Improvements for Future Conferences

(from the 2013 District Conference)

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AV

Have microphones in all rooms - we really needed one Friday night and at the memorial service.

Board Meetings after the Conference

Shorten the board meeting right after the district conference to include only what worked, what could be improved, and any other agenda items that must be voted on or are critical to discuss. Everyone is tired and wants to head home - the governor included.

Conference Bags

Attendees were advised to bring their own bags. Not sure how many women really did this. The host club provided inexpensive orange bags for the conference booklet, notepad and pencils. They worked well.

Conference Booklet

A blank tally sheet should be in the conference booklet for attendees to fill out when the teller announces the election results. (Similar to the credentials and registration sheet that is printed in the conference booklet.)

Conference Chairs

Schedule a regular monthly conference call with them early on in the planning stage. It keeps everyone on track. Skyping is even better - I really had fun, and got to know Stacey, Della, and Janet very well "seeing them". During the two months prior to the conference, we Skyped every week.

First Time Attendees

Possibly have an orientation session for them - maybe a breakout session at the Friday night event. Scheduling something for them during the day on Saturday is very hard to work into the agenda.

Governor's Report on the Conference

Read the template when it is sent out by ZI to see what they want the governor to provide feedback on. See ZIF Donations below.

Host for Intl Rep -

The host should be a past governor, board member or committee chair, or for someone who wants to get known by ZI and "move up the ladder". The host club members normally don't have the experience or the time to be a host and "handler". The governor should not do any part of the hosting as she'll be too busy.

Hosts for Speakers

Have Zontians be hosts (handlers) for all speakers - meet them when they arrive, show them where to sit, introduce them around, provide them with an agenda, walk them out, etc. (I found myself talking to the mayor of Cañon City before the conference began, as no one else was, and I had other things to do. Same thing with Lucy Stefan).

Memorial Service

Memorial Service Procedure - Ask the host club to send the poem and benediction they'll read to the Lt. Governor ahead of time so she can make sure it's non-denominational. This has been a constant problem every year - clubs always want to include Jesus in the poem or benediction - they don't realize not everyone is Christian.

Photographers

Put money in the budget for hire someone for this. Possibly a photography student or someone like that. Getting a volunteer Zontian doesn't work very well. They usually don't have the expertise, and ZI is wanting more and more pictures from the conferences to use for their PR efforts.

President's Checklist

These emails should go directly to the delegates also. The club presidents don't forward them. Have the ADs schedule a training session for their clubs' delegates, or have a Leadership Training session for delegates before the conference.

Seating Chart

Joy Orlich recommended having the parliamentarian seated right next to the governor.

Script

At the beginning of the roll call of clubs, each club should say, "here" and if they are carrying a proxy, state from which club. After that roll call, then they can come up one by one and talk about membership, service, or whatever the topic is.

Change how nominations from the floor are handled. If there are any, have them see the Nominations Chair during the morning coffee break so they can be vetted before the candidate speeches begin.

Mention in script that all speakers will be timed.

ZIF Donations

Make plans to increase ZIF donations from the last conference as it was a question in the district conference governor's report submitted to ZI after the conference.

Feedback from the 10/6/13 Board Meeting after the Conference.

The things that worked well included:

* Conference sessions were well timed and kept on schedule
* Having the raffle drawings on Saturday evening avoided tickets holders leaving before the drawings on Sunday morning
* Excellent speakers
* Informative Leadership Training
* Food and wines were outstanding
* No entertainment Saturday evening
* Venue
* Joy Orlich’s presentation on the Zonta International Board and Lucy Stefan
* Tour of the Abbey
* No Board Reports
* Clubs reporting on what they are doing for Net +1 Membership Goals, Advocacy and Archiving.

The things that could be improved included:

* Timing club representatives when they are doing club reports
* Remind speakers how much time they have before the reports start
* Have a microphone at the Memorial Service
* Prefer to have the meeting rooms and the room accommodations at the same location
* Have an ice-breaker on Friday night to get people mingling
* Have delegate training. Consider this as a leadership training session 3 weeks before the conference
* Remind clubs what they are to report on and encourage them to bring a prepared report to avoid wandering
* Time elapsed signs should be closer or bigger so the candidates can see them
* Credentials Check-In was confusing. Clarify that all board members, even non-voting members need to check in at Credentials
* Governor Fellowship on Saturday evening should be more well defined
* A 1 minute speech for unopposed candidates was not adequate