

Many of our members went to area meetings and district meetings. Andrea Hovey served as our Area 1 director. Officers were encouraged to participate in online/telephonic training, when it was offered. Our president participated in the D12 leadership Zoom call.



Does your club have a long range plan that includes success planning for future leaders in club? Yes
No

If yes, please describe (or provide copy to Governor and Area Director).

Each committee chair and officer has been given a binder outlining their duties and responsibilities. Each member is asked to update the book annually and then pass it to the members assuming their position next year.

Describe any leadership challenges and needs.

We are working on long-term continuity and institutional memory. This year that has included updating the books to be passed down, and working to get more information saved onto the members only side of the website so that we are able to maintain the information and access to it during transition. I think we are slowly but surely making great progress. Finding people to volunteer for additional duties was actually quite easy this year though it has been more difficult in the past.

Nominating:

Did the club suggest nominees for area, district and international office? Yes No

Please describe the process used by the nominating committee to prepare a slate of officers for 2018-2019.

The nominating committee met in person and via email and discussed potential nominees. They then contacted members to see if they would be willing to serve. They did a fantastic job of combining new and more seasoned members of the club to help maintain memory while infusing new ideas into the club.

Fundraising:

Please list the major fundraiser(s) your club held during 2017-2018. *(Feel free to add additional fundraisers.)*

Expo – \$33,373.22
ID checkers at Bridal Fair: \$500
Supervising Kids Corner at Mainstreet Square: \$500
50/50 Raffle : \$129
Total Funds Raised this year: \$34,502.22

Did you have any donations of \$100 or more that were not associated with a fundraising event? Yes No

If yes, what was the total amount of such donations for the year? \$

Do you have a “best practice” you would like to share relating to fundraising? Yes No

If yes, please share: _____

Local Service & Scholarships Dollars Given:

Please list the contribution amounts given by your club during 2017-2018.

Local Service Organizations: \$ 17,940
Local Scholarships: \$ 1,000
Total Local: \$18,940

Zonta International Foundation (ZIF) Dollars Given:

Please list the total club & individual contributions given to the Zonta International Foundation during 2017-2018. (Mary Benoit at mary@mathiaslockandkey.com can provide this information to you)

Total Club Contributions: \$8,408.16
Total Individual Contributions: \$
Total Club & Individual Contributions: \$

Was a contribution made to the Zonta International Foundation in an amount at least 1/3 of the dollars raised this year? Yes No

Zonta International Scholarship Information:

• **YWPA-Young Women in Public Affairs Awards**

Did your club participate in the YWPA program? Yes No

Please list the name of the candidate(s) forwarded by your club to the district for this award.
Sarah Vos

• **Jane M. Klausman Women-in-Business Scholarships (JMK)**

Did your club participate in the Jane M Klausman program? Yes No

Please list the name of the candidate(s) forwarded by your club to the district for this award. We did not receive any applications for this award this year.

• **Amelia Earhart Fellowships**

Did your club celebrate Amelia Earhart Day? Yes No

If yes, please describe how your club celebrated this year. We promoted Amelia Earhart Day on social media and our member, Jan Kirsh circulated the online petition seeking to have Lego manufacture a lego kit honoring this great female leader.

Local Scholarship Information:

• **Local Scholarships** awarded by your club

Name(s) & description(s) of scholarship(s):

The Bunny Tyler Memorial Scholarship for Women in Business was not awarded this year. Our desire is to create a larger fund next year in order to increase desirability.

The \$1,000 Western Dakota Tech Zonta Club of the Black Hills Scholarship for Women in Non-Traditional Fields originated through the Zonta Expo grants program. Applicants must be a female student in one of the following Western Dakota Tech programs: Transportation Technology, Collision Repair, Computer-Aided Drafting, Computer Science, Electrical Trades, Environmental Engineering, Fire Science, Law Enforcement Technology or Welding. Awarded to Melissa Elwell (Environmental Engineering).

