

# 1ST QUARTER CONFERENCE AGENDA

## **FRIDAY**

Dinner meeting of Governor, Sec/Treas, all Lt. Governors and Growth Team (Membership and New Club Building Chairs) – may include Immediate Past Governor and Governor-Elect

- *Begin to work together as a team*
- *Discuss Zone positives and negatives in “closed” setting – determine how and where growth can take place*
- *Closed meeting room. Allow 2 hours.*
- *Invite International VP and/or Pres as observer or to answer questions directly addressed to them.*
- *Trainers and CCBs not included.*

## **EXECUTIVE COMMITTEE MEETING**

Invocation, Pledge, Toast

Recite Mission Statement

Welcome & Introductions

Approve minutes of previous Executive Committee Meeting and Finance Report

Governor's Address (Vision, Goals & Challenge) (a few minutes)

Lt. Governor Reports (3 minutes per zone)

- ACPC completion status
- Zone meeting date scheduled and potential speaker or activity (PGI, Growth (Membership or New Club), Oratorical, etc.)
- NCB target sites and sponsor clubs
- Greatest success in Zone to date
- Greatest challenge facing the Zone

Committee Chair Reports as needed

- Essay, Oratorical, A&A, or other District events

Finance Chair/committee Budget and recommendation for the Board

Review Policies & District Meeting Dates

Comments by Visiting O.I. Dignitary (Pres, VP, or Intl. Committee Chair)

Closing Remarks by Governor

HOSPITALITY WELCOME (hosted by area clubs or convention committee)

## **SATURDAY**

BREAKFAST meeting  
Past Governors' Association Breakfast

### **FIRST TIMER SESSION (30-45 mins)**

Prior to Opening General Session  
Led by Past Governor or Leadership Development Chair  
Provide basic information for First Time attendees/have a short ice breaker so that they can get to know each other and not feel "alone"

## **REGISTRATION**

### **OPENING GENERAL SESSION**

*Prior to the session as people are gathering - build the enthusiasm by having fun – use music, skits, etc. Show slides of Convention activities and/or activities with kids. Get attendees talking and visiting with each other – this will encourage sharing, interest in what is to come, meeting others.*

- Introductions of District Officers and O. I. guest (use a fanfare or parade or ring bells as they are introduced – make it festive).
- Invocation & Pledge (toast)
- Recite the Mission Statement
- Installation of Board by OI VP, preferably; if VP not in attendance, then past Intl. Office-holder
- Introduce the Past Governors
- Introduce District Committee Chairs
- Minutes of previous Board meeting presented, discussed, and voted on
- Budget information presented by Finance Chair with recommendation of the Executive Committee's approval
- Governor shares Vision, Goals, Theme, Challenge, etc.
- Explain WOW – When Optimists Work – tables are set up around the outside of the room or may be in a hallway – each of 4-8 clubs showcases a special project that they do with a display to share with others. Attendees are encouraged to talk with the club representatives about the projects. (This may be during the BREAK)

**COMMITTEE** presentations (Use PGI, JOOI, Oratorical, Essay, A & A, CPA, OIF, etc).

Allow 5-10 minutes for each Chair/team to present using skits, handouts, role playing, costumes, etc. Rotate through the presentations so that attendees get some information from each area. This will encourage participation in areas where a club may not have participated before, just because they weren't familiar with the activity/program.

**GROWTH & RETENTION** - Membership & New Club Building (this should be brief but engaging – a tickler of more in depth training that will take place later in the day) May choose to do skits/role playing/etc. to clarify WHY Growth is important to each club as well as the District

**Zone meetings** – approximately a half hour – allows the LG to meet attendees from the Zone and gives the club representatives an opportunity to meet each other and share

what their club is doing. Provides a chance for the LG to determine the needs of the zone on order to schedule a speaker for the Zone meeting (for example).

**LUNCH** - can present awards earned during the 4<sup>th</sup> quarter, OIF presentations, etc. OI representative remarks. Keynote address from OI Rep., if not at dinner.

## **BREAK**

**COMMITTEE** presentations (*note: use some in the morning and some in the afternoon*) (Use PGI, JOOI, Oratorical, Essay, A & A, CPA, OIF, Internet Safety, OIJGC, Tri-Star sport, etc).

Allow 5-10 minutes for each Chair/team to present using skits, handouts, role playing, costumes, etc. Rotate through the presentations so that attendees get some information from each area. This will encourage participation in areas where a club may not have participated before, because they weren't familiar with the activity/program.

**BREAKOUT SESSIONS / WORKSHOPS** (make these attractive to draw attendees)

- GROWTH & RETENTION – The HOW TO of New Club Building/NOW opportunities for increasing Membership/Etc.
- Scholarship Programs – Essay, Oratorical, and CCDHH – HOW TO run the programs
- Club Presidents and Secretary/Treasurers training – a shortened version for those who missed training at the convention
- Other – could be Marketing Your Club, Social Media – what to do and how, Finding your Way Around the Optimist website, Fundraising Ideas

## **GENERAL SESSION**

Any remaining business that did not get completed in the morning session  
Awards from previous year – CPA, Scrapbooks, Club Bulletins, A & A, etc.  
(Immediate Past Governor)

Comments from the Governor  
Remarks from OI representative/Vice President  
Recite Creed

Dinner (optional)

## **SUNDAY MORNING**

Breakfast and PGI Module (or offer Fri. evening)