Monthly Business Standard Operating Procedure

Conducting monthly business for District St. Louis

Executive Board Meetings

Executive Board meetings of the District shall be held no less than nine (9) days prior to the scheduled business meeting and "Shop Talk" functions of District St. Louis.

A written agenda will be prepared and delivered electronically to all designated Board members prior to the meeting. Minutes distributed electronically from the previous meeting are approved as is the current agenda.

The following discussion points are expected on the Executive Board Agenda:

- Call to Order
- Approval of Previous Meeting Minutes - Secretary
- Review and approval of agenda
- BOG Report
- Treasurer Report
- VP Report:
  - Standing Committees: Scholarship, Technical, Membership
- BrewKettle/MailChimp review (if any)
- Old Business
- New Business

A draft copy of the "BrewKettle" District Newsletter *may* be available for comment and approval.

Regularly scheduled Board meetings are not typically held in the months when business meetings, Shop Talk Discussions or social events are not scheduled, though the District President – or two or more District Officers – may call such a meeting at his discretion.

As noted in Article VI, Section 6 and Article VIV of District St. Louis Bylaws, District Officers are expected to avoid any Conflicts of Interest. Further, as noted in Article VII of District St. Louis Bylaws, Officers and Chairs are expected to follow the MBAA Code of Conduct and Expected Behavior Policies.

Adopted by the District St. Louis Board of Directors, December 19, 2023.

Schedule of Events

- 1 Day following the Board meeting:
  - Distribute the "BrewKettle" newsletter electronically. Mail the remaining few copies as required for those without electronic mail.
- By the following Friday after the Board meeting:
  - Electronically mail a meeting notice with MS Outlook / RSVP voting option.

District Business Meetings.

District Business meetings shall be held in January, April and October on the third Thursday. The District Officers may choose to change the day of the week / week of the month to adapt to industry functions but should refrain from doing so at the convenience of District Officers' availability.

District St. Louis will meet during other months of the year, but these events will be social in nature and governance activities will not be conducted unless requested following District Bylaws.

The recommended calendar is:

- September: Shop Talk (with Business Meeting), third Thursday, unless overlapping with GABF, then the fourth Thursday
- October: District Fall Annual Meeting, third Thursday of the month
- November: Shop Talk, second Monday of the month
- January: third Thursday and Friday, at Anheuser-Busch
- February: social event
- March: Shop Talk, potential partnership with Pink Boots, second Thursday of the month if able to overlap with International Women's Day
- April: second Monday (with Business Meeting), not to overlap with Easter
- May: Shop Talk, third Thursday of the month
- June: Annual Planning/Stakeholder Meeting

Meeting locations are to be reserved by the Scholarship Committee.

The following events will occur at the business meeting as the "general order of business":

1. President calls the meeting to order noting the time.
2. Secretary's report is given, moved to accept and voted upon. The report may be approve in three ways.
   a. The minutes are distributed prior to the meeting. If no changes, the President may note the minutes are approved as *distributed*.

   b. The minutes are read at the meeting. If no changes, the President may note the minutes are approved as *read*.
   c. Whether distributed prior to or at the meeting, if there are changes, the President may note the minutes are approved as *amended*.
3. Treasurer's report is given and received. There is no motion to approve or receive the Treasurer's Report.
4. The Board of Governor's report is given to include any Association Board of Governor's information, communication from Headquarters.
5. Vice President's report is given to include the following chair reports:
   a. Committee Chair Reports:
      Technical Chair
      Membership Chair
      Scholarship Chair
6. New MBAA members, transfers, and guests are introduced.
7. Old business
8. New business
9. Introduce and thank the meeting sponsor(s).
10. A motion to adjourn is requested and voted upon. Note the time of adjournment.
11. Invite the sponsor to speak for his/her/their company according to the schedule below.

The standard timetable should be as follows when a single technical speaker is scheduled:

4 hour Shop Talk

4:00-4:30	Reception
4:30-5:00	Business Meeting
5:00-5:15	Allotted for Evening Sponsor
5:15-6:00	Refreshments and dinner
6:00-8:00	Topic Discussion, Idea Collection

5 hour Meeting

3:00-4:00	Reception / Bottle Share / Appetizers (if sponsored & budgeted)
4:00-6:00	Technical Presentation(s)
6:00-6:30	Business Meeting
6:30-7:00	Dinner & Sponsor Presentation(s)
7:00-8:00	Keynote Presentation

Any function longer than 5 hours should aim for

Morning	Technical Presentations

Adopted by the District St. Louis Board of Directors, December 19, 2023.

12:00-12:30	Lunch
Afternoon	Technical Presentations
6:30-7:00	Dinner

Adopted by the District St. Louis Board of Directors, December 19, 2023.