Membership:

Please describe your club's recruitment and retention efforts for 2017-2018 in order to meet the *increase in membership* goal as of June 1, 2018.

Our club lost a members to retirement/move and family circumstances. We also lost key members when the club voted to continue with rather than terminate our largest fundraiser. One of these members was our membership chair, so this was a short term struggle. Kelly Folsum, a newer member, however stepped in and took on the role with gusto. We brought in a number of new members in the second half of the year and are now back on track. We are currently at members 64.

Our Expo is a large community event that raises awareness of Zonta and its mission, and attracts new members every year. The committee also planned for a member recruiting mixer, but it was cancelled due to weather.

If your club currently has fewer than 20 members, what plans do you have in place to increase membership in 2018 - 2019?

Does your club have a membership committee? Yes No

Does your club have a new member orientation program? Yes No If yes, how many sessions did you hold this year? 0 Give a brief explanation of what you do: With the turnover in leadership this year, an orientation did not occur. This is a work in progress for our club.

Does your club have a new member mentor program? Yes No If yes, describe

How does your club measure membership satisfaction? We are working on tracking/analyzing attendance a meetings with the understanding that if people are energized about the club attendance at meetings should reflect this. We are also working to complete exit interviews to ensure that when people leave the club due to dissatisfaction we know about it and can address it.

Did your club utilize the membership tools available on the District 12 and Zonta International websites?

Yes No

If yes, which ones?

The information below, along with the donations to ZIF (based on the percentage of funds raised), will be used to determine the District Service Award to be given out at the 2018 District 12 Governor's Conference.

Local Service: (Hands on work to help women & girls in the local community)

Please name and briefly describe your local service projects, including for each item:

- (a) category: improved the status of women in general (legal, political, economic, educational, health and/or professional) OR helped prevent and fight violence against women and girls (VAW)
- (b) % of club members involved in the project
- (c) visibility and credibility to Zonta created by the project
- (d) sustainability of the project (long lasting results, and could the project continue for a certain period of time)

1. . Zonta Expo: This is our largest fundraiser and service project. The event includes booths of local vendors and organizations (including many non-profit organizations), a style show, a silent auction, and a speaker. This year's theme was *Enjoy Your Ride*. Members dressed in the western wear and the evening focused on enjoying the "ride" you have been given/chosen in this life.

The event includes booths of local vendors and organizations (including many non-profit organizations), a style show, a silent auction, and a speaker. This year's theme was *Enjoy Your Ride*. Members dressed in the western wear and the evening focused on enjoying the "ride" you have been given/chosen in this life. This year's speaker was Tasha Schuh who inspired the crowd with stories of strength, perseverance and most importantly gratitude! This year's event allowed us to donate \$17,940 back into our local community to projects that work to advance the status of women! It also allowed us to donate another \$2,000 to fund local scholarships, send \$8,408.16 to the ZIF fund



- a) Improved the status of women in general & helped prevent and fight violence against women. Funds raised through the Zonta Expo were given to local grant recipients who had projects that advance the status of women. This year \$17,940 was distributed to the following projects:
- i. Youth & Family Services – Academic Enrichment & Support for Girls Inc.
 - ii. Abbott House – Bridges Therapeutic Foster Home for Girls in the Black Hills Area
 - iii. Catholic Social Services – Victims of Violent Crime Counseling

