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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** |
|  |  |  |  |
| 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 |
|  |  | |  |
|  | **Saturday, October 5, 2013** | |  |
| Same | |  | | --- | | 7:00 AM - 8:30 AM | | **Foyer** | | |  | | --- | | **Registration & Credentials Check-In** | |  | | None |
| Same | |  | | --- | | 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 | |  | | --- | | 7:00 AM - 8:30 AM | | **Benedict Room** | | **Continental Breakfast** | None |
| Classroom for  50 people | |  | | --- | | 7:30 AM - 8:00 AM | | **Cafe** | | |  | | --- | | **Instructional Meeting** | | Delegates/Alternates/Voting Board Members | | None |
| Same | |  | | --- | | 8:30 AM - 10:00 AM | | **Benedict Room** | | |  | | --- | | **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 | |  | | --- | |  | |  | |  | |  | | **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 | |  | | --- | | 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 | |  | | --- | | 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 screen  Show pdf file of 2014-2016 budget  Show ppt of District Board reports |
| Same | |  | | --- | | 12:00 PM - 1:00 PM | | **Benedict Room** | | |  | | --- | | **Lunch with Joy Orlich 30** | |  | | Need any AV??? |
| Classroom for 30 people | |  | | --- | | 1:00 PM – 1:30 PM | | **Cafe** | | **Elections** |  |
| Same | |  | | --- | | 1:00 PM – 1:30 PM | | **Abbots Room** | | **Zonta Store Open** |  |
| **Room Set Up** |  |  | **AV Needs** |
| Same | |  | | --- | | 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 & Procedures  Show 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 | |  | | --- | | 3:30 PM - 5:00 PM | | **Benedict Room** | |  | |  | |  | | |  | | --- | | **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 | |  | | Each club will come to standing mic to present  Powerpoint for Kathy  <http://zontadistrict12.org/resources/club-tools/press-releases> |
| Same | |  | | --- | | 5:00 PM - 6:00 PM | | **Abbots Room** | | **Zonta Store Open** |  |
| Rounds or 1/2 crescent rounds approx 100people  10 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 | |  | | --- | | 6:45 PM – 7:45 PM | | **Benedict Room** | | |  | | --- | | **Dinner** | |  | |  |
| **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 |
|  |  | |  |
|  | **Sunday, October 6, 2013** |  |  |
|  | |  | | --- | | 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 | |  | | --- | | 8:00 AM - 8:45 AM | | **Cafe** | | |  | | --- | | **Memorial Service**  By: Marcy O'Toole, Lt. Governor  Hosted 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 Members  Classroom for approx. 90 people  10 6' tables around the perimeter for archiving items | |  | | --- | | 9:00 AM - 10:00 AM | | **Benedict Room** | | |  | | --- | | **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 | |  | | --- | | 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 2013-2014  By: Barb Pellegren, Archivist/Historian | Mic on lectern  Show website:  <http://zontadistrict12.org/>  upcoming events section at bottom left |
| Same | |  | | --- | | 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** |  |
| U Shape | |  | | --- | | 12:30 PM - 2:30 PM | | **Cafe** | | **District 12 Board Meeting** | None |