

**CONFERENCE
OF
STATE COUNCIL
PRESIDENTS'
WELCOME GUIDE**

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WELCOME ABOARD!

On behalf of the Conference of State Council Presidents (CSCP), we congratulate you on your recent election as State Council President.

By now, you may have received a phone call from the CSCP Chair or a representative of the CSCP, offering a high-level view of the Council. In an effort to assist you with your integration into the CSCP family, we have prepared a “Welcome Guide.”

This handbook will guide you through the basics of a CSCP meeting. It is highly recommended that you review the VVA Constitution, the CSCP Bylaws, and the CSCP meeting minutes prior to the CSCP meeting. You will find these documents on www.vva.org under the “Resources” link, located at the bottom of the page.

WWW.VVA.ORG

- **VVA National Constitution**
- **CSCP Bylaws**
- **CSCP Past Minutes**

Your attendance and participation at the CSCP meetings are essential to the business of Vietnam Veterans of America. Welcome Aboard!

HOW TO MAKE YOUR FLIGHT ARRANGEMENTS

Let's Travel is VVA's official travel agent.

Contact *Let's Travel* for your flight reservations at the numbers listed below. Let them know the date/time you would like to depart for D.C. and the date/time you would like to return home.

You will be traveling on behalf of VVA.

Let's Travel will contact VVA to confirm that you are authorized to travel on behalf of VVA and that VVA will pay the cost of your ticket.

Let's Travel will then send you an email with the confirmation information regarding your travel. And they will also notify you by U.S. Mail.

It is recommended that you make your reservations at least two months in advance of the scheduled meetings.

<i>Let's Travel</i>	(337) 364-4444
602 Vicnaire Street	(800) 659-4441
New Liberia, LA 70563	(337) 367-2215 (FAX)

HOW TO BOOK YOUR HOTEL RESERVATION

Booking a hotel reservation for authorized travel on behalf of CSCP is the responsibility of the State Council President, or his/her alternate. There is a 30-day deadline to book your reservation. The 30 days is from the first day of the contracted dates of the event, rather than 30 days from the date of the meeting itself.

How to Book Your Hotel Reservations:

Log onto the VVA website at www.vva.org

Go to the Bottom of the Home Page, and click on the link entitled, “Resources.”

On the page entitled, “VVA Organizational Resources,” click on “**Click HERE to go to the Reservation form.**”

Under Meeting Name, put in CSCP, and follow the instructions, paying particular attention to the dates authorized for travel of the CSCP. Once you have filled out the online form, submit your request.

You will receive a confirmation email.

Save the confirmation email.

The address of the Hotel is Double Tree by Hilton at 8727 Coleville Road, Silver Spring, MD 20910.

VVA Meeting Planner Wes Guidry will make your reservations with the input you provided on your online reservation form. VVA National pays for half of the room, so if you plan to room with someone, make sure that they agree to room with you.

If you do not request a roommate, Wes Guidry will assign someone to room with you. If you are intending to bring your wife/significant other, you will be required to pay for half the room. This also applies if you desire to room alone.

Do not request a refrigerator or specific room type or location. The hotel fills rooms as they are available when you check into the hotel. When checking in, you can request a refrigerator for the storage of medications.

Wes Guidry will send out a deadline date by which your reservations must be submitted. As soon as you are aware of the CSCP meeting schedule, make your reservations. Do not Delay.

BOD/CSCP MEETINGS

CSCP members attend the Board of Directors Meetings and are seated in the gallery, unless you are also a member of the BOD. A microphone is available to speak on a subject. If you decide to speak, wait until you are recognized by the Chair, and then identify yourself and state who you represent.

Example: John Smith, President, XYZ State Council

REPORTS FROM YOUR STATE

Each State President or his/her designee is to report on the activities of his/her State. We are aware that there is a significant amount of activity going on in your State, and we ask that you keep your report to two or three minutes.

If you have a lengthy report, we ask that you submit it in writing and that you give it to the CSCP Secretary for inclusion in the minutes of the CSCP meeting.

COMMITTEE MEETINGS

The Chair of the CSCP may assign you to one of the several committees, and you will need to attend the meeting. Following the committee meeting, you will be required to report on what took place at the meeting to the CSCP.

If you have a specific committee you wish to be on, let the Chair of the CSCP know, as he/she may assign you to that committee.

(a) CSCP Committee Chair Appointments
Refer to *CSCP By-Laws-Article IV & VII*

(b) VVA Committees
Refer to *VVA Constitution Article 1/Section 7*

ELECTIONS

The election of officers--the Chair, 1st Vice Chair, 2nd Vice Chair, and Secretary--is conducted during even-number years at the October CSCP meeting.

If there is a vacancy, elections will take place to fill the vacancy during one of the other CSCP meetings. The individual elected to the vacant position will fill the vacancy until the regularly scheduled elections.

If you are interested in holding an office, you must let the Election Committee know of your intentions prior to the Leadership Conference. However you may also run from the floor, if you had not made the decision to run for office prior to the elections.

- *See CSCP By-Laws Article VI*