- iv. Career Learning Center – Adult Education & Literacy of the Black Hills, GED Testing Scholarship fund
 - v. Lutheran Social Services – Clothing & Work Readiness Needs for Young Women at New Alternatives & Arise Youth Center
 - vi. Working Against Violence, Inc. – Project SAFE (Security, Advocacy, & Family Empowerment)
 - vii. Volunteers of America – Mommy’s Closet
 - viii. Rapid City Area Schools – Personal Hygiene Products for Young Women
 - ix. Youth in Science Rapid City – Women in Science Conference
 - x. Lifeways Inc- Y2Y Conference “Let’s Change the World”
 - xi. Alzheimers Assn – BH Care Conference for Women
 - xii. Zonta Club Service Committee Fund for 2018 – 2019 to be used in a hands on service project selected by the Service Committee.
- b) Nearly 100%
 - c) 1/3 of funds raised were donated to ZIF - \$8,408.16
 - d) This creates huge visibility for Zonta in the Black Hills. Tickets are sold by Zontians and online. We do a huge media campaign, which includes billboards, radio ads, TV interviews, posters throughout the area, and social media posts and invitations. We also have over 100 vendors that each advertise the event. Each ad includes a little about what Zonta is – and then when the attendees get to Expo we really try to teach them about Zonta. We had two booths this year – one for membership and general information and one for Service, Advocacy, and Scholarship. The second booth also included information about our International Service Projects and the Zonta Says No campaign. In addition, we had the Silent Witness silhouettes displayed. In order to encourage everyone to stop at the Zonta booths.

2. Main Street Square Project: Our members spend time each year supervising rides, face painting, and playing games at the Kid’s Zone in our local Main Street Square. This is a fun opportunity for our members to work with the smallest members of the community!

- (a) Improved the status of women in general - Allows Zontians the opportunity to discuss Zonta and what it does and why with community members who may not otherwise hear if the organization.
- (b) Approximately 12 – 14 members participate
- (c) This event allows Zontians to be present and visible during a large scale community event.
- (d) This project will likely continue on indefinitely.



3. Rapid City Area Schools: Conducted a collection drive for personal hygiene products. The donations will be assembled into the “Castle de Tampon” which will be on display during our Embrace Your Voice event (date to be determined). Once assembled, we will forward pictures.

(a) Improved the status of women in general - Allows Zontians the opportunity to discuss Zonta and what it does and why with community members who may not otherwise hear of the organization.

(b) Approximately 50% of members participate

(c) This event allows Zontians to be present and visible and hands on throughout the collection process.

(d) This project may continue into the future.

4. Volunteers of America: Our club members prepared, donated, and served soup at one of their fundraising events.

- (a) Improved the status of women in general - Allows Zontians the opportunity to discuss Zonta and what it does and why with community members who may not otherwise hear if the organization.
- (b) Approximately 20% of members participate to make this a success.
- (c) This event allows Zontians to be present and visible and hands.
- (d) This project which allows us to support another great service organization will likely continue into the future.



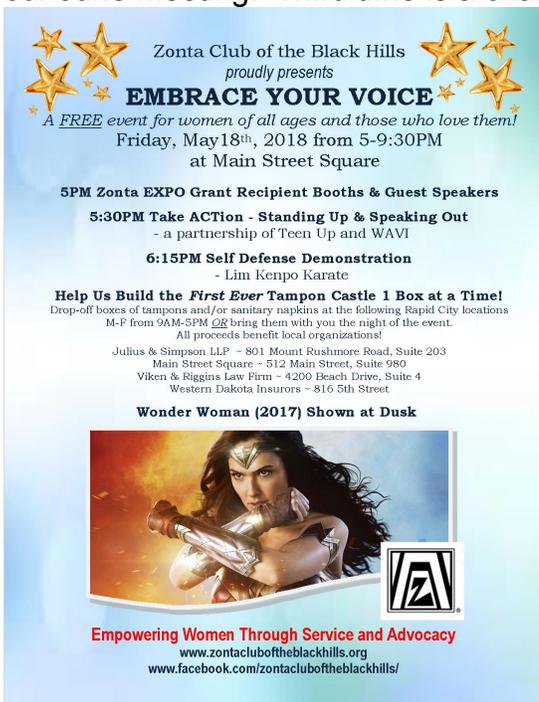
5. Working Against Violence: Donated personal comfort items and food to the shelter.

