Affiliate Annual Meetings
Benchmark Questionaire 2008

	A	H	I	J	K	L	M
1		**SCHPBA**	**AHPBA**	**RMHPBA**	**NWHPBA/OHPBA**	**HPBA Pacific**	**HPBAC**
2	**Meeting**						
3	*Annual Meeting? YES/NO*	Yes	Yes	No	Yes	Bi-Annually	No - but did regional Education Days
4	*Date Held*	June 1-2, 2008	July 25-27	No	June 8-10, 2008	6/16-6/19 2008	
5	*Where*	San Antonio	Torreon at Show Low, AZ	No	Great Wolf Lodge, Grand Mound, WA	Sacramento CA	Vancouver, Calgary, Niagara-on-the-Lake, Ottawa, Halifax
6	*Why Selected*	Resort, Family Oriented	Location and Amenities	No	New location, nice facility, family friendly	destination central for members	major regional cities, for Ontario - resort locations in two prime areas
7	*# of Meeting Rooms Used*	3	2	No	4	4	5 total, 1 each
8	*Board Meeting Held? YES/NO*	Yes	Yes	No	Yes for both NWHPBA and OHPBA	no	no
9	*Cost of Hotel Meeting Space*	Zero	7060	No	$200	$30,000	varied from $200 to $550, two locations were mtg pkg per person
10							
11	**Site**	Holiday Inn-Riverwalk					
12	*City/Resort/Other*	San Antonio, TX	Golf Resort - House Rentals	N/A	Resort	Doubletree Sacramento	Hotels and Resorts
13	*Distance from major city*	0	200 miles	N/A	About 15 miles	10 miles	all within major city except Niagara-on-the-Lake, 1.5 hrs from Toronto
14	*Distance from airport*	15	200 miles	N/A	About the same	15 miles	Vancouver - 15 mins, Calgary - 10 mins, Ottawa - 20 mins, NOL 1 hr, Halifax 45 mins
15	*Room Rates*	$149	$215	N/A	$109	$129	$109 to $180
16	*Room Block Size*	35	30	N/A	85	100	5 per hotel
17	*On-Site Recreational Activities*	N/A	Yes	N/A	Water park, arcade, familly activities	Yes	varied but not relevant
18							
19	**Registration**						
20	*Registration Fee-Member*	$35	None	N/A	$165 but various rates apply for 1 or 2 days, etc	$0	$99 for first participant, $ 89 for ea add'l
21	*Registraion Fee-Non Member*	$70	None	N/A	$250	equal to membership dues	$149
22	*Early Registration Discount?*	None	None	N/A	Yes	no	$20 off
23	*Early Registration Prize or other incentives?*	none	None	N/A	No	no	no
24	*On-site registration accepted?*	Yes	Yes	N/A	Yes	yes	yes, but not encouraged
25							
26	**Attendance**						
27	*# of Retailers*	21	25	N/A	75	100	
28	*# of Distributors*	4	17	N/A	18	10	
29	*# of MFGR Reps*	5	9	N/A	11	50	
30	*# of Manufacturers*	10	5	N/A	28	26	
31	*Other Attendees*	1	11	N/A	20	0	
32	*Total #*	86	67	N/A	152	186	152
33							1

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34	**Speakers**						
35	*Speaker evaluations? YES/NO*	No	Yes	N/A	Yes	Yes	yes
36	*Paid Speakers?*	Yes	Yes/No	N/A	Yes	yes, expenses only	yes
37	*CEU's Available*	Yes	Yes	N/A	Yes	yes	no
38	*List Speakers & Topics*	Dave Pomeroy: "Lean Thinking…" & "Comfort Zone Selling"	Rick Vlahos On Line CEU's 2 classes/Anthony Floyd - Green Building	N/A	See Registration Brochure Provided	Janie Mosely-FITS, Fred Sheldon-Outdoor Rooms, Curly Orlando-Designing a showroom;John Crouch-Government Relations, Pat Rosengren-Marketing;Tom Pugh-Economic Downturn, Roger Sanders- Going Green;Steven Austin-Checking out Employees backgrounds	Lean Thinking with Dave Pomeroy
39		Roger Sanders: "What Are Green Hearth Products?"	Roger Sanders - Green Hearth Products/ Christine Wallis - Customer Relations				
40	**Types of Educational Sessions**						
41	*Technical/Service*	0	Yes	N/A	Yes	no	
42	*Sales/Marketing*	1	Yes	N/A	Yes	yes	
43	*General Business*	2	Yes	N/A	Yes	yes	Lean Thinking
44	*Health/Safety*		No	N/A	Not this year	no	
45	*Other*		Yes	N/A	Motivational	see above	
46							

