

**AMERICAN ASSOCIATION OF UNIVERISTY WOMEN
FLORIDA STATE COVENTION
APRIL 25 – 27, 2008
TREASURER'S REPORT**

DATE: JUNE 20, 2008
TO: DIANE COCHRAN, PRESIDENT
FROM: LENICE A DeLUCA, DIRECTOR OF FINANCE
SUBJECT: 2008 AAUW - FLORIDA CONVENTION – DAYTONA BEACH – APRIL 25 – 27, 2008

The American Association of University Women, State of Florida held their annual convention on April 25 – 27, 2008 at the Daytona Beach, Florida Hilton.

REGISTRATION FEES

Income for the convention is derived from registration fees. The early registration fee was \$50.00 and the late registration fees were \$60.00. Listed below is a breakdown of the **net** income received for registration.

Early Registration	\$6,900.00	138 net paid
Registration	<u>\$ 650.00</u>	<u>10 net paid</u>
Total paid registration	<u>\$7,550.00</u>	148 net paid

Please note that five (5) members were refunded their fees (including meals). All these refunds were approved by President, Diane Cochran.

MEALS

Income from meals was derived from a Friday Night dinner, Saturday Legal Advocacy Luncheon, Saturday Night dinner, and Sunday Educational Foundation breakfast. The amount that members pay is based on the hotel's charge for meals. The convention does not make money on the meals. The convention also pays for speakers meals. Below is an analysis of the meals:

Friday Night Dinner

Members paid	\$30.00 per meal
Hotel cost	\$30.28 per meal –includes 21% service charge and 6.5% FL sales tax
Total paid members	\$ 2,670.00 (89 members)
Total hotel cost	\$ 2,816.35 (93 paid meals)
Net Loss	(\$ 146.35)

The loss can attributed to paying for speakers' meals. Speakers and/or guest meals need to be accounted for in the budget for the 2009 State Convention. This is true for each of the other meals.

Saturday Legal Advocacy Luncheon

Members paid \$23.00 per meal
Hotel cost \$22.55 per meal –includes 21% service charge and 6.5% FL sales tax

Total paid members \$3,013.00 (131 members)
Total hotel cost 3,134.65 (139 paid meals)
Net Loss (\$ 121.65)

Saturday Night Dinner

Members paid \$37.00 per meal
Hotel cost \$36.78 per meal –includes 21% service charge and 6.5% FL sales tax

Total paid members \$4,514.00 (122 members)
Total hotel cost 4,480.63 (122 paid meals)
Cheese display 547.68
Bartender/cashier 159.75
Net Loss (\$ 674.06)

The cost of the cheese display and bartender/cashier added to the loss. When planning for the 2009 convention it is important to know what the hotel will charge for extra items.

Sunday Education Foundation Breakfast

Members paid \$18.00 per meal
Hotel cost \$17.98 per meal –includes service charge 21% and FL sales tax (6.5%)

Total paid members \$1,368.00 (76 members)
Total hotel cost 1,420.16 (79 paid meals)
Net Loss \$ 52.16)

The Florida AAUW Board met at the end of the convention and lunches were provided to the Board at a cost of \$17.98 and 22 lunches were paid for. Total cost was \$395.49.

EXPENDITURES

Audio/Visual Equipment

Expenditures will vary from convention to convention. For the Daytona convention we did not pay for meeting rooms. This has been the standard practice for hotels when meetings are planned. I believe AAUW should continue with this practice and avoid paying for use of the meeting rooms.

We do pay for use of audio visual equipment. This needs to be looked at carefully before

signing any contract. Most hotels use an outside entity for their audio visual. I was able to negotiate an additional discount in the amount of \$729.40. The net cost of the audio/visual was \$2,458.35.

Hotel Rooms

The Florida State Convention pays for speakers' rooms. For the 2008 convention, we paid for five (5) rooms and were comped one (1) room. The comped room was for Diane Cochran.

The total paid for hotel rooms was \$1,206.00.

The total paid to the Daytona Beach Hilton was \$16,619.06.

Miscellaneous Convention Costs

The convention has the responsibility to pay miscellaneous costs. The total of all the miscellaneous costs were \$2,425.55.

The total expenditures (including hotel) was \$19,044.61.

The net income for the 2008 Convention was \$70.39

MISCELLANEOUS NOTES REGARDING CONVENTION

- We did not have to pay for copies. The hotel provided a free of charge copier for guests.
- The hotel provided extra tables at no charge
- Meeting rooms were provided at no charge
- Audio visual prices are high. However, we did get a substantial discount
- Special meals – Daytona was very generous regarding special dietary needs.
- We have an unused airplane ticket for approximately \$450.00. There will be fees to change name and re-book ticket, if we can use the ticket.
- When figuring what to charge members for meals it is important to add in the local service charge and Florida sales tax so we don't lose money on meals.