

Hosting Guidelines: Steering Committee Meetings

Recommendations regarding hosting Steering Committee meetings: *

7. HOW TO BECOME A HOST

CAMPUS. The UCLGBA Steering Committee generally knows *when* UCLGBA should meet. The question is often *where*. If you know of these dates and are interested in being a host campus, simply let a Steering Committee representative know and your offer will be confirmed over the phone or at the next Steering Committee meeting.

6. NON-UNDERGRADUATE INVOLVEMENT.

Because UC-LGBA encompasses all UC LGB organizations — women's, men's, people of color, undergraduate, graduate, faculty-staff, Chancellor's committees and media — meet with each LGB organization on your campus even before your host campus status is confirmed, or as soon thereafter as possible, to welcome their involvement. One purpose of UC-LGBA gatherings is to facilitate communication between all UC LGB organizations, so their involvement should be of particular interest to them. Ask them to call their counterparts at the other campuses to personally invite them to the Steering Committee meeting, thereby increasing the chances of a more diverse Steering Committee. Offer them the option of meeting independent from the Steering Committee if they would feel more comfortable with that.

5. **FINANCES.** The best part about hosting Steering Committee meetings is that they're cheap. It requires practically no budget. The only primary expense is xeroxing the agendas and minutes. The only other expense could be coffee, tea, orange juice, donuts, etc.

4. **MAKING CONTACT.** Call all the representatives to the UCLGBA Steering Committee a week or two before the meeting is suppose to take place. If no representative from a campus can be contacted, reference the UCLGBA Directory and call the campus group(s) and its (their) contacts. Ask if they have any items they want to put on the agenda for discussion. Also, make sure they know how to get to your campus and where to park and meet once on campus.

3. **HOUSING.** Find out how many people total to expect and how many of them will be in need of housing. Ideally, house everyone at the same place: > a large dorm lounge, or different dorm rooms in the same wing (good because of the multiple showers, etc.); > different apartments in the same complex (good if the complex has a pool, jacuzzi, etc.); > a staff or faculty member's place with enough floor space for ten to twelve sleeping bags (good because of the involvement of non-undergraduates), etc. The place should be sensitive to those who smoke, who don't smoke, who want to party, who want to study, who want to sleep, etc.

2. **STRUCTURE.** Have enough copies of the agenda available. Having donuts and coffee would be a sign of supreme hostessship. Have each attendee introduce her/himself (name, campus, major, etc.). Pass around a sheet asking for this information plus their current, correct address and phone number. Ask if anyone has any items that need to be added to the agenda. Allow each campus present to make an oral report about what is going on at that campus. Update the UCLGBA Directory. Address the agenda items. Confirm the UCLGBA Calendar and/or set dates and campuses for future meetings.

1. **DOCUMENTATION.** Take minutes, or find someone to do so, and distribute copies of them before everyone leaves, or mail them out as soon as possible. Minutes should include: the date; host campus; campuses present; everyone's name, address and phone number; how diverse the Steering Committee was with respect to gender, ethnicity, orientations, etc.; major issues discussed; and the date and campus of the next few meetings.

* as drafted by ds/UCLGBA and adopted at the Oct. '92 Steering Committee meeting at UCLA.