

# SAMPLE THIRD QUARTER CONFERENCE AGENDA

## FRIDAY

4-5pm Meeting of Conference Committee

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

Go over the detailed plans for the weekend.

5-10 Registration Table and "Hall of Optimism" (committee displays near registration) (club's special projects display, etc.) Greeters/Photos

7-10 Hospitality Room Reception (by host area members) (3 hours)

7-9 **Lieutenant Governor's** Meeting with Governor (1 hour)

This is a management meeting (growth status, "Successes and Challenges", New Club Targets, coming events)

Use charts and graphs for visualization

**Executive Committee** Meeting (1 hour)

This is a business meeting (budgets, minutes, reports, approval of next year's Sec/Tres., Policies, etc.)

## SATURDAY

7:30 Lt. Governor Breakfast; "Successes & Challenges" in groups of 5-8

7:30 Past Governor's Association Breakfast

7:30 Key committees may want to meet at their own table

8am Continental Breakfast with Orientation for First Timers

8-12 Registration (3 ½ hours)

8-12 District Supply Sales (all day)

Also provide applications, member interest finders, club brochures, etc.

9-10 **Opening Session** (1 hour) High-energy, up-beat session

Welcome & Introduction of Lt. Gov's. (with fanfare)

Invocation, Pledge to Flag, National Anthem

Announcements, coming events (OI & District Conventions)

Welcome to First Timers

Zone Status Reports

New Club Building Recognition

A&A Fun and Other Recognition

- 10am **Lieutenant Governor Elections** (15 minutes)  
Report of Candidate Qualifications Committee-Lieutenant Governor  
Nominees  
Lieutenant Governor Elections
- 10:15 **Officer's Breakout** Session (40 minutes)  
Zone Status Reports  
Promote District Convention  
Junior Golf Promotion  
International Golf Promotion  
Membership Promotion  
Youth Clubs  
Announce CCDHH Contest  
Governor's Closing Remarks
- 10:15 **Welcome & Orientation for new Lt. Governor Elects** (40 minutes)
- 10:15 District Semi-Finals: **Oratorical Contest** (1 ½ hours)  
District Semi-Finals: **CCDHH**
- 11am **District Board Meeting** (40 minutes)  
Call to Order  
Delinquent Dues Report  
Minutes of Last Meeting  
Financial Report  
Revocations  
A & A games and Recognition  
New Business  
Approve Next Year's Zone Alignment
- 11am **Personal Development** Breakout(s) (45 minutes)  
Effective Communication & Public Relations (PSA's)  
Hey, What are these Meetings about! (For "First Timers")  
Childhood Cancer Campaign  
Orientation for New Club Members  
How to lead a Committee  
Skills Development Module

Noon **Optimist Luncheon** (1 ¼ hours)

Invocation & Meal Service

Essay Contest Winner

OI Foundation & Childhood Cancer Campaign

Entertainment

2pm **Personal Development** Workshop (1 ½ hours)

Choose a “Skills Development Module” [optimistleaders.org](http://optimistleaders.org)

“Remembering Names”, “Leadership Enhancement”, etc.

2pm **District Finals** - Communications Contest for Deaf and Hard of Hearing

District Finals – Oratorical Contest

Free Time

7pm **Dinner** (1 ½ hours) Theme

Picnic, Chili Cook-off, Barbeque, International Buffet

Special Entertainment (1 ½ hours)

Hospitality Rooms

### **SUNDAY (Optional)**

8am Non-Denominational Worship Service

9am Breakfast (Optional)

Activities Winners (CPA)

Guest Speaker

Oratorical Finals

10am Skills Development Module or Featured Speaker (2 hours)

“Certified Trainer”

Revised 5-1-04