



**ASSOCIATION
DEVELOPMENT**

Best Practices: Annual Meeting

Field Service Manager Call
February 2026



THE UNITED STATES BOWLING CONGRESS | BOWL.COM



General Housekeeping

- **2026 USBC Convention**
April 27th – 30th in Reno
 - Ensure your delegates are listed in WinLABS
- **Convention Registration open**
- **Association RVP Compliance**
 - Round 2 Underway
- **Association Leadership Academy**
 - **Denver-Area:** May 16th – 17th
(Saturday - Sunday)
 - **Detroit:** August 15th – 16th
(Saturday - Sunday)
 - **Portland, OR:** September 12th – 13th
(Saturday - Sunday)
 - **IBC:** October 13th – 14th
(Tuesday - Wednesday)



Overall, how effective do you feel your annual meeting is?

- Very effective
- Somewhat effective
- Neutral
- Somewhat ineffective
- Very ineffective



How would you currently rate the attendance at your most recent annual meeting?

- Very strong
- Adequate
- Below expectations
- Very limited



Agenda

- **Why Annual Meetings Matter** - Purpose and value
- **Governance Essentials** - Notice • Quorum • Required Reporting • Financials • Committees (Finance, Youth, optional)
- **Structuring an Effective Meeting** - Agenda • Timing • Minutes
- **Increasing Participation & Engagement**
- **Best Practices & Key Takeaways**



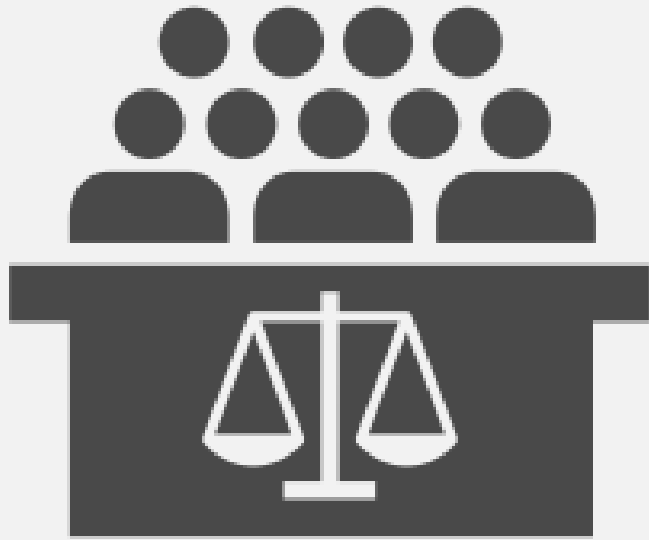
Why Annual Meetings Matter

- Transparency and accountability
 - Members see how the association operates, makes decisions and manages finances.
- Compliance
 - Ensures the association complies with bylaws and policy
- Relationships
 - Well-run meetings build confidence, encourage participation and support leadership continuity.



What is a Quorum?

- Number of people, at minimum, required to conduct official business



- **State Annual Meeting** - To conduct business at the state annual meeting, the combined number of delegates representing adults, and the number of delegates representing youth, as determined in the association's bylaws, must be present.
- **Local Annual Meeting** - To conduct business at a local annual meeting, the combined number of adult members, and the number of youth representatives, as determined in the association's bylaws, must be present.



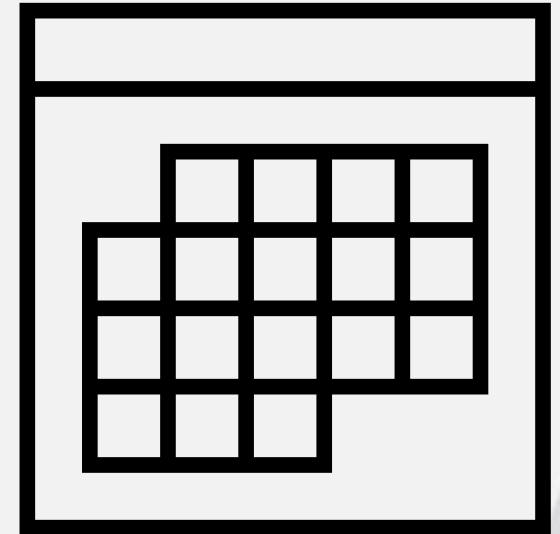
Meeting Notifications

- **Bylaws Article VII – Meeting Notice**

- Notifications must be sent out, in writing, at a minimum of 15 days prior to the start of the meeting.

