

# **1998 NSS Chapters' Assembly Meeting**

**(Draft Agenda — Please review and revise)**

- I. **NSS Chapters' Assembly Meeting** — This will be a 3 hour session focused on major issues pertaining to the Chapters' Assembly, NSS publications, NSS organizations, and NSS direction. The event is scheduled for Friday, May 22, starting at 8:00 p.m. (once the dinner event is over).
  - A. **Administrative Duties** (15 minutes) — Includes the following:
    1. Registration and Attendance
    2. Election of Parliamentarian
    3. Requests for additions and/or changes to the Agenda
  - B. **NSS “Campaign for the Future” Contest** (30 minutes) — Includes the following:
    1. Review of Survey Results by Chair — 10 minutes
    2. Additional Comments from Members Present — 15 minutes
    3. Vote to Any Recommendations to NSS BOD on Future Contests — 5 minutes
  - C. **NSS Strategic Planning Meeting Overview** (30 minutes) — Includes the following:
    1. Summary of Meeting (“high points”) by Karen Mermel — 15 minutes
    2. Questions and Comments from Members Present — 15 minutes
  - D. **Break or Other Business** (15 minutes) — as time allows
  - E. **Chapter Resource Requirements Summary** (30 minutes) — Includes the following:
    1. Process overview for addressing chapter resource requirements
    2. Chapter Resource Requirements Survey results
  - F. **Chapter Resource Proposals** (30 minutes) — 5 to 10 minute overviews of the following:
    1. People-Resource Proposals
      - a. NSS Alliance with The Planetary Society — Ronnie Lajoie
      - b. Other:
    2. Information-Resource Proposals
      - a. ISDC Historical Database — Peter Kokh
      - b. Other:
    3. Merchandise-Resource Proposals
      - a. T-shirts
      - b. Other:
    4. Other Proposals
  - G. **Prioritization of Chapter Resource Requirements** (30 minutes) — Includes the following:
    1. Basic sorting of requirements by importance: Critical, High, Medium, Low, and None
    2. Prioritization of Critical and High importance requirements (to guide Workshops)
    3. Chapters list in NSS publications

# **1998 NSS Chapters' Assembly Workshops**

## **1998 "Foundry" Project Incubation Workshop**

This will be a 2-day workshop to help interested NSS chapters and individuals convert ideas for projects into reality. The workshop is sponsored by the NSS Chapters' Assembly. The event is scheduled for Saturday and Sunday, May 23 and 24, from 9 a.m. to 6:00 p.m. (with 2-hour lunches).

Foundry Chair Greg Allison and a team of Advisors will be available both days to provide guidance. For more information, please see the special flyer with the 1998 ISDC secondary registration packet.

## **NSS Chapter Resources Workshop 1**

This will be a 4 hour workshop to develop potential solutions for meeting chapter resource requirements, especially those assigned high priorities at the Friday Chapters' Assembly meeting. The workshop is sponsored by the NSS Chapters' Assembly and the NSS Chapters Resources Committee. The event is scheduled for Sunday afternoon, May 24, from 2:00 to 6:00 p.m. (Yes, this is opposite the NSS Board of Directors meeting. Interested Board members should attend Workshop 2 on Monday morning, when solutions developed at Workshop 1 will be reviewed.)

After a review of the prioritized chapter resource requirements, the participants will be divided into small teams. Each team will address a different chapter resource requirement (in general) and develop multiple solutions, and will estimate the amount of volunteer effort and the cost (or at least identify costly features) associated with each. Crude cost estimates should include the direct costs of creating and maintaining the solution, plus any potential costs (e.g., Web access fees, postage, etc.) to be paid by chapters. For each Web-based solution, there should be at least one non-Web-based solution. For each Email solution, there should be at least one non-Email solution. Chapters will later choose, starting with Workshop 2. Materials such as paper, pens, markers, and blank overhead transparencies will be provided.

## **NSS Chapter Resources Workshop 2**

This will be a 3-1/2 hour workshop for interested NSS chapters to review the potential solutions developed during Workshop 1 for meeting NSS chapter resource requirements. The workshop is sponsored by the NSS Chapters' Assembly and the NSS Chapters Resources Committee.

The event is scheduled for Monday, May 25, from 9:00 a.m. to 12:30 p.m. (the available time slot), with each "review session" lasting about a half hour. The final starting and ending time will be based on input from interested participants at the Chapters' Assembly meeting and Workshop 1. (Bob Zubrin is scheduled to give the Plenary talk Monday morning from 9:00 to 10:30). The final schedule for Workshop 2 will be posted outside the room (and common places, such as the Banquet) Sunday evening so that participants can plan ahead and do not have to attend the entire event.

Teams from Workshop 1 will present their multiple solutions, including estimates of cost and volunteer effort associated with each. Chapters can ask questions and make suggestions for improvement, and propose alternate solutions if desired. Chapters will assign priorities to those solutions they want implemented. Volunteers will be sought to implement those solutions. Rooms will be made available for volunteers and interested chapter "customers" to work together on the "mechanics" of the solution (e.g., paper form layout, Web page design and features, etc.). The NSS Chapters' Assembly and the NSS Chapters Resources Committee will coordinate those activities. Materials such as paper, pens, markers, and blank overhead transparencies will be provided.