



BE THE INSPIRATION



2018-2019 Club And District Education

Subject – Club Meetings

Presenter – DGE Win Schoneman

Date – March 17, 2018

Club Meetings With a Purpose

Regular Club Meetings

- Why do we meet?



"Refresh my memory—why do we meet once a week?"

➤ TO CONNECT.... to add value

We meet REGULARLY

OUR connections are only as strong as the quality and quantity of our meetings...

Exchange Ideas

Take

Action



Millennials



the opportunity

What's up with “running” the meeting?

What is the difference between “running” a meeting and “hosting” a meeting?



The Club President is the Host

Plan your meeting with excellence in mind

Well in advance

Strategically – with goals or outcomes

Value other peoples' (and your own) time

Always use an agenda – vary it upon occasion

Consider letting someone else **conduct** the meeting



It's show time



Be early

Have a greeter looking for your speaker

☺ Have a backup plan

Involve many others

If you want others to remember something...repeat it three times.

Your Agenda...with a purpose

Warm up the crowd with a story or a joke

Introduction of guests – see handout

Pledge of Allegiance

Blessing or affirmation or thought of the day

Song

Minimize club business

Recognize others

- Birthdays Anniversaries Rotary Anniversaries
- Inductions
- Rotarians not at meeting
- Awards

Make Rotary Education prominent

Happy Dollars/Aloha Dollars

Speaker program

- Variety is the spice
 - Socials
 - Education
 - Project celebrations
 - Club Assemblies
 - 2 Required – quarterly might be better
 - Spring – to talk about the coming year
 - Fall – Updates
 - Elections
 - DG Visit
 - Strategic Planning

Politics and other controversial subjects

- Q and A approach

Avoid solicitors

- Non-Profits
- Book sellers

Gift for speaker

- Make it a project

Thank you/Acknowledgement

Close the meeting

- 4 Way Test
- Song
- Poem

Things to remember



You are the maestro...not the orchestra or the audience

Acknowledge the orchestra

You are training someone to replace you – let them practice



Board Meetings



What is the purpose of the board meeting?

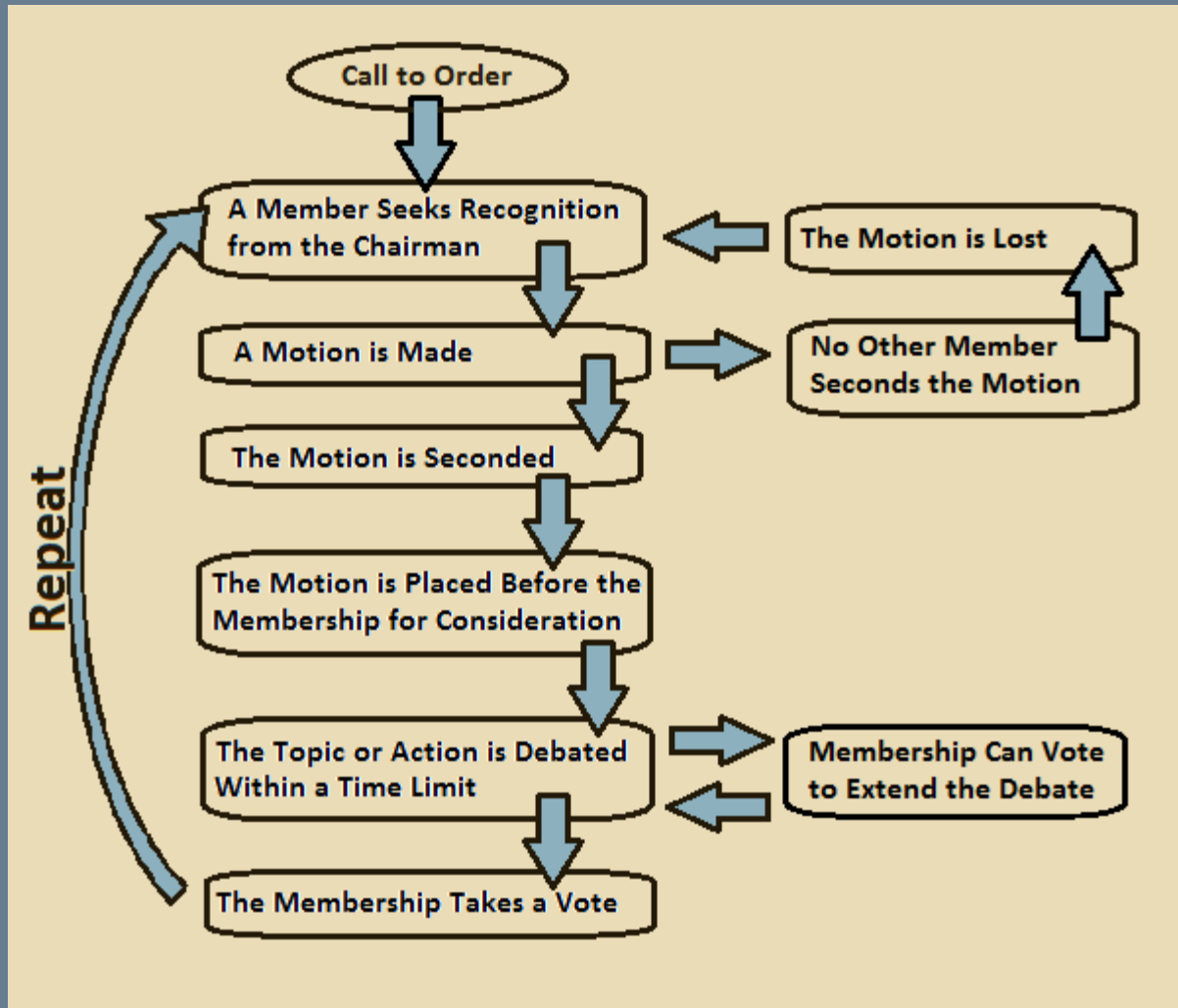
- Exchange ideas
- Conduct club business
- Not, typically, a “planning session” that should be done in committee

The President presides over the board meeting

- Requires a little skill, practice and patience
- Quorum
- Agenda
 - Ask committee chairs if they need time well in advance
 - Publish to club at least a week in advance

- An Agenda
 - Have meeting goals in mind
 - Minutes from last meeting
 - Treasurer's report
 - Old business
 - Business tabled from previous meeting
 - New business
 - Reports from committees that have something to contribute
 - Must find out to put them on agenda
 - Do not have to put them on agenda if there is nothing to report
 - Would not discuss item not on agenda

Simplified standard meeting protocol





Questions???

Thank

You