- **Local** – Must be sent to the board, youth leagues, center representatives and every league secretary in the association

- **State** – Must be sent to the board and delegates to the state meeting



Financial Reporting

Presented to the membership

- Beginning and ending balances for the fiscal year
- Total income and total expenses
- Summary of major revenue and expense categories
- Status of audit or financial review
 - if applicable



Establishing a Clear Agenda

- Clear and intentional
 - Allows time to review materials
- Required business in order
 - Planned meeting flow with time estimates
- Action items clearly noted
 - Reports, elections, legislation



Discussion

Typically, how long does your annual meeting run?



Effective Time Management

- Start on time; set expectations
 - Respect members' time by beginning as scheduled and outlining time limits
- Follow the agenda
 - Use the agenda to guide discussion and keep business moving
- Manage discussion intentionally
 - Allow input while keeping the meeting focused on requirements



Maintaining Meeting Minutes

- Accurate and objective record
 - Actions taken, decisions, voting results
- Timely review and distribution
 - Ensure timelines are met for process and distribution
- Secure retention and access
 - Minutes are maintained as official records and archived accordingly



Committee Reports



Required

- Finance
 - i.e. Financials, Audit, Budget
- Youth
 - Participation and membership overview
 - Scholarships and SMART program activity
 - Program successes, school bowling
 - Compliance awareness
 - Future initiatives

Optional

- Any other board established
 - Tournament(s)
 - Nominating
 - Hall of Fame
 - Ways and Means
 - Legislative
 - Center Reps
 - Etc.

Not all associations will have EVERY committee listed



Discussion

What methods has your board attempted to increase participation at your annual meetings?



Ways to Increase Participation

- Open discussions
- Feedback surveys
- Branding & communication
- Venue selection
- Door Prizes / Giveaways
- Tournament
- FOOD!



Responding to Concerns



- Acknowledge and listen
 - Confirm understanding even when immediate action is not required
- Follow established process
 - Refer to bylaws, policy and Robert's Rules
- Document as appropriate
 - Ensure concerns and responses are reflected in the minutes



Continuous Improvement



- Seek Feedback
 - Gather input after the meeting
- Implement change
 - Determine adjustments and apply going forward
- Evaluate and Adjust
 - Assess if changes worked and fine tune as needed



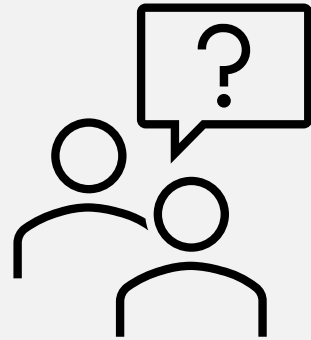
Best Practices and Key Takeaways



- Prepare and communicate clearly
- Ensure Proper notice and process
- Encourage participation
- Document decisions
- Review and improve each year



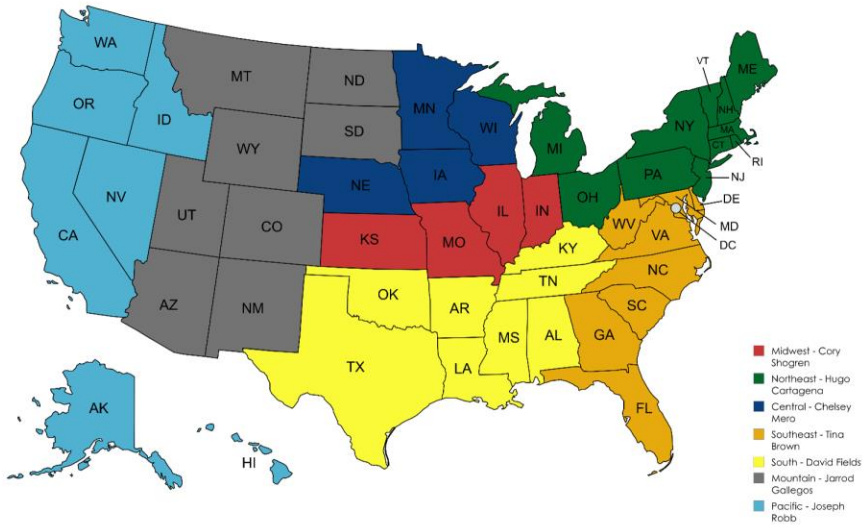
Questions & Discussion



We welcome any final thoughts!



Your Field Service Managers



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- David.Fields@bowl.com - South
- Jarrod.Gallegos@bowl.com - Mountain
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**Next Call Scheduled:
May 21, 2026**

