



## **NCCAE Policies for Meeting Expenses**

The agendas for all meetings are developed by the NCCAE President, Executive Officers and members appointed by the NCCAE President. The host state executive or executive's work with the planning committee to provide the social side of the agenda.

NACo staff will discuss what is needed for each meeting in terms of space and meals. The host state executive or executive's are included in the discussions for the October NCCAE Annual meeting so that all events are coordinated. All logistical arrangements are made by Kim Struble.

### **Presidents and Executives Meeting**

#### **Registration Fees**

- \$350 state association executive
- \$350 state association president
- \$150 spouse or guest

NCCAE pays for everything connected with this meeting except for the Wednesday evening reception. Costs are split with the Legislative Department with the NCCAE paying 2/3 and the NACo Legislative Department paying 1/3 of the expenses.

### **NCCAE Meeting at the NACo Legislative Conference**

- NCCAE pays the entire cost for the NCCAE meeting whether it is a meal or other food provided (ice cream sundae bar).
- NCCAE pays for coffee, etc. for NACo/State Association Meeting Planner's Roundtable, Deputy Directors meeting and Communications staff meeting
- NCCAE splits the cost of the NACo/State Association Legislative Staff Reception and Roundtable with the NACo Legislative Department NCCAE and the NACo Legislative Department each pay 50% of the cost.

### **NCCAE Meeting at the NACo Annual Conference**

- NCCAE pays the entire cost for the NCCAE meeting whether it is a meal or other food provided (ice cream sundae bar).
- NCCAE pays for coffee, etc. for NACo/State Association Meeting Planner's Roundtable, Deputy Directors meeting and Communications staff meeting

- NCCAE splits the cost of the NACo/State Legislative Staff Reception and Roundtable with the NACo Legislative Department. NCCAE and the NACo Legislative Department each pay 50% of the cost.

### **NCCAE Annual Meeting**

NCCAE pays for everything except the extra social expenses ~ jeep rides, golf, entertainment, gifts from the host state assoc.

Registration fees:

- \$350 state association executives
- \$150 spouse or guest

Optional Activity Fees: The reason for the fee is to make certain that the person attends the function. These are set in conjunction with the state association that is hosting the meeting and have varied from \$15-\$40. NCCAE collects the money at the same time as registration and then gives that to the state association to help cover the cost.

Additional Information:

- Need to have a gavel for the incoming President to give to the outgoing President.
- Outgoing President's gift is purchased by the incoming President. Budget is \$400.

### **Reimbursement for travel for the NCCAE President**

For the NCCAE Annual Meeting which is held in October:

- The NCCAE President is not charged a registration fee for the October meeting and occupies a complimentary room or suite (if available) at no expense.

For the WIR and the NACo Fall Board meeting:

- Travel expenses to and from the meeting paid by NCCAE. Meals and hotel.

### **Sponsors**

NCCAE Sponsors pay no registration fee, or optional activity fee throughout the year. Their company is listed on each publication or agenda that goes out from NCCAE. They are given the opportunity to have some manner of publication in the packet for each and every meeting. They are given 5 minutes to present (in whatever manner the meeting planning committee determines) at the NCCAE Annual meeting.