- (a) Improved the status of women in general and prevents violence against women.
- (b) Approximately 50% of members participate
- (c) This event allows Zontians to be present and visible and hands on throughout the collection process.
- (d) This project will likely continue into the future.

6. Youth & Family Services: Collected undergarments at our holiday party, that were donated to the young women in their program. Our members also volunteer to wrap gifts during the holidays season and assist with the Kids Fair which is one of their largest events opportunities.

- (a) Improved the status of women in general - Allows Zontians the opportunity to discuss Zonta and what it does and why with community members who may not otherwise hear if the organization.
- (b) Approximately 50% of members participate
- (c) This event allows Zontians to be present and visible and hands on throughout the collection process.
- (d) This project (kids fair) is a yearly event and will continue into the future.

7. New this year, our club decided to use the service committee funds for an event we named “Embrace Your Voice”. The intent of this event is to highlight our grant recipients and the wonderful work they do throughout the community. We wanted to give them a collective platform to educate the public and in turn, everyone would learn more about the mission of Zonta. We also took into consideration planning activities that would appeal to women of all ages and demographics; something for everyone. The original date of the event was in April 13th but unfortunately the weather didn’t cooperate, so we had to postpone the event to May 18th. On May 18th, we had a terrible spring storm and were forced to postpone the event again. A new date will be determined by the board at our June meeting. Third time is a charm!



- (a) Improved the status of women in general & helped prevent and fight violence against women.
- (b) Approximately 20% of members participated in the planning process. It is anticipated that nearly all of the members will participate in the event itself.
- (c) This event allows Zontians to be present and visible and hands sharing resources and information with the community.
- (d) Our club has devoted to continue on large scale with a hands on community service project each year moving into the future.

Other Service Questions / Linking Service and Advocacy:

Do all club service projects relate to Zonta's mission (advancing status of women / empowering women through service and advocacy)?

Yes No If no, describe

What like-minded organizations have you partnered with for service and/or advocacy? Please list and briefly describe how you partnered with them.

Through the Zonta Expo we provided funding to the following local service and advocacy organizations. The projects funded were focused on projects that relate to Zonta's mission. Each of these organizations was also given the opportunity to participate in the Embrace your voice event and share the message about what they do in the community.

- i. Youth & Family Services – Academic Enrichment & Support for Girls Inc.
- ii. Abbott House – Bridges Therapeutic Foster Home for Girls in the Black Hills Area
- iii. Catholic Social Services – Victims of Violent Crime Counseling
- iv. Career Learning Center – Adult Education & Literacy of the Black Hills, GED Testing Scholarship fund
- v. Lutheran Social Services – Clothing & Work Readiness Needs for Young Women at New Alternatives & Arise Youth Center
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- xii. Zonta Club Service Committee Fund for 2018 – 2019 to be used in a hands on service project selected by the Service Committee.

We combined efforts with Volunteers of America in their Soup for a Cause fundraiser to help give women and children in need the services and donations they require.

Mention examples of club service activities focused on "Prevention of Root Causes" of inequality and violence against women through education: The 16 Days of Activism (see below) focuses on prevention of root causes.

Did your club participate in the District Service Project (Silent Witness)? Yes No

The information below will be used to determine the District Advocacy Award to be given out at the 2018 District 12 Governor's Conference.

Advocacy: Advocacy is the expression of support for or opposition to a cause, argument or proposal or education relating to a cause or issue. Advocacy may include influencing laws, legislation or attitudes or educating the public or group. Zonta advocacy is an action taken in "the public interest" or for "the greater good" with respect to advancing the status of women and girls and their human rights.

Does your club have an advocacy committee? Yes No

(Do Not Include Zonta Says No Activities Here - See Below)

Advocacy Committee:

1. Silent Witness Project: We incorporated the Silent Witness project into our Expo this year to create maximum visibility and awareness. We felt this would reach the most people and would be a great way to show the advocacy side of Zonta. The Silent Witness silhouettes (approximately 12) were displayed prominently at the entrance to Expo so all attendees would see them as they entered and exited the event. A member of the club was always with the display to answer questions and hand out flyers with information about domestic violence and local and national resources for help.

