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**2013 District 12 Conference**

**Agenda**

**The Abbey Event Complex**

**Cañon City, CO**

**October 4-6, 2013**

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| **Room Set Up**  | **Friday, October 4, 2013** |  | **AV Needs**  |
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| 3 6' tables  | 2:00 PM - 5:00 PM **Foyer**  | **Early Registration & Early Credentials Check In** | None |
| U Shape |  2:00 PM – 3:45 PM **Cafe**  | **District 12 Board Meeting** | None |
|  | 4:00 PM - 5:15 PM  **Abbey** | **Optional Tour of Monastery & Chapel**  Meet at North Door of Abbey at 3:45 PM | None |
| 20-25 6' tables | 2:00 PM – 5:00 PM **Abbots Room**  | **Zonta Store Set Up** | None |
|  | 6:00 PM – 8:00 PM **Holy Cross Winery** | **Wine Tasting and Heavy Hors d'oeuvres** The Holy Cross Winery - Just east of the Abbey | None |
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|  | **Saturday, October 5, 2013** |  |
| Same |

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| 7:00 AM - 8:30 AM |
|   **Foyer** |

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| **Registration & Credentials Check-In** |
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 |  None |
| Same |

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| 7:00 AM - 8:15 AM |
|  **Abbots Room** |

 |  **Zonta Store Open** | None |
| **Room Set Up**  | **Saturday, October 5, 2013** |  | **AV Needs**  |
| See seating chart for Board Members Classroom for approx 100 people  10 6' tables around the perimeter for archiving items  |

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| 7:00 AM - 8:30 AM |
|  **Benedict Room** |

 | **Continental Breakfast** | None |
| Classroom for 50 people |

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| 7:30 AM - 8:00 AM |
|  **Cafe**  |

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| **Instructional Meeting** |
|  Delegates/Alternates/Voting Board Members |

 | None |
| Same |

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| 8:30 AM - 10:00 AM |
|  **Benedict Room**  |

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| **Opening of 61st District 12 Conference** |
| **Welcome to the Conference** Conference Introduction - Stacey Cline 1 (Please stand) Board Procession 2 Parade of Flags 10 USA National Anthem 5 We Are The World - 5  |
| **Call to Order & Introductions**  By: Sheila Davis, Governor 10**Welcome to Cañon City**  By: Tony Greer, Mayor 5 **Opening Remarks**  By: Sheila Davis, Governor 3 |
|  **Roll Call of Clubs**  By: Denise Luckhurst, Secretary 22 |

 | Lectern w/ mic as shown on seating chart. 1 or 2 table mics for seating on riser or floor facing audience.  Floor mic between seating in front row facing head tables. **Board Procession Song –** **El Capitan by John Phillip Sousa****Other songs:** **USA National Anthem****We are the World**  |
| Same |

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 | **Report of Credentials Committee**  By: Susan Sandoval,  Credentials Chair 5**Presentation of Conference Standing Rules of Order & Voting Procedures**  By: Ann Hefenieder ,Parliamentarian 5**2011 District Conference Minutes**  **& 2012 Governor's Seminar**  **Minutes** By: Denise Luckhurst, Secretary 2**Official Zonta International Remarks** By: Joy Orlich, Zonta International  Director and D12 Liaison 5 **Video By:** Lynn McKenzie, Zonta International President 10**Presentation of Conference Program**  2 By: Stacey Cline, Conference Co-Chair | Same Screen in front of room, projector and ability to play a DVD**Lynn McKenzie.mov** |
| Same |

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| 10:00 AM - 10:30 PM |
|  **Benedict Room** |

 |  **Coffee Break** District 12 Scholarship Fund -  Ann Hodgson, Service Chair & Area 3 Vice Director 1  Raffle Basket Ticket Sales –  Pikes Peak Club  | None |
| Same |

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| 11:00 AM - 12:00 PM |
|  **Benedict Room** |

 | **Business Session Resumes****Treasurer's Report** By: Bridget Masters, Treasurer 10 Presentation of the Financial  Statements Presentation of the  Proposed 2014-2016 District Budget**District 12 Accomplishments & Board Reports**  20 By: District 12 Board Members**Report of the Nominating Committee** By: Nikki Headlee, Nominating Committee Chair 3**Candidate Introductions/Speeches** 25**Voting Instructions** By: Carol Leffler, Parliamentarian 2 | **http://zontadistrict12.org/resources/district-conference**Show pdf file of Financial Statements on screenShow pdf file of 2014-2016 budgetShow ppt of District Board reports  |
| Same |

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| 12:00 PM - 1:00 PM |
|  **Benedict Room**  |

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| **Lunch with Joy Orlich 30** |
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 | Need any AV??? |
| Classroom for 30 people  |

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| 1:00 PM – 1:30 PM |
|  **Cafe**  |

 | **Elections** |  |
| Same |

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| 1:00 PM – 1:30 PM |
|  **Abbots Room**  |

 | **Zonta Store Open** |  |
| **Room Set Up**  |  |  | **AV Needs**  |
| Same  |

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| 1:30 PM - 3:00 PM |
|  **Benedict Room** |

 | **Business Session Resumes****Zonta International Foundation Report and Video** By: Debbie Squires, Area 3 director 10**District 12 Policies & Procedures Manual Revisions**  By: Deb Beatty, Bylaws Chair 15**New District 12 Website** By: Susie Nulty, Webmaster 10 | Internet access to ZI website Video:<http://www.youtube.com/watch?v=0Vfdmo2zy5A&feature=c4-overview&list=UUUK1tpLKyul8ptY9cxcltXw><http://zontadistrict12.org/resources/district-conference> Policies & ProceduresShow pdf file of P & P Manual on screen <http://zontadistrict12.org> |
| Same |  3:00 PM – 3:30 PM  **Benedict Room**  | **Coffee Break** | Show ppt. of District 12 pics from Susie  |
| Same |