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1		**SCHPBA**	**AHPBA**	**RMHPBA**	**NWHPBA/OHPBA**	**HPBA Pacific**	**HPBAC**
47	**NFI Certification**						
48	*NFI Review and Exam? YES/NO*	No	No	Yes	Yes	Yes	no
49	*Pellet?*			Yes	No	Yes	
50	*Wood?*			Yes	Yes	Yes	
51	*Gas?*			Yes	Yes	Yes	
52	If No, Why Not?	Offered At Another Time/Date	We offer at other times of the year		Not enough interest		
53	***NFI Instructors***		NA				
54	*How do you find Instructors?*			Our President volunteers	Manufacturers	Locally	
55	*Are instructors paid?*			Yes	No, but provided with Conference Registrations and expenses reimbursed	expenses only	
56	*How much?*			$850 per course	See previous response		
57	*Paid, If Yes, how much*				See previous response		
58	*Who proctors the exams?*			Erin Erickson	Staff	Staff	
59	*Cost per exam*			$400	$290 per member for review course + exam	depends if member or non member	
60	*Is Exam cost Subsidized by Affiliate?*				No	no	
61	*Is Testing Done Before or After the Meeting?*			After- if we hold an annual conference	After	during	
62							
63	**Tabletops**						
64	*Tabletops? YES/NO*	Yes	Yes	N/A	Yes	Exhibits	no
65	*Cost per tabletop?*	$150	Included with sponsor package	N/A	$350	between $500-$1250	
66	*# of Tabletops*	13		N/A	21	26 Exhibits	
67	*Total Revenue from Tabletops*	$1,950		N/A	$2,050	$36,575	
68							
69	**Sponsorship**						
70	*# of Sponsors*	14	10	N/A	25	3	14
71	*Types of Sponsorship*	Gold, Silver, Bronze	Platinum, Gold, Silver	N/A	Event/Activity/Tabletop	money	Regional and National
72	*How are Sponsors Recognized?*	Signs, Newsletters, Table-signs, Announcements	Sponsorship Board, Named at all get togethers, table top placards	N/A	Verbal announcements, signage, on brochure, etc.	collaterol, on site, newsletter, thank you notes	newsletters, registration flyers, on-site, posters, annual report, website
73	*Sponsorship Revenue*	$5,900	$7,400	N/A	$20,500 (includes tabletop revenue of $2,050)	$3,250	$8,000
74							

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75	**Golf**						
76	*Golf Outing? YES/NO*	No	Yes	No	Yes	no	no
77	*Cost*		$486.18	No	Usually around $50 - $75	n/a	
78	*On Property or Off-Site*		Off site	No	Off-Site	n/a	
79	*Transportation Available?*		No	No	No	n/a	
80	*Awards*		Yes	No	Yes, tropy for first place, awards/cash for other prizes like long drive, close to the pin, etc.	n/a	
81	*Net Revenue/Cost from Golf*		$486.18	No	Usually break even or people pay for their own golf on site	n/a	
82							
83	**Special Events**						
84	*Description*	Fishing Tournament	Tour of a Pellet Plant	Member Receptions in each state we represent in 2008	Awards banquet for Hearth Design Contest and Memorial Event for a member who passed away	Music, local band	none
85	*Cost*	$200 each	None	Varied depending on event ($200-$2,000)	Cost included in Full Registration, Dinner Only Price - $50	$800	
86	*Attendance*	12	15	30-Dec	About 70		
87	*Transportation Provided?*	No	No - Carpooled	No	On site		
88							
89	**Food & Beverage**						
90	*# of Food/Beverage Events*	4	5	We provided food/bev at the baseball games member receptions (3 total)	9 - Including Breaks	1	lunch and breaks at each workshop
91	*Plated Meals or Buffets?*	Buffets	Buffets	No	Mostly plated		buffet
92	*Cash Bar?*	No	Yes	Yes	Yes		no bar
93	*Complimentary Drink Tickets?*	Yes	Yes	1-2 each	No	2 kegs for attendees and exhibitors	no bar
94	*Meals Served*						
95	*Breakfast*	1	2		2		
96	*Lunch*	1	1	Yes	2		yes
97	*Dinner*	1	2	Yes	2		
98	*Total Expense of F&B*	$11,500	$8,932		$16,974	$1,000	$8,092
99							

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100	**Meeting Evaluations**						
101	*Meeting Evaluation? YES/NO*	Yes	Yes	No	Yes	Yes	yes
102	*Speakers*	No	Yes	No	Yes	yes	
103	*Topics evaluations*	No	Yes	No	Yes	yes	
104	*Social Programs*	No	Yes	No	Yes		
105	*Location, hotel*	Yes	No	No	Yes		
106	*Registration Fees*	No	NA	No	No		
107	*Food & Beverage*	No	No	No	Yes		
108							
109	**Conference Committee**						
110	*Conference Committee? YES/NO*	Yes	Yes	No	Yes	Board and Staff	no - but Ontario Chapter board acted as committee
111	*Responsible for Site Selection?*	Yes	Yes	No	Committee	yes	no
112	*Responsible for Program?*	No.	Yes	No	Committee	yes	made recommendations to other chapters
113	*Responsible for Speakers?*	No.	Yes	No	Committee	yes	made recommendations to other chapters
114	*How often do they meet?*	3 per year	2 plus numerous phone calls	No	Monthly or more often right before the brochure goes out	constant email	
115							
116	**Conference Marketing**						
117	*When does marketing begin?*	EXPO	4 months prior	4-5 months prior to member reception	March or April. Earlier for sponsor and booth sale marketing	Exhibitors-months out, Attendees-8 weeks out	March
118							
119	Check all that apply						
120	*Save the Date Cards*		Yes		Yes	yes	by email
121	*Affiliate Newsletters*	Yes	Yes	X	Yes	yes	yes
122	*Web site*	No	Yes	X	Yes	yes	yes
123	*Mailings*		Yes	X	Yes	yes	yes
124	*Blast Fax/Blast Email*	Yes	Yes	X	Yes	yes	yes
125	*Brochures*	Yes	No	X	Yes	yes	yes - 1 pg
126	*Phone Calling*	No	Yes	X	Yes	yes	sometimes
127	*Non-Member Marketing*		Yes		Selective	yes	yes
128	*Other*		Yes		Word of mouth by reps and distributors		advertise at distributor dealer days
129							
130	**Finance**						
131	*Total Meeting Revenue*	$10,525	$7,400	$1,040	$41,778	$39,825	$21,700
132	*Total Meeting Expenses*	$17,100	$19,445	$6,500	$31,875 (a few minor expenses are still outstanding)	$38,225	$24,228
133	*Net Revenue/Net Loss*	-$6,575.00	-$12,044.92	-$5,460.00	$9,903	$1,600	-$2,528