston, TX 77399-2002

Meeting Agenda

Chapter/C. BOF _____

Date _____

- (1) Meeting will come to order.
- (2) Pledge of Allegiance led by _____
- (3) Roll call of Officers.
- (4) Introduction of guest and New Members: _____

- (5) Introduction of VCR's _____
- (6) Reading of Last Minutes. By _____
Ask, "Are there any corrections to the minutes as read?" If so, the Secretary corrects them.
If opposition, corrections have Yeas and Nays.
Then, "Minutes stand approved as read (or) "Minutes stand approved as corrected."
- (7) Reading of Treasurer's Report. By _____
- (8) Wagon master Report. By _____
- (9) Committee Reports: _____

- (10) VCR Report. _____
- (11) Old Business: _____

- (12) New Business: _____

- (13) Sunshine Report. By _____

- (14) Motion to Adjourn. By _____ . 2nd By _____

NOTE: Main Motion is when someone moves to consider a new item of business. It must be seconded for it to be open to discussion. With no second, the Motion dies. (Refer to Roberts Rules). After the discussion the vote is taken.

Hello Chapter Presidents and Membership Persons –

Enclosed are address labels for all NEW Escapees (that have joined Escapees since the last Escapade) within your chapter area. We realize this does not include Escapees that may be from your area but whose mailing address may be elsewhere. Please check the addresses – if there are many duplicates for a particular address it is more than likely a mail forwarding service. Sorry, the computer can only do what it is told to do.

Listed below are just a few ideas for increasing and maintaining your group membership. With your help, this list can grow and be passed on to other chapters. We're sure you also have many other good ideas to share with us.

Good Luck, let us know how it goes. We'll help where and when we can.

Susie & Denny Orr, Chapter Directors, densu@escapees.com

Membership:

- Advertise your activities in your newsletter, voicemail, website with enthusiasm and excitement.
- Email all chapter members with information about upcoming Luncheon and/or Rally dates and events.
- Luncheons are a great meeting place and for making friends. Friends then enjoy meeting friends at rallies. Some groups have breakfast meetings. Others meet also on Saturdays for those that work.
- Ask members to bring a friend to Luncheon and/or Rally.
- Invite old members back with "we miss you" notes/e-mails. Follow up with phone call, e-mail or written note.
- Invite visitors back – perhaps send them a sample newsletter.
- Be warm, welcoming, and positive with all members.
- Ask Campground if you can advertise your rally with a poster on their bulletin board.
- Handout Invitations to other RV's at campground to come to Social Hour or Rally.
- Hand out fliers to those with like license plates. Eg: Alberta for #44 passes out fliers when they go to Arizona for the winter.
- Utilize New Member address labels sent from National.
 - Send a colored post card or letter inviting them to visit your group – luncheon or rally.
- Display an Escapees Luncheon sign on Door of Restaurant.
- Display Chapter Banner and/or Escapee flag at Luncheon or Rally. Let folks know who you are and that you're having a great time.
- Place an ad in a local newspaper advertising your group.
- Ask local newspaper to feature your group in their newspaper with an article and/or picture.
- Talk to local RV dealers – ask them if you can advertise your group with a poster / sign and/or invite them to give a seminar at your luncheon/rally.
- Adopt all new and visiting members – make them feel so welcome they want to come back. Some groups even introduce "grandparents."
- Have a chapter c-bof representative on The Row to share the great things about your group – invite them to join you. Display a map with locations of your rallies / luncheons.
- Chapter to pay for The Row Representative at Escapade
 - Chapter to pay from treasury
 - 50/50 drawing with monies toward registration fee
 - Brown Bag Auction with monies toward registration

Rally Hosts: encourage members to sign up as Hosts – Co-Hosts

- Offer incentives: chapter to pay for Host's Camping Fee at this rally or another one

- Simplify the duties of Host – Use Kay Peterson’s philosophy share the load; invite everyone to help at Rallies.
 - At registration at your rally, assign everyone a small task – that way they get involved and learn it can be fun too.
 - Group think tanks comes up with many neat ideas
- Variations of a simple master plan
 - Utilize your Wagonmaster Handbook
 - Choose a new location if you always go to the same place
 - Have a theme eg: Mardi Gras, Mexican Party, Beach Party, Halloween – make it fun
 - Include Active activities and Passive ones as well – some want to do something extra, while others want to visit / play games
 - Take some pictures and share the fun
 - Share local events, tours,
 - Day 1: Registration
 - Sign Ups needed – appoint something for all to do - Share the load – simplify the tasks.
 - Welcome and Friendship Hour
 - Dinner – Pot Luck or Restaurant
 - Evening Activity
 - Games
 - Music
 - Campfire
 - Day 2: Breakfast – Coffee
 - Morning Walk
 - Officers Meeting
 - General Meeting
 - Activity – Tour – Local Attraction – Games - Crafts
 - Social Hour
 - Dinner Activity
 - Evening Activity
 - Day 3: Open to explore area
 - Activities –
 - Social Hour
 - Dinner
 - Activity – perhaps discussion on favorite places they have visited
 - Day 4: Hitch Up Breakfast – Good-byes

RALLY IDEAS

- Have a **get to know each other** activity – perhaps at the first Happy Hour.
- **Adopt** your New or Visiting Members
 - Have a ceremony,
 - Introduce them.
 - Some chapters enjoy telling who their parents, grandparents are.
- Have **Evening Entertainment** (member’s talents in music or a skit) that draws folks out to socialize
- Consider **Rallies over the weekend** for those that are still working.
- Consider **Joint Rallies** with Neighboring Chapters
- **Share your Traditions**: an on going game or tournament whether it be bean bag baseball, ladder golf or pegs and jokers.
- **Share Rally Information**
 - Newsletter – Website – E-Mails – Neighbor groups – Phone Calls – Local Newspaper – RV Dealers – Restaurants – Campgrounds Have a final breakfast together
- **Advertise your Chapter** with Bookmarks, Calendars, Hats, Shirts, Button Pins.
- **Group photos** at Rallies, Photos of Members
- Pass out **Suggestion sheets** at your rallies. Review suggestions
- Make some changes