2. 16 Days of Activism (also incorporated Zonta Says No): We partnered with various political campaigns and local groups to spread the word about prevention of domestic violence. We also invited community and student leaders to take the White Ribbon Pledge – to never commit, condone, or stay silent about violence against women. The photos were shared on social media throughout the 16 Days of Activism.

- a) Help Prevent & Fight Violence Against Women & Girls: The goal was to keep the conversation going and to have our community and student leaders step up and speak out against violence against women.
- b) This awareness campaign was taken directly to community leaders in an attempt to continue the conversation and influence laws, legislation, or attitudes about domestic violence.
- c) The project supported measures to oppose gender based violence – domestic violence.
- d) Approximately 30% of the club participated.
- e) See partners below:



Marty Jackley for Governor Campaign

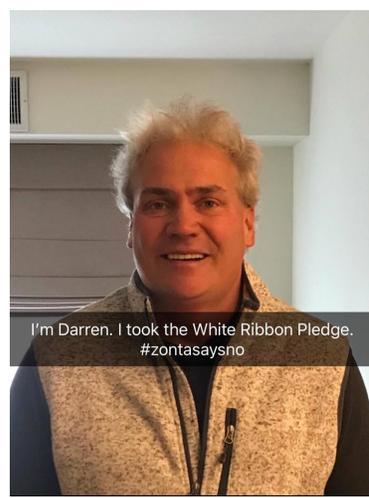


Billie Sutton for Governor Campaign

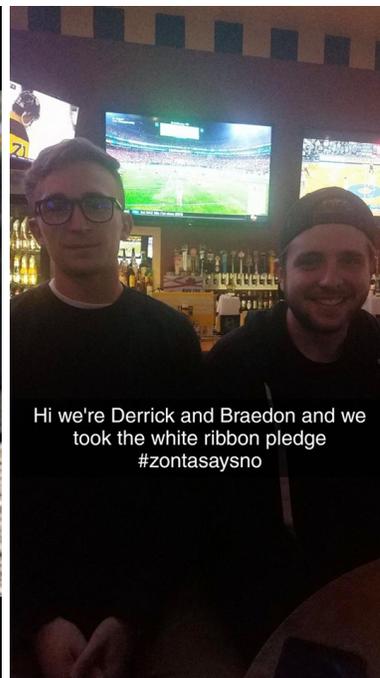
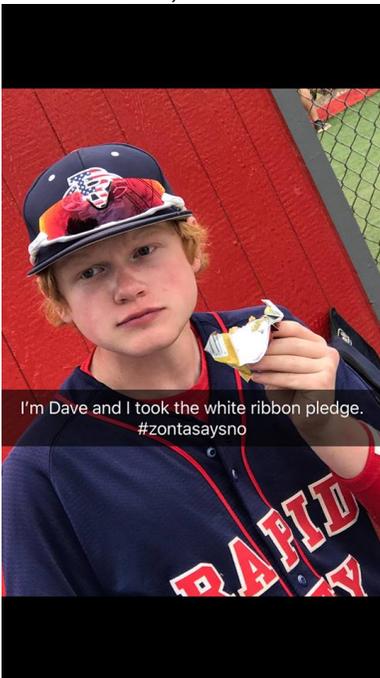


Local Boy Scout Troops





Mr. Sullivan & Mr. Julius, Principals of St. Thomas More High School and Stevens High School, and Mr. Paulson, Activities Director at Central High School



3. International Women’s Day – Zonta Rose Day Celebration: Our club celebrated “Zonta Rose Day” by recognizing members of our community who strive to advance the legal, economic, political, education, professional, and health status of women. Club members nominated outstanding women, the Advocacy Committee reviewed all nominations and selected 5 women to be recognized at the business meeting on Thursday, March 8, 2018. 2018 Recipients included:

Laura Armstrong: Laura owns Black Hills Speech Pathology and is a member of the Rapid City City Council. She is a member of the Black Hills Chapter of MS Society, an avid volunteer with the public library and the Humane Society and is instrumental in special projects and events for the South Dakota Speech Language Association. She owns Black Hills Speech Pathology which contracts with Black Hills Works, Rapid City Area Schools, and the Brain Injury Rehab Clinic. Laura is described as someone who leads by example. She is a strong, positive role model for women and encourages them to be strong business and community leaders.

Helene Duhamel: Helene is currently the Public Information Officer for Pennington County. Helene is a true inspiration to Rapid City and Western South Dakota. She was a staple on KOTA TV for 36 years. She advocated for women's health issues and was the first woman news reporter in the United States to document her journey through cancer live on her newscast. Helene has been an advocate for the homeless and finding solutions to hunger here in Rapid City. She is a chairperson for KOTA Care and Share Food Drive. She is also an advocate for her sister who is severely disabled. Helene broke the barriers for women in Western South Dakota by being the first woman news anchor. Helene has brought her vast experience in television and broadcasting to Pennington County and is now the Public Information Officer.

Donna Hanks: Donna is a Business Instructor in Technical Education at WDT, a Motivational Speaker and owns a local business, The Power of Positive Consulting. Donna has spoken nationally at education conferences and has developed fun and innovative programs at WDT for both students and faculty. Recently, she was notified that she is one of four finalists for the Outstanding Technical Teacher Award given by American Technical Education Association. Donna is an active volunteer for Junior Leadership Rapid City and presents her children's weekly message at her local church. She is described as a woman with a large heart and compassion committed to helping women succeed, not only in higher education and business, but in their personal lives as well. She is also inspirational in her role as a Weight Watchers Leader and in helping people through personal weight loss journeys and journeys to health. She has a gift for bringing things "full circle", explaining how all things in life, professional and personal, are connected and how best to balance these roles to allow yourself the best opportunity for success in all areas. In addition to her professional roles and duties, she is a wife, mother and grandmother.

Karen Pearson: Karen has been involved in supporting women for many, many years. She has such a passion for supporting woman that she authored a book highlighting women and raised all of the funds herself in order to share the stories of some amazing women in South Dakota. Her book "*Dakota Dreams: Stories of Passion and Perseverance*" was written to inspire and empower women. She raised the funds to print and distribute it across the State at no cost to make it accessible to all women. She established Dakota Dreamers Foundation in 2017 to support women's groups and help individual women reach their goals. She is currently Executive Director. She also serves on Western Dakota Tech Foundation Board of Directors and is currently President. She is a long-time member of Royal Neighbors of America (RNA) which provides service and funding to support women in need in Rapid City. She was honored in 2016 as National RNA Fraternalist and then honored as Fraternalist of the Year representing all fraternal organizations nationwide based on an RNA nomination. In 2014, she was honored as a Woman of Distinction Award winner. She served for many years as facilitator and board member for Women's Leadership Initiative and provided leadership skills to underprivileged women in the area. She is also a member of AAU (American Association of University of Women). Ms. Pearson is truly a woman who gives back to the community freely sharing her time, resources and gifts, and as a result has impacted so many of us along this journey we call life.

Alexa Stulken: Alexa is a Trust Officer at Bankwest here in Rapid City. She is on the Board of Black Hills Works Foundation and is a member of the Strategic Partnership's Council for Black Hills Works. She is also an active volunteer with Make A Wish, Goodwill Mitten and Shoe Party and Feeding South Dakota. Prior to coming to Bankwest, she was the local Children's Miracle Network Program Director. Alexa is described as a true professional who handles herself with poise, confidence and class in everything she does. She is a mom to a beautiful three year old boy, works full time, volunteers in the community, serves on a board and does it all with grit and grace.