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| 3:30 PM - 5:00 PM |
|  **Benedict Room** |
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| **Business Session Resumes** Zonta Says No Plans for Each Club 50**Advocacy and Zonta Says No** By: Jane Page, Advocacy Chair 15   Guest Speaker: Kathy Herrin,  Probation Officer, 11th Judicial District,  Fremont County, 30**Zonta Says No Press Release** By: Andrea Hovey **Zonta Says No Plans for Each Club** 45**Election Results** By: Shayla Hadley, Teller 5  |
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 | Each club will come to standing mic to presentPowerpoint for Kathy<http://zontadistrict12.org/resources/club-tools/press-releases> |
| Same |

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| 5:00 PM - 6:00 PM |
|  **Abbots Room** |

 | **Zonta Store Open** |  |
| Rounds or 1/2 crescent rounds approx 100people10 6' tables around the perimeter for archiving items |  6:00 PM – 6:45 PM **Benedict Room** | **Reception & Cocktails** | Show ppt of District 12 pics from Susie |
| Same  |

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| 6:45 PM – 7:45 PM |
|  **Benedict Room** |

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| **Dinner**  |
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| **Room Set Up**  | **Saturday, October 5, 2013** |  | **AV Needs** |
| Same |  7:45 PM – 9:30 PM  **Benedict Room**  |  **Awards Banquet**  Emcee: Marcy O'Toole, Lt. Governor 60 **Blazing Trails with Club Archives** Emcee: Barb Pellegren,  Archivist/Historian 45  | Standing mic at front of room  |
| Same |  9:30 PM – 10:30 PM  **Benedict Room**  | **Fellowship with Governor Sheila**  **& International Director Joy** | None |
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|  | **Sunday, October 6, 2013** |  |  |
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| 7:30 AM - 8:45 AM |
|  **Foyer** |

 | **Credentials Check-In**Delegates/Alternates/Voting Board Members | None |
| Theater with isle down middle for 30-40 people 2 6' tables in front  |

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| 8:00 AM - 8:45 AM |
|  **Cafe**  |

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| **Memorial Service**By: Marcy O'Toole, Lt. GovernorHosted by: Zonta Club of Prowers County  |

 | Standing mic or hand held mic at front of room if possible - not required Video of whole service. |
| See seating chart for Board MembersClassroom for approx. 90 people10 6' tables around the perimeter for archiving items |

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| 9:00 AM - 10:00 AM |
|  **Benedict Room**  |

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| **Business Session & Brunch****Sunday Introduction** - Stacey Cline 1 (Please stand) District Board Procession 5**Call to Order** By: Sheila Davis, Governor 5 |
| **Roll Call of Clubs**By: Denise Luckhurst, Secretary 5 **Credentials Report** By: Susan Sandoval, Credentials Chair 5**Final Registration Report** By: Tonya Hubbard, Registration Chair 5**Brunch with Lucy Stefan** 1948 International Amelia Earhart Fellowship Winner & Member of Zonta Club of Fort Collins 30 |

 | Board Procession **Song - 76 Trombones by John Philip Sousa**Lucy just need mic**Video Sheila’s intro and Lucy’s talk** |
| **Room Set Up**  | **Sunday, October 6, 2013** |  | **AV Needs** |
| Same |

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| 10:00 AM - 11:00 AM |
|  **Benedict Room**  |

 |  **Leadership Training**  Overview By: Sheila Davis, Governor 5**Leadership Training Breakouts**• Club President's Responsibilities By: ???? , Area ? Director and ??? Area  ? Director• Membership Net +1 Goal By: ???? , • Service Recognition Award Program By: Ann Hodgson, Service Chair & Area  3Vice Director• Five Steps to Launch Advocacy in Your  Club By: Jane Page, Advocacy Chair • Archiving in 2013-2014By: Barb Pellegren, Archivist/Historian  | Mic on lectern Show website:<http://zontadistrict12.org/>upcoming events section at bottom left |
| Same |

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| 11:00 AM - Noon  |
|  **Benedict Room**  |

 | **Business Session Resumes****Closing Comments**  By: Joy Orlich, Zonta International  Director & D12 Liaison 10**Raffle/Drawings** By: D12 Clubs 40**Call to 2014 Governor's Seminar** By: Zonta Club of Cheyenne 10**Call to 2014 Zonta International Convention** By: Sheila Davis, Governor**Closing Comments & Adjournment**  By: Sheila Davis, Governor 2 | Same as Sat Business Sessions<http://zontadistrict12.org/>upcoming events section at bottom left<http://orlando2014.zonta.org> |
|  |  Noon |  **Adjournment** |  |
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| 12:30 PM - 2:30 PM |
| **Cafe**  |

 | **District 12 Board Meeting**  | None |