

OMAHA HOSPITALITY HALL OF FAME MANUAL

for

Governance, Procedures, Operations, and Timeline Manual

PURPOSE

The purpose of the Omaha Hospitality Hall of Fame (the “OHHoF”) is to recognize achievement in the Omaha area hospitality industry (the “Industry”) for those that have made *significant* contributions to the Industry by holding an Annual Event (as defined below), the proceeds of which shall be used to provide scholarships to culinary arts and hospitality students.

MAINTAINANCE:

- The Board (as defined below) is responsible for insuring that that the above-stated purpose is always maintained.
- The Board will maintain the history of the events and the inductions.

VENUE

The Omaha Hospitality Hall of Fame inductees (the “Inductees”) will be recognized at an *Annual Dinner and Induction Ceremony* (the “Annual Event”) held each year (generally the third Sunday in October).

INDUCTEES

- Inductees shall always consider the OHHoF an honor society; therefore, membership requires the utmost integrity.
- Inductees may not use the OHHoF for personal profit or aggrandizement, nor may they exploit the OHHoF for their personal benefit or profit.
- Inductees are obligated to work toward good public relations for the OHHoF.

GOVERNANCE AND ORGANIZATION

1. The **OMAHA HOSPITALITY HALL OF FAME BOARD OF DIRECTORS** (the “Board”) is responsible for the direction and operation of the OHHoF.
2. The actual planning and execution of each year’s Annual Induction and Dinner Ceremony, is done through (2) sub-committees:
 - A. **THE ADMITTANCE SUBCOMMITTEE (ASC)**
 - B. **THE ANNUAL EVENT STEERING SUBCOMMITTEE (ESC)**

1. **THE BOARD:**

The Board shall consist of 5 to 7 people that have been inducted into the OHHoF. Inductees who were inducted earlier should be considered first. **In addition to the duties and responsibilities set forth in the OHHoF Bylaws:**

The Board Chair shall be responsible for:

- **Calling the annual meeting and other meetings as needed to conduct the business of the OHHoF;**
- **Setting the agenda for all meetings;**
- **Insuring that the ASC begins on time each year, and furnishes all information needed to that subcommittee; and**
- **Insuring that the ESC begins on time each year, and furnishes all information needed to that subcommittee. The Board Vice Chair shall be responsible for:**
- **All duties and responsibilities of the Board Chair when the Board Chair is not available to perform such duties.**
- **Calling a Board meeting to receive the nominees from the ASC, and having the Board approve or reject nominations. The Chair then tells the Executive Director who notifies nominees within 3 days**

The Board Secretary shall be responsible for:

- **Recording all meeting minutes.**

The Board Treasurer shall be responsible for:

- **Preparing the annual budget; and**
- **Preparing the annual accounting of all funds (audit).**

The Directors shall be responsible for the following:

- **Establishing Industry partners to carry on the work of the OHHoF and the Annual Event;**
- **Insuring that the Annual Event is held annually, and approving the location of the Annual Event;**
- **Approving of chairs of the ESC and the ASC;**
- **Approving of all members of the ASC;**
- **Approving of yearly nominees;**
- **Approving of the annual budget and the yearly financial audit;**
- **Approving all Annual Event sponsors;**
- **Approving of the disbursement of funds;**
- **The general promotion of the OHHoF;**
- **Insuring that the OHHoF keeps to its original purpose;**
- **Appointing an Executive Director or contracting with another organization to facilitate the Annual Event. If the Board contracts with another organization to facilitate the Annual Event, the other organization may sell tickets for the Annual Event and collect all revenues. Such other organization must collect all sales taxes, pay all the invoices associated with the Annual Event (with the Board's approval), pay the sales tax, and distribute all remaining funds to the Board by December 1st of that year; and**
- **Changing this Omaha Hospitality Hall of Fame Manuel (this "Manual"), as desired, by a 80% vote of the Board.**

The day-to-day business of the OHHoF may be contracted to another organization (such as the Omaha Restaurant Association) or may be completed by the Executive Director (the Executive Director may be a paid position upon approval of the Board)

The duties, which need to be completed, consist of the following:

1. Working with the Board to insure the Boards goals are achieved;
2. Organizing the Annual Event;
3. Publicity of the Annual Event;
4. The maintenance of the OHHoF website and all other OHHoF materials;
5. All duties assigned elsewhere in this Manual; and
6. All other duties assigned by the Board annually.

