

SAMPLE

2ND QUARTER CONFERENCE

PURPOSE:

To provide information and inspiration to Club Leaders and Members.

- Regional Conferences optional
- Annual Awards Luncheon
- Provide good education, fun, fellowship and food

AGENDA OVERVIEW

FRIDAY

7-9pm Executive Committee Meeting (or 7:30am Saturday Breakfast)
7-10pm Fun Party / Hospitality / Fundraiser

SATURDAY

9am General Session (1 hour)
10:15am Officer's Information & Board of Directors (½ hour)
10:15am Future Leader's - Catch A Rising Star (by invitation)
10:15am Roundtables (Fundraising, JOOI, CPA, Safety on Wheels, OIJGC,
TriStar/Leagues, Recruitment, NCB, PGI, Committee Display Tables, etc.)
12:30pm Annual Awards Luncheon (Entertainment) (2 hours)
3pm Adjourn

SUNDAY

Brunch
Non-Denominational Worship Service
Personal Growth & Involvement (PGI) Program
Skills Development Module or Guest Workshop Speaker

FRIDAY

EXECUTIVE COMMITTEE MEETING (Management Meeting)

Invocation & pledge/toast
Welcome & Introductions
Governor's Address (Vision, Goals & Challenge)
Leadership topic such as, "Motivating Club leaders" or "Why achieve?"
Review of District Progress
 Review "Honor" tracking
 Growth Status (Membership & New Club Building)
Report of Each Lieutenant Governor 3-5 minutes each
 New Club Building target sites & projected completion
 Greatest Success (to date)
 Greatest Challenge facing the zone
Approve minutes of previous Executive Committee Meeting
Fill vacancies in district offices (if any)
Authorize purchases, expenses, etc.
Closing remarks by Governor

FUN PARTY or HOSPITALITY WELCOME

Registration Table
"Hall of Optimism" (District Committees may display)

SATURDAY

9am

GENERAL SESSION - This should be an enthusiastic session to build the morale of the District Leadership. Communicate "mission" of why we are Optimists.

Welcome (host area chair)
Invocation & Pledge/toast (Lead by JOOI)
Introductions of District Officers
 Introduce Past Governors
Address by Governor (Vision, Goals, Theme, Status report)
 Reminder of OI President's Theme
1st Quarter Awards Presentation (growth & A&A)
Announcements (no Committee Reports)
Welcome or "Hail to Optimism" for "First Timers"
 (introduce members of new clubs since 1st Quarter meeting)

10:15am

CLUB OFFICER INFORMATION & BOARD OF DIRECTORS

Status report of Club's progress
Recognition for Administrative Achievement (Service, CPAs, Reports)
Approve minutes of 1st Quarter
Approve finance report of 1st Quarter
Club Leadership Education (See "Faculty Guide" for ideas such as New Member Induction Ceremony)

10:15am FUTURE LEADER'S CONFERENCE (By Invitation)

10:15am ROUNDTABLES & DISPLAY TABLES

Roundtable Topic Options

- Secretary-Treasurers
- Fundraising
- JOOI
- CPA Report Preparation Workshop
- OIJGC
- Sports Leagues & TriStar
- Respect for Law & Promotion of Non-Violence
- PGI & Personal Development
- Youth Safety
- New Club Building
- Recruitment, Retention & Attendance
- "NOW" Program
- Publicity for Clubs

Display Table Options

- Club CPA winners from last year each invited
- District Committee Information Tables
- Optimist International & Club Services Supply Tables

LUNCHEON - "ANNUAL AWARDS LUNCHEON" (soft piano music - elegant)

Presentation of last year's "Honor" & "Distinguished"

O.I.F. Raffle, Promotion & Awards Luncheon

Open with Parade of Distinguished and Honor Club Banners

Reserved Front Table for "Distinguished Clubs" (served non-alcoholic champagne)

"Oscars" Themed Affair with Red Carpet/Interviews/Table Decor