

WORKSHOP INFORMATION FOR FALL TRAINER CONFERENCE, NORTH CONWAY, NH

Workshops for Saturday, November 20, 2009

TIME:10:30- 11:45 am	TITLE OF WORKSHOP: Developing New Member Orientation Program
WHO SHOULD ATTEND: General Membership	
<p>PRESENTER: Glenn Frost, Manchester, NH Kiwanis Club. Glenn is our Membership Growth Chair and he is working with Stephen Hill, New Club Building Chair and Lanton Lee from Kiwanis International to develop ways New England can realize membership growth within our District and to help make existing club membership stronger.</p>	
<p>DESCRIPTION OF WORKSHOP: Using a PowerPoint presentation, Glenn will show you how to better educate your new members so they have a feel for What is Kiwanis and how they can become a productive member. Glenn will also share other ideas for improving your member orientation program.</p>	
<p>WHAT YOU SHOULD BE ABLE TO USE ON MONDAY MORNING TO IMPROVE YOUR CLUB: Attendees will have access to a PowerPoint presentation that can be modified to showcase their club for new member orientation as well as a refresher for members to highlight where their club is now.</p>	
<p>OTHER INFORMATION: Additional handouts will be available for attendees showcasing resources available. Membership growth should be a priority for ALL members.</p>	

TIME: 10:30 – 11:45 AM	TITLE OF WORKSHOP: How to ensure an effective meeting
WHO SHOULD ATTEND: Presidents, Vice Presidents, President Elects, and Vice President Elects or anyone thinking about becoming President of the Club.	
<p>PRESENTER: Claudia Bowles, West Hartford, CT Claudia is the Administration Committee Chair</p>	
<p>DESCRIPTION OF WORKSHOP: