

## **TYPICAL AGENDA OF FIRST QUARTER ZONE MEETING (OCTOBER)**

- |        |   |
|--------|---|
| 5 min  | Welcome & Introductions   |
| 5 min  | Invocation & Toast to Flag and Country  |
| 30 min | Meal Service with Fine Session  |
| 5 min  | Zone Report by Lieutenant Governor  |
| 15 min | Share goals of each club  |
|        | <ul style="list-style-type: none"><li>• Have presidents submit their goals on one page in terms of:<ul style="list-style-type: none"><li>• New Service Projects</li><li>• Fund Raising Goals</li><li>• Membership</li><li>• New Club Building</li><li>• Club Fellowship Initiatives</li><li>• Public Relations</li><li>• Youth Clubs</li><li>• Honor Club and/or Distinguished Status</li></ul></li><li>• Review District A&amp;A Program</li><li>• Share zone goals - an accumulation of all clubs. This shows how each club fits into the overall picture and as a group of clubs the level of service is immense).</li></ul> |
| 3 min  | Introduction of Guest Speaker   |
| 15 min | Guest Speaker   |
| 2 min  | Thanks to Guest Speaker   |

### **ANNOUNCEMENTS AND REPORTS**

- |       |    |  |
|-------|----|--|
| 5 min | a) | Briefly encourage clubs to support their president in attaining Honor Club and/or Distinguished Status |
| 5 min | b) | Youth Appreciation Week  |
| 5 min | c) | Essay Contest/Youth Clubs  |
| 3 min | d) | October 1 <sup>st</sup> - Optimist International dues & district dues                                  |
| 7 min | e) | 50/50 draw and club attendance awards  |
| 5 min | f) | Questions or announcements for the betterment of Optimism  |
|       | g) | Promote district board meeting   |
| _____ | h) | Adjourn with the reading of the Creed  |

1 hour 50 minutes

## **TYPICAL AGENDA FOR SECOND QUARTER ZONE MEETING (JANUARY)**

- 5 min Welcome & Introduction
- 5 min Invocation & Toast to Flag and Country
- 30 min Meal Service with Fine Session
- 5 min Zone Report by Lieutenant Governor
- 3 min Introduction of Guest Speaker
- 15 min Guest Speaker
- 2 min Thanks to Guest Speaker

### **ANNOUNCEMENTS AND REPORTS**

- 5 min a) Oratorical & CCDHH report clubs & zone level
- 5 min b) Respect for Law/Day of Non-Violence
- 5 min c) Safety on Wheels/Tri-Star Sports
- 5 min d) Public Relations
- 5 min e) Youth Clubs/JOOI Convention
- 2 min f) Optimist International dues for January are due
- 15 min g) Club President's Reports - relate back to goals identified at first quarter - celebrate all successes!! Offer encouragement & praise - make members feel proud of the club they belong to.
- h) District A&A Program
- 8 min i) 50/50 draw and club attendance awards
- j) Presidents and district membership awards pin. Bring up members and present them with awards.
- k) Promote second quarter board meeting
- 5 min l) Questions or announcements for the betterment of Optimism.
- m) Adjourn with Optimist Creed

## **TYPICAL AGENDA FOR THIRD QUARTER ZONE MEETING (APRIL)**

- 5 min Welcome & Introductions
- 5 min Invocation & Toast to Flag and Country
- 30 min Meal Service with Fine Session
- 5 min Zone Report by Lieutenant Governor
- 3 min Introduction of Guest Speaker
- 15 min Guest Speaker
- 2 min Thanks to Guest Speaker

### **ANNOUNCEMENTS & REPORTS**

- 5 min
  - a) Safety on Wheels/Tri-Star Sports
  - b) Club Bulletin Contest/CPA
  - c) Optimist International Foundations
- 10 min
  - d) Club Projects/Life Membership
  - e) Junior Golf Championships/Youth Clubs
- 5 min
  - f) District A&A Program
  - g) Officer Elect Report due at Optimist International by May 20
  - h) April 1<sup>st</sup> - International & District dues
- 15 min
  - l) Club President's Report - relate back to goals identified at first quarter board meeting - celebrate their successes!!
- 10 min
  - j) 50/50 draw and club attendance awards
  - k) Presidents and District 1 Member & 2 Member award pins
- 5 min
  - l) Promote third quarter board meeting
- 5 min
  - m) Questions or announcements for the betterment of Optimism
  - n) Adjourn with Optimist Creed