4. Sexual Assault Awareness: As part of the larger “Embrace Your Voice” event (see Local Service section), Advocacy arranged a self-defense demonstration from a local female instructor from Lim Kempo Karate.

Zonta Says No:

Describe your club's Zonta Says No activities in 2017 – 2018:

16 Days of Activism (also incorporated Zonta Says No): We partnered with various political campaigns and local groups to spread the word about prevention of domestic violence. We also invited community and student leaders to take the White Ribbon Pledge – to never commit, condone, or stay silent about violence against women. The photos were shared on social media throughout the 16 Days of Activism.

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Marty Jackley for Governor Campaign



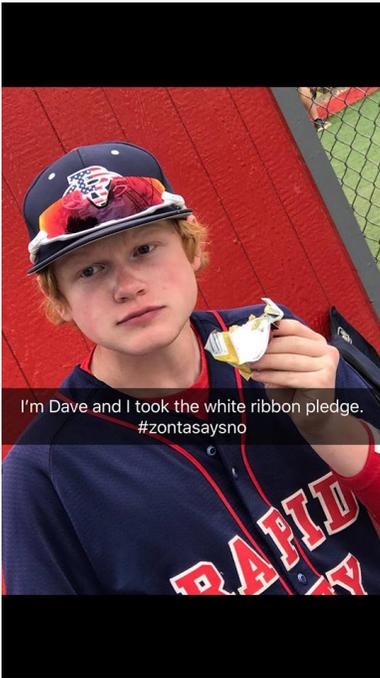
Billie Sutton for Governor Campaign



Local Boy Scout Troops



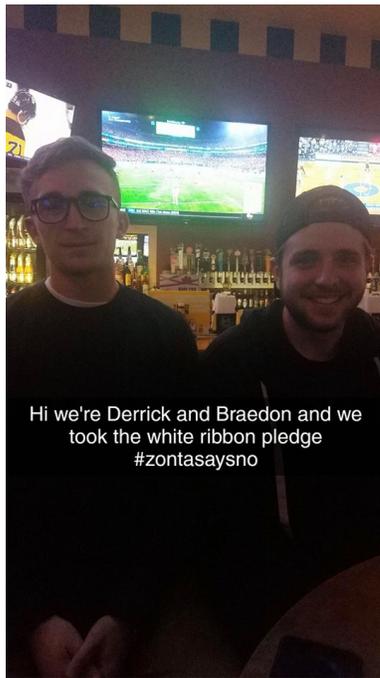
Mr. Sullivan & Mr. Julius, Principals of St. Thomas More High School and Stevens High School, and Mr. Paulson, Activities Director at Central High School



I'm Dave and I took the white ribbon pledge.
#zontasaysno



Hi I'm Bob- I took the white ribbon pledge
#zontasaysno



Hi we're Derrick and Braedon and we
took the white ribbon pledge
#zontasaysno

Other Advocacy questions:

What women's issues have been identified as the most important in your club?
Domestic violence, human trafficking, sexual assault awareness, gender pay equality

How have club members been made aware of legislation relevant to women in our country?
We included a program at one of our club meetings regarding women in government locally and state wide. We also shared methods for staying informed of and responding to legislation as it comes through our local legislature.

Have statements/letters, etc. been sent to law-makers or government/officials at national/state/community levels? No. If yes, please send copy to rcoppock@crowleyfleck.com (and copy your Area Director).

Did your club encourage men to join in any advocacy efforts or the HeForShe campaign? Yes No
If yes, please describe.

United Nations:

Please describe how your club informed its membership of Zonta's work with the United Nations.

List topics shared with club members regarding the UN (& Zonta's engagement) (i.e., Zonta International projects, CSW, Sustainable Development Goals, etc.)

CEDAW information was shared with the board and discussions are currently being held to partner with other local women's organizations to have Rapid City adopt a resolution regarding CEDAW principles.