General Operation Logistics:

1. The proceeds from the Annual Event shall be used to provide scholarships to culinary and hospitality students.
2. All correspondence, and printed materials, of the OHHoF shall utilize OHHoF letterhead.
3. All people serving in any capacity will be considered volunteers, unless noted otherwise herein.
4. All representatives of OHHoF shall seek pre-approval from the Board Chair before incurring expenses on behalf of the OHHoF. Expenses made without pre-approval may remain a debt of the person who incurred them. Reimbursements can be paid only with receipts.
5. Unless approved by a majority vote of the Board, the funds will be held in the OHHoF treasury, or in an account set up by the Board, until distributed.
6. The Treasurer, will prepare an end-of-the-year audit (no later than Dec 15th) to present to the Board. The audit will include all documents referring to revenue and receipts. Any funds not collected at the time of the annual audit shall be considered bad debt until they are received. The Board will determine how and where the proceeds are distributed each year. Laws of the State of Nebraska must be adhered to. The account must maintain at least a minimum balance needed to operate the OHHoF annually, and start the next year's Annual Event. The Treasurer will be responsible for following all applicable laws, maintaining all financial records, and paying all debts.
7. Upon application, or request, any company, corporation, individual, or community organization with an interest in supporting the OHHoF may, with approval of the Board, become a supporting sponsor. Donated funds shall be used, as the donor desires with Board approval.
 - a. In-kind donations may be used for the Annual Event or OHHoF maintenance.
 - b. Monetary donations may be used for financial underwriting of the Annual Event or OHHoF maintenance.
8. A PRE-EVENT shall be held each year: A Board member, appointed by the Board or the Executive Director will plan and schedule the pre-event in May each year (the "Pre-Event"). The Pre-Event will welcome new Inductees, collect resumes, pictures, and up to date other information, film each Inductee, and preview the Annual Event. Also guests to of the Annual Event and reservations will be discussed.

9. All Board members and ASC members will be invited to the Pre-Event to greet the Inductees.
10. The Board Chair , members of the Board, and the ASC Chair will award the certificates to the Inductees at the Annual Event.

2A. THE ADMITTANCE SUBCOMMITTEE (ASC):

Chairs/ Members: Membership on this subcommittee will consist of past Inductees, with a total membership of between 6 and 8. No one shall serve more than 3 years, except the Chair of the ASC (the “ASC Chair”) of any given year, may serve 4 years.

The Board shall appoint the ASC Chair and the other subcommittee members annually.

ASC members:

1. The subcommittee members may serve no longer than 3 consecutive years;
2. This subcommittee shall consist of 1-4 members of the immediate preceding year’s Inductees and
3. The other 4-7 members of this subcommittee will be Inductees from previous years.

The ASC’s role is twofold:

1. **Solicit Nominees.** The ASC shall find qualified persons to be formally nominated using the resume form. Anyone formally nominated is added to the **List of Nominees**. This list is perpetual. If, however, after a nominee is on the list for more than 3 years, and not inducted, such nominee may be removed by a majority vote of the ASC.
2. **Select,** from the **List of Nominees**, the names to be forwarded to the Board for possible induction. Normally 4-6 persons are forwarded to the Board each year. The Inductees are then selected by the Board using the **Guidelines for Induction** listed later in this Manual.

ASC Sequence:

1. Before first meeting:

The ASC Chair is responsible for organizing the subcommittee in early January of each year.

The ASC Chair shall:

- A. Meet with the Board Chair to determine the composition of the ASC;
and

- B. Mail the following to all persons on the ASC for the coming year:
1. The current **List of Nominees** and their resumes;
 2. A copy of this Manual;
 3. Blank resume forms asking the subcommittee members to solicit names and complete resumes of persons that should be added to the **List of Nominees; and**
 4. A list of the dates, times, and locations of the ASC meetings.

2. Week 1 Meeting (Late January)

The subcommittee shall:

1. Review this Manual, the *Guidelines for Induction*, and process for inducting Inductees;
2. Review the current **List of Nominees**;
3. Add and review new names/resumes to add to the **List of Nominees**;
4. May remove any names from the **List of Nominees** by a majority vote of the ASC members; *those removed should be removed for a reason (i.e., they do not wish to be considered) and not removed because of personal likes/dislikes; and*
5. Brainstorm and seek new nominations, taking into consideration that all new nominees must have a long and distinguished background in the Industry, with a minimum of 30 years' service in the Industry. Subcommittee members shall seek completed resumes by the next meeting.

3. Week 2 (Early February)

The subcommittee shall:

1. Consider new names to be added to the **List of Nominees** using the *Guidelines for Induction* and shall make sure resumes are completely done; and
2. Vote, by paper ballot, for the names to added to the list of finalists for the current year (top 10-12 people).

4. Week 3 (before end of February)

The subcommittee shall take a vote, by paper ballot, using the *Guidelines for Induction* on those names to be forwarded to the Board for possible induction. Normally 4-6 names are forwarded, which are those names that meet the *Guidelines for Induction* and that receive the majority of votes of the ASC members. After such vote, the results are not tabulated, but are instead presented to the Board Chair for consideration.

