

K15-046

2015 Police Jury Association Annual Convention
January 29-31, 2015
MEMORANDUM OF UNDERSTANDING

Between Orleans Parish, Louisiana and the Police Jury Association of Louisiana, Inc.

Purpose

The Police Jury Association of Louisiana, Inc. was created in 1924 to improve parish government. All 64 parishes are represented whether organized as a Police Jury, Parish Council or Parish Commission. The purpose of this Memorandum of Understanding is to encourage and facilitate cooperation between the Police Jury Association of Louisiana, Inc. (PJAL) and Orleans Parish who will host the 2015 PJAL Convention and Exposition in New Orleans, Louisiana. The special partnership and long-range commitment will result in a well-planned, adequately budgeted, high quality event. This Memorandum of Understanding will clarify the responsibilities of each party.

Background

The Police Jury Association has been hosting an annual convention for 91 years. The current president of the association selects the site for the convention to be held. The president of the association along with the executive director for PJAL communicated with Orleans Parish for assistance with host parish responsibilities.

Roles and Responsibilities

The parties to this memorandum of Understanding will work together as partners to promote the 2015 PJAL Annual Convention. The host parish will manage and implement the host parish requirements with guidance and approval of PJAL. Host Parish agrees to provide PJAL financial assistance up to 45K for host parish event and spousal event. PJAL agrees to host both events in Orleans Parish.

Host Parish Responsibilities – See Attachment

PJAL Responsibilities

PJAL will provide all tables for promotional efforts at the PJAL Convention
Six Complimentary Convention Registrations
Recognition in the PJAL magazine (Full Page ad)
Recognition in the Convention brochure (Full Page ad)
Membership Information for post-convention marketing pieces
Sponsor ribbons to wear throughout the convention
Signage at Convention
Signage at the Host Parish Event
Signage at the Sponsor Event

From time to time during the year prior to the conference, publish promotional materials about New Orleans and the 2015 PJAL Annual Convention & Exhibition in the "Louisiana Parish Government" Official Publication of the Police Jury Association and on the PJAL website.
Promote the special events at the House of Blues and Mardi Gras World.

Arrange and provide for meeting space and exhibit space for the convention activities as needed at the Marriott Hotel. Extraordinary costs for the meeting facility, including certain costs for additional room sets, electricity, and audio visual equipment will be the responsibility of PJAL

Fund Raising Responsibilities

Orleans Parish is responsible for raising the funds and in-kind services necessary to plan, implement and execute the activities and events listed under "Host Parish Responsibilities: PJAL is responsible for paying for, planning, implementing and executing the activities and events listed under PJAL Responsibilities

Authority

The roles and responsibilities covered in this Memorandum of Understanding are intended to improve the coordination, implementation and execution of the 2015 PJAL Annual Convention. This Memorandum of Understanding is not intended to create any right or benefit or to diminish any existing right or benefit. Nothing in the Memorandum of Understanding alters the responsibilities or statutory authority of the parties.

Agreed to this 15 day of Dec, 2014

Authorized Representative of Orleans Parish:

Signature: [Handwritten Signature]

Name: _____

Title: _____

Police Jury Association

Signature: [Handwritten Signature]

Name: Roland Dertez

Title: Executive Director

FORM AND LEGALITY APPROVED:

[Handwritten Signature]
Law Department, City of New Orleans

HOST PARISH CONVENTION RESPONSIBILITIES

The host parish (HP) works closely with the Police Jury Association staff to ensure a successful convention. The HP serves as the on-site coordinator. Following is a list of responsibilities.

HOTEL BLOCK and CONVENTION CENTER

The HP works with area hotels (sometimes convention/tourist bureaus) to acquire the necessary block of rooms and negotiate reasonable prices for the event. Then the HP communicates the pertinent hotel information to the Association's Convention Coordinator Jane Lambert.

TRANSPORTATION

The HP provides transportation to and from overflow hotels to the host hotel as well as transportation to any off site event – usually the city transit system is utilized.

SECURITY

The HP provides recommendations for security for the exhibit area.

