



Office of the President

MEMORANDUM

TO: All Chapter Presidents
FROM: The President of SOBA America
Date: February 23rd, 2021
Subject: The 2021 SOBA America National Convention

Dear Chapter Presidents,

As you know, we will be having a virtual national convention this year, scheduled for May 29th, 2021 from 11:00 ET. Our administration is working hard to deliver a remarkable experience to SOBANS. We count on you to make this virtual convention a success. We need your help to enable the convention planning team gets all the information and documents they need to plan and deliver.

In order to meet our tight preparation and planning schedule, I urge you to treat the following action items with urgency and return deliverables by the corresponding deadlines. Some deadlines are earlier than usual because of the work that needs to be done with the material prior to the convention before delivery on or before the convention. You have a critical role to play in the success of our virtual convention and SOBA America counts on you. Here are the specific things we need from each of your chapters.

1. **Readers:** We need the name of a member of your chapter who will read during the convention mass (bidding prayers or readings). Submit the name to CAO Atem on or before **March 20th, 2021**.
2. **Greeting:** We need a short video (not more than 2 minutes long) from your chapter greeting delegates at the convention. The video should feature at least one or more of your members. The message should include something unique about your chapter. Think of it as promoting your chapter or as bragging about your chapter. You could also brag about your state or city. You may shoot the video with a landmark of your city in the background, if possible. The video should start with "SOBA XXX (your chapter name), and end with ..." and our XXX (number of members in your chapter) members welcome you fellow SOBANS to the 2021 virtual national convention. It should be widescreen (phone horizontal) using at least an Android S8+ or equivalent I-phone for good quality. The video should be submitted to Organizing secretary Forbang by **March 10th, 2021**.

Here is an example. *“SOBA DMV, home of the largest chapter of our union, birthplace of the Father’s Day BBQ, current residence of the first female, first Asian and first black Vice-president of the United States, and our 155 registered members welcome you fellow SOBANS to the 2021 virtual national convention.”*

3. **SJC Anthem:** We need 2 videos of two members of your chapter singing our SJC Sasse anthem (Separately). All three verses (Hint: The lyrics are on our website). Widescreen and same camera specifications as above for good quality. These should be submitted to Organizing Secretary Forbang by **March 10th**.
4. **Motions/proposals:** We need any proposals for deliberation at the convention from your chapter or any of your members to be submitted to Secretary Tange by **March 15th**.
5. **Chapter reports:** We need your chapter reports submitted to Secretary Tange by **March 30th**.
6. **Service Award nominees:** We need a nomination of one of your chapter members for the service award unless your chapter does not feel any member deserves the award. It should be accompanied by a picture of the nominee and a brief write-up from your chapter in support of the nomination. The write-up should make the case why your nominee should win the award. This should be submitted to Vice-President Ngassa by **March 10th**.
7. **Business Directory:** We need you to encourage your members who own businesses to submit their business information for inclusion in our 2022/2023 SOBA America Business Directory. Submissions should be done on the submission form provided and sent to Vice-President Ngassa or emailed to info@sobamerica.org by **March 15th**.
8. **Registration/Convention levy:** We need you to encourage your members to register for the convention as soon as possible by **May 10th**. Registration should be done online at our website. Convention levy is \$50. SOBANS need to register early so convention related material such as gift, magazine etc. can be mailed to them, and credentials for the convention e-mailed to them.

I thank you for your service and dedication to SOBA America. As you can see, we have a lot of work to do to make the 2021 virtual National Convention a resounding success. I count on you to deliver. Team work makes the dream work.

SOBANLY
Your Servant-in-Chief
Bertrand Fote - POSA