Did any of your club members attend the Commission on the Status of Women this year? Yes No
If yes, how many? Did the club help with expenses?

External Communications/Public Relations:

Please check box for the PR tools your club uses:

Brochure Newsletter Club or Individual Business Cards Website Facebook Information
from ZI toolkits Other (describe)

Did the club submit a "Share your Story" through the Zonta International Website? Yes No
If yes, describe

Internal Communications (e.g., newsletter, directory, website):

Please describe how your club kept its membership informed and connected this year.

We have a very extensive website and calendar. We have a member side, where all members can log in for various information. Emails are sent to the club (usually several times a month) regarding any important information. One email that is sent every month includes the upcoming meeting agenda, the past meeting's minutes, treasurer's report, corresponding secretary's report, and any other announcement or attachments (e.g. Area 1 meeting registration form or Dues Notice).

ZIF Ambassador:

Does your club have a foundation ambassador? Yes No

Please describe how your club encouraged individual donations this year to ZIF.

Z-Club or Golden Z-Club:

Does your club have a Z or Golden Z Club? Yes No
If yes, please describe key events held during the year.

If no, please describe what steps taken or plans to add a Z or Golden Z Club.

Archiving & History:

Does your club have an archivist/historian? Yes No

Please describe your club's progress to date in:

(a) finding & listing your club archives.

(b) arranging for safe storage of materials.

Marti Nesland, our historian is working to capitalize on the incredible job our former historian did in scanning and archiving our club materials. She has all hard copy documents in safe storage and is working to continue the job of transferring the hard copies to the website.

Bylaws:

Does your club have a bylaws committee or chair? Yes No

Are your bylaws up to date in accordance with Zonta International bylaws? Yes No

If no, do you need the District Bylaws Chair to assist you? Yes No

Our bylaws chair, Nancy Troutman has been working on the most recent updates and will be continuing into the next year as chair to ensure the process is completed.

Centennial Anniversary Committee:

Does your club have a Centennial Anniversary Chair or Committee? Yes No

If yes, please provide the name and contact information:

What is your club planning to do to celebrate Zonta's Centennial? We have no current plans.

Successes, Achievements and Challenges:

What have been your club's successes and achievements in 2017 - 2018? We have had great success with, fundraising (and donating), service, and advocacy this year.

What have been your club's challenges in 2017 - 2018? Our club became a bit divided regarding our largest fundraiser. The project is a lot of work and there were members that wished to terminate the event. This disagreement, had been an ongoing discussion over the years that came to a head this year. Our membership suffered some due to this discord.

How did you meet those challenges?

We gathered the club together, discussed our options, and voted to keep the fundraiser going into the future. We then appointed a fantastic Expo chair and a very diverse steering committee to lead the charge as we move forward, incorporate changes and ideas discussed and make the event better and easier than ever.

What guidance or information is needed from the District or Zonta International level for your club to achieve the ZI biennial goals? (For example: 100% club projects focus on women and girls, Women Empowerment Principles are supported, advocacy is occurring at national level, men are engaged in the community, membership growth will be achieved, relevant leadership training is happening, fundraising goals are being achieved/surpassed....)

We have made headway in most of these areas. One thing that would be great is for more notice about leadership training that is available through ZI and the District. With less than a week of notice it can be pretty difficult to spread the word and to plan. I think the training programs are fantastic, and I'd like to see more members be able to take advantage of them. It would be fantastic if this communication could be sent directly to the leaders in each position rather than only to the president who can get bombarded with emails at times.

Are there specific areas for which your club needs help? Yes No
If yes, what areas?

Is there anything else your club would like to address?

2018 District Governor's Seminar:

What programs or training would you like to see at the upcoming Governor's Seminar?

Would someone from your club be willing to make a presentation or conduct training at District Conference?

Yes No Unknown at this time.

If yes, please provide the name and contact information for the person and the subject matter for the presentation or training.

THANK YOU.