

Michigan Municipal Treasurers Association



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MMTA Annual Conference Hospitality Room Policy

A Hospitality Room will be offered at the Annual MMTA Fall Conference and hosted by Associate Members to support continued networking and positive social interactions of its members.

The Hospitality Room will be open on Monday and/or Tuesday with the starting time for each evening based on the scheduled training and activities of the conference. The room will close each evening at 11:30 p.m. or earlier depending on facility's quiet hours. Associate hosts are not allowed to change the hours without the approval of the Conference Chair.

MMTA is responsible for setting the budget and covering the costs associated with the Hospitality Room. The allocated budget will be shared with the Associate members who are responsible to arrange for and staff the hospitality room, stock with snacks, drinks, supplies, and serve as hosts.

The Associate Director and/or the Associate Liaison will serve as the Associate lead to arrange for purchasing and stocking all necessary items for the room, including but not limited to snacks, non-alcoholic beverages, beer and wine coolers (cans or bottles only), ice, paper products, etc. Liquor is prohibited.

The expense budget is set at \$1,000 based on two nights of activities for the Hospitality Room; the board may modify budget when necessary. At the discretion of the Associate lead, the expenses may be charged on an MMTA credit card, when possible, or an expense check may be issued for the budgeted amount in advance with the Associate lead responsible for turning in all receipts to support expenses.

Adopted June 12, 2019