

"SAMPLE" DISTRICT CONFERENCES

MEETING OBJECTIVES:

Begin your plan with an overall meeting objective. This may relate to your "Vision" for the year.

DISTRICT CONFERENCE DESIGN:

Generally there are three portions; the Executive Committee Meeting, the Board of Directors Meeting and the training seminar. Design conferences for the persons attending; they want training and fellowship.

WORKING WITH FACULTY/PRESENTERS

Choose the best teachers and motivators. Use a mix of emerging and experienced talent. Share copies of agenda with them several weeks in advance (highlight their portions), talk with them about your objectives and the atmosphere you wish to create. Appoint a "timekeeper" to keep everyone on track.

MEETING ACCESSORIES:

Banners, flags, bell & gavel, flip-charts, stand, markers, projection television w/screen & VCR (for OI President's message)

Program (showing schedule & room locations), evaluation sheet, minutes, finance reports, handouts.

MEETING SAMPLES:

The samples include a large number of possibilities and options. Do not try to use every idea. Write "times" on the left margin – rooms and presenters on the right margin.

These sample meetings utilize one large meeting room and several smaller breakout rooms. This format targets interests of attendees, therefore several things may be going on at once.

Spouses and children's programs are not included since they vary widely.

1st Quarter Conference

AGENDA OVERVIEW

FRIDAY EVE

Executive Committee Meeting

Fun Party / Hospitality / Foundation Fund Raiser

SATURDAY

Breakfasts: Lt.Gov's, Committees, Past Governors

Opening General Session (1-1½ hours)

Membership & New Club Building (1-1½ hours)

Luncheon (1-1½ hours)

Breakouts by Interest (2 hours)

Board of Directors & Past Awards (1 hour)

Banquet for International Representative (optional)

Training for Club officers

SUNDAY

Skills Development Module

SAMPLE - 1ST QUARTER CONFERENCE AGENDA

FRIDAY

Meeting of Conference Committee

(Meeting Chair, hotel staff, host area chair, governor)

Go over the detailed plans for the weekend.

Registration Table and "Hall of Optimism" (Committee Displays near Registration),
(club's special projects display, CPA winners), Greeters/Photos/VCR playing

Hospitality Room Reception (by Host Area Members)

C.P.A. Judging (Last year's CPA Chair may moderate)

EXECUTIVE COMMITTEE MEETING

Invocation & Pledge (Toast to Queen)

Welcome & Introductions

Governor's Address (Vision, Goals & Challenge)

"Care & Feeding of an Optimist Club" (Leadership topic by Club Services
Chair) AND/OR "Why Build an Optimist Club" by New Club Building Chair.

Review of District Progress

Review ACPC progress

Review Zone Meetings

Growth status

Report of Each Lieutenant Governor (3-5 minutes each)

NCB target sites & projected completion

Greatest Success (to date) in the zone

Greatest Challenge facing the Zone

Approve minutes of previous Executive Committee Meeting

Fill vacancies in district offices (if any)

Authorize purchases, expenses, etc.

Audit & Budget recommendation to Board

Review Policies & District Meeting Dates

Comments by Visiting O.I. Dignitary

Closing Remarks by Governor

FUN PARTY or HOSPITALITY WELCOME

SATURDAY

DISTRICT BREAKFASTS (optional)

Executive Committee Breakfast

Past Governor's Association Breakfast

Committee Planning Breakfast - Separate table for each committee

(Membership, New Club Building, Leadership Development, Activities)

Registration Table & "Hall of Optimism"

OPENING GENERAL SESSION

This should be an enthusiastic session to build the morale of the District Leadership. Rally the "troops" with excitement. (music, fanfares, skits, fun) Communicate "mission" of why we are Optimists.