SPOUSE PROGRAMS

The HP is responsible for planning, cost and coordinating arrangements for the spouse programs. Generally activities are planned for Friday morning. The PJA staff will provide assistance as needed.

HOST PARISH RECEPTION

The HP plans and makes arrangements for the Host Parish Reception. HP is responsible for planning, cost and coordinating any activities for local flavor.

BAND RECOMMENDATIONS

The President of the Association is asked for recommendations for the bands for the Friday night Host Parish Reception and the Saturday night Annual Banquet. The HP assists, if necessary, by referring local talent.

MINISTERS

Ministers are needed for the following functions:

- First General Session
- Governor's Luncheon
- Annual Banquet

The President of the Association invites his personal minister and any others he/she may want. If more ministers are needed, the HP arranges for local ministers.

CANDLELIGHTERS

Usually two (2) children, between the ages of 5 and 10 years, one female and one male; are needed for the Memorial Ceremony. Sometimes these are children or grandchildren of the current President or someone he/she chooses

COLOR GUARD

HP should enlist the services of a color guard for the Opening Ceremonies of the First General Session.

DITTY BAGS

HP contacts local businesses for items such as pencils, note pads, magnets etc. for the ditty bags to be given out during convention.

DOOR PRIZES

HP contacts local businesses for door prizes handed out at different events during convention.

LOCAL VENDOR RECOMMENDATIONS

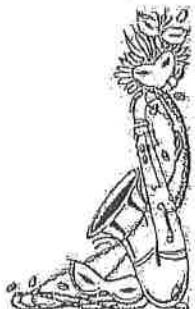
The HP or President recommends local florist and a local caterer,

CONVENTION ASSISTANTS


The following assistants are needed during the convention:

8 Registration Assistants

1 Exhibit Assistant



TENTATIVE Convention Schedule
Police Jury Association of Louisiana
91st Annual PJAL Convention
New Orleans, LA
January 29, 30 and 31, 2015



Thursday, January 29, 2015

11:00am-2:00pm.....Exhibit Setup
 2:00-5:00 p.m.Registration Desk Opens
 2:00-5:00 p.m.Exhibits Open
 7:00-midnight.....Early Bird Reception

**Annual PJAL Committee Meetings—
 Friday, January 30, 2015**

1:00 p.m.
 Agriculture
 Criminal & Juvenile Justice
 Governmental Affairs
 Drainage, Public Works
 & Water Resources
 Solid Waste

2:00 p.m.
 Parks, Recreation & Tourism
 Environment & Energy
 Emergency Preparedness
 Wildlife & Fisheries

3:00 p.m.
 Fire Protection & EMS
 Health & Human Hospitals
 Highways
 Community Development

4:00 p.m.
 Resolutions Committee

7:00 p.m.....Host Parish Reception
 (Transportation provided.)

Friday, January 30, 2015

7:30 a.m.Coffee and Refreshments
 7:30 a.m.Registration
 7:30 a.m.Exhibit Hall Open
 8:30 a.m.Parish Engineers &
 Supervisors Assn Meeting
 8:30 a.m.Parish Attorneys' Meeting &
 Continuing Legal Ed.
 8:30 a.m.Coastal Parishes Caucus
 Meeting
 8:30-9:30 a.m.....Educational Session I Ethics
 9:30-10:00 a.m.....Educational Session II
 10:00 a.m.Veteran's Committee
 10:00 a.m.Spousal Function
 10:30 a.m.Registration—Parish
 Administrative Officials'
 Organization
 11:00 a.m.Black Caucus Meeting
 11:00 a.m.Parish Administrative
 Officials' Meeting and
 Luncheon
 12:00 p.m.....Exhibits Close

Saturday, January 31, 2015

8:00 a.m.Registration
 8:00 a.m.Coffee and Refreshments
 9:00 a.m.First General Session
 12:00 p.m.....Association Luncheon
 1:45 p.m.....PJAL Annual Business
 Session
 6-7:00 p.m.2016 Host Parish Reception
 7:00 p.m.....Association Banquet &
 Dance