All ASC members are invited to attend the Pre-Event and welcome all of the new Inductees.

At this point the ASC work is complete.

SELECTION OF NOMINEES AND INDUCTEES

General Guidelines for Induction

Induction into the OHHOF shall be considered an honor and is intended for those individuals that have made a significant impact in the Omaha area hospitality industry. Membership will consist of those individuals that have been actively engaged in the hospitality profession for a substantial number of years (*Minimum of 30 years*), although final determination will be based upon their

professional record as well as their contributions to the Omaha Area community. In order for a candidate to merit nomination, in any category, they must possess and/or demonstrate persistence, motivation, dedication, determination, integrity and responsibility. They should be known as a role model to fellow employees and assist them in their learning process in achieving their individual goals through ethical principles. A candidate for membership in the OHHoF must be a person of exceptional professional and moral character, and above reproach. They shall have the ability to perceive and act upon the needs of customers. They shall excel in professional service through established Omaha area organizations dedicated to community betterment, and be respected for their public service and commitment to the community.

Additionally the following information is considered:

1. No family, close friend or business associate, of an ASC member shall be inducted that year.
2. OHHoF is for Industry professionals only; no civic groups.
3. No one should be considered, if they do not have a fully completed resume and their name appears on the List of Nominees.
For instance partners, or family, cannot be added if they are not on the List of Nominees, but they could be added in future years.
4. Individuals that have made a significant impact, and had substantial professional experience and have contributed to our community should be considered first.
5. Nominees may be living or honored posthumously.
6. Multiple candidates from the same firm will be considered for simultaneous induction within the same category at the discretion of the ASC, BUT each must have a completed resume.
7. Nominations are done on an admittance resume form which must be completed by the nominee, or their representative, before being voted upon.

Specific Selection Criteria per Category

RESTAURANT OWNERS, MANAGERS, FOOD SERVICE DIRECTORS, EVENT PLANNERS/CATERERS:

The candidate is or was in charge of operating, or playing a significant role in the success of a commercial establishment, profit or non-profit. The candidate has, or has had control in management of either the front or back of the operation, participated in hiring and firing, training, menu planning, food product procurement, advertising, and public relations. A caterer/event planner is a person who provides food and supplies to the requirements of others either on premises or off premises.

PURVEYORS:

Truth in product promotion and ethical business practices are primary standards. Purveyors inducted in this category shall work to be more than a source of necessary products. They should give ideas and services that help their customer's business grow. The purveyor should be recognized as an entrepreneur and committed to the needs of the hospitality industry. A purveyor is a company's salesperson, owner, or manager.

CHEF and CULINARIANS:

Professionals that have charge, or play a major role in the success of a kitchen, production, or development of food products. They should be extraordinarily skilled in food preparation including the abilities to recreate classic dishes to meet accepted standards and envision new dishes pleasing current trends. They should serve wholesome food in a creative and innovative manner, at the same time practicing high standards of sanitation in the best interest of the dining public. This classification also includes kitchen managers.

EDUCATORS:

Educators are professionals that provide instruction and guidance in the art and science of food preparation and management by inspiring students, associates, the public, or employees to achieve their goals. An inductee of this category shall have specific work experience as an instructor, facilitator, or writer.

FRIEND OF THE INDUSTRY:

This category will honor those who are being considered a friend to the Industry and who have made significant contributions to the community of Omaha, even though they may not fit into any of the above listed categories. Qualifications of persons admitted under the Special Classification Category will be determined on an individual basis but may include charitable works and volunteer service to the industry at large.

2B. THE ANNUAL EVENT STEERING SUBCOMMITTEE (ESC):

- 1. The Executive Director shall call the first meeting.**
- 2. At the first meeting ESC members:**
 1. This Manual will be read and discussed;
 2. A Proposed budget will be considered, which will then be forwarded to the Board for approval;
 3. The ESC subcommittee members shall be appointed and such member's duties shall be reviewed;
 4. The dates shall be set for other meetings; and
 5. The Theme and logistics of the Annual Event shall be discussed.
- 3. Duties of the members of the ESC are as follows:**

