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 4th 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)*
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)