Slides of kids (projected screen) with music

Invocation & Pledge (toast)

Fanfare introductions of District Officers

Installation of Board by OI Representative

Introduce Past Govs: lead singing of "Hail to Optimism" for "1st timers"

Introduce members of new clubs since convention

Address by Governor (Vision, Goals, Theme, Challenge)

Membership & New Club Building

Skits and presentations: Instead of committee reports invite a few district committee chairs to do:

Optimism as a Philosophy of Life (PGI)

"Service to Kids" & "Excel - Becoming a Champion" (Motivational talk linking growth to service and promotion of YAW, Oratorical, Essay, Youth Clubs)

Skit: "How to Recruit a New Member" Dress up as "wild & crazy" characters, modify dialogue in "Membership Manual"

"Spreading Optimism - Why Build a New Club?"

Create excitement about NCB! (Recognize Optimists who have turned in "NCB permission slips."

"Why Achieve Awards"

Current O.I. Promotions

District A & A Program

7 Steps to "Honor"

Above & beyond to "Distinguished"

Awards Rally (with music)

Recognize members who have already recruited a new member this year!

New club builders/buildees since last conference

4th Quarter Awards: Immediate Past Governor (or at end of day)

Optimist International Vice President or President's Comments

Explanation of coming Breakout/roundtable sessions

BREAKOUTS BY CLUB OFFICE (all simultaneous)

- Room A FOR PRESIDENTS (Board business optional)
 "Keys to Success"
 Review of Job description & skills
 "How to install a New Member" (Membership Handbook)
 Detail of "Honor" & "Distinguished"
 Recruitment - ASK (1 of 5 Membership Handbook topics)
- Room B FOR SECRETARY/TREASURERS
 Review "Functions of Secretary/Treasurer"
 Your role as a "supporter"
 "Importance of CRA form"
 Your role in Member Retention
 Review "Honor" reports & dates
- Room C ACTIVITIES ROUNDTABLES (rotate every 20 min) (moderated by
 District Chairs)
Table 1 Skills development through Optimism (PGI)
Table 2 "How to: Youth Appreciation"
Table 3 "JOOI Clubs: Octagon, Junior Optimist & Alpha"
Table 4 Chemical Abuse: 'Just Say No'
Table 5 "How to: Oratorical & Essay Contests"
Table 6 Tri-Star Sports
Table 7 Ideas forum for small clubs (club services)
Table 8 O.I. Foundation representatives (club)
- Room D (optional) FOR CLUB VP's & BOARD MEMBERS
- Room E "Lite Topics" (generics for Optimists & spouses)

("Hall of Optimism" preceding lunch)

- LUNCHEON Program optional: "OI Dignitary Address"
 "Model Club Luncheon with Fun," "Comedian/ Entertainment"
 OI Foundations Raffle

BREAKOUTS BY INTEREST

- Room A "SKILLS DEVELOPMENT MODULE SEMINAR" (2 hours)
- Room B MEMBERSHIP GROWTH (1st hour)
NEW CLUB BUILDING GROWTH (2nd hour)
- Room C FUND RAISING IDEAS (1st hour)
IRS/Canadian Laws and Guidelines, Youth vs. Administrative Funds,
Sample Fund Raisers
- Room D PUBLIC RELATIONS & COMMUNICATIONS (2nd hour)
(Newsletters, CPA booklets, Scrapbooks, news releases, etc.)

GENERAL SESSION (Board Business & Awards)

Board of Directors Meeting
Installation of Board Officers (if not done in the AM)
Adopt District Budget
Approve Audits
Select Bank & Authorize Signatures
Select Dates & Locations for District Conferences
Act on receipts & expenditures (secretary/treasurer)
Approve District Policies

Awards Rally (Previous year's Awards by Immediate Past Governor)
CPA Awards
Scrapbook Awards
Club Bulletin Awards
A & A Awards
4th Quarter Growth Awards

DINNER (Optional)

O.I. President's Visit or History of District by Past Governors Association

SUNDAY MORNING

"SKILLS DEVELOPMENT MODULE" Brunch

OR

NEW CLUB BUILDER'S BRUNCH "How to" session on building a new club with
targeted audience. (by invitation)