



**ANNUAL MEETING AGENDA**  
**National Association of Catering and Events Houston Chapter**  
**October 16, 2024**

- 5:30 pm**      **Registration + Ballots given to Members (Must be MIGS)**
- 6:30 pm**      **Thank Sponsors**  
**Welcome, Chapter Announcements**
- 6:45 pm**      **Annual Meeting officially called to Order - Chapter President**  
**Order of Business: (Secretary should note the exact time)**  
**Presentation of Chapter Financials**
- Review of NACE Houston Chapter accomplishments for 2023**  
                 **NACE Member Q&A**
- 6:50 pm**      **President introduces the candidates as they come up one by one.**  
*Address from Candidates (2 minutes max)*  
**Candidate Question and Answer**
- **Questions to Candidates:**
- 7:30 pm**      **Voting - Vote by Ballot/Round Table Discussions**  
*\*members cannot leave the room while ballots are being counted*
- 7:50 pm**      **Election Results Announcement**
- 7:50 pm**      **Committee Recruitment Announcement**
- A form went out via email/will go out- please fill out or ask a board member how you can get involved!**
- 8:00 pm**      **Adjournment**  
Minutes posted online under Members only section within 14 days on Star Chapter
- Closing Remarks**