- A. **The Executive Director** is responsible for the following:
- Setting up the Pre-Event. The Pre-Event welcomes new Inductees, collects and compiles resumes, pictures, and other up to date information, films each Inductee, and previews the Annual Event. Guests and reservations are also discussed. Attendees include the Inductees, their families, ASC members and others deemed necessary.
 - Notifying the Inductees of their induction into the OHHoF within 3 days-by letter
 - Acquiring any additional historical biographical information/photo for each Inductee.
 - Contacting each Inductee, or their family, regarding the Pre-Event and their guest list, other reservations, program information, and if the Inductee will not be in attendance, who will represent them at the Annual Event. The Executive Director will also need to coordinate this information with the program and reservations chairpersons.
 - Ordering of plaques and certificates for each Inductee and pictures for wall.
 - The Executive Director shall additionally:
 - a. Stay in contact with each Inductee, or their family, as well as the event program and reservations chairpersons.
 - b. Attend the Pre-Event and welcome all of the new Inductees.
 - c. Act as treasure and oversee all financial concerns of the OHHoF. The Executive Director shall receive all income and pay all invoices as approved by the Board. He or she shall also prepare and submit an accurate report with receipts and records at the conclusion of each year's event.
 - d. Produce, with Board approval, all invitations, the program, and other printed materials. He or she shall work with the Inductees, and the ASC to gather guest lists. Send out invitations 5 weeks prior to the Annual Event.
 - e. Maintain an accurate guest list and coordinate a seating chart with the Front of the House Coordinator.
 - Insure the following are completed: press releases, advertisements. pictures and resumes, videos, Inductees' pictures, and the hiring of a a photographer for the night of the Annual Event.
- B. **Event Planning Chair/Co-Chairs: One to two people will be selected to be the Event Planning Chair or Co-Chair, as applicable. This person or people will be a member or members of the restaurant association and The Institute for the Culinary Arts at Metropolitan Community College (ICA), if possible.**
1. No person will be allowed to be a Chair for more than 2 years, without approval of the Board.
 2. Duties of the Chair/Co-Chairs:
 - a. Recruit members and recommend appointment of all subcommittee members and chairs.
Obtain approval of subcommittee members and chairs from the Board
 - b. Plan meetings and chair all meetings.
 - c. Responsible for the overall organization and facilitation of the Annual Event.
 - d. Notify the Board of the budget, sponsors, and other pertinent details before actions are taken.
- C. **Positions within the Subcommittees:**
- Secretary:**
The secretary shall prepare and distribute, in a timely manner, the meeting minutes, donor request letters, and thank you letters. The secretary shall maintain accurate files of the Annual Event.
- Itinerary and Entertainment:**
- Chairs/ Members:**

Responsible for organizing the Annual Event and making it run as smoothly as possible with the responsibility for arrangement of the program to include the MC, the MC script for the Annual Event, student menu announcer, and entertainment. Works closely with the program chair so the program matches the itinerary. Shall submit invoices in a timely manner.

Front of the House:

Chairs/ Members:

Responsible for organizing the physical execution of the Annual Event, procuring all decorations including centerpieces, coordinating with the Back of the House chair. The Front of the House Chairs will also procure and train servers and execute all services. All invoices shall be submitted in a timely manner.

Back of the House:

Chairs/ Members:

Responsible for the setting the menu, producing of and physically executing of the Annual Event dinner. The Back of the House Chairs shall also coordinate with the Front of the House chair and the donations chair. All invoices shall be submitted in a timely manner.

Donations:

Chairs/ Members: 1 person from each organization

Responsible for all donations. The Donations Chair(s) will work closely with all committees that need donations of equipment, food, or other materials, and will work closely with the secretary to ensure the donors are promptly and properly thanked.

Video/AV Committee:

Chairs/ Members: (1) ICA and the Chair of the ASC.

Work with the college to produce a video for the Annual Event.

COMPLETE TIMELINE:

January

ASC Chair seeks 6 to 8 members for the ASC.

The Board meets to:

1. Set date for Annual Event
2. Appoint the ASC Chair, the ASC subcommittee members, the ESC Chairs and subcommittee members.

ASC Chair shall organize the subcommittee in early January, mail out information to ASC, and organize meetings for ASC.

February:

ASC shall meet and select proposed Inductees or nominees.

The Board shall meet to approve the proposed Inductees. The resumes are forwarded to the Executive Director.

1. The Executive Director shall:
 - a. Forward names to the ASC Chair to notify the ASC subcommittee and to gather the resumes of those to be inducted;
 - b. Notify those to be inducted within 3 days;
 - c. Set date and location for Pre-Event; and
 - d. Contact each Inductee, or their family, regarding the Pre-Event.

May:

The ESC subcommittee will begin meeting.
The ESC shall order plaques and certificates for each Inductee and pictures for wall.
Pre-Event is held.

The Executive Director shall stay in contact with each Inductee, or their family.
The Annual Event program and reservations Chair shall work closely with Executive Director.

As needed:

Annual Event meetings.

August:

Invitations, program, and other printed materials ordered.
Invitations sent
Promotion of the Annual Event begins

Press releases, Advertisements. Pictures and resumes

Videos, Inductees' pictures, picture the night of the event.

October:

Annual Event on third week

December:

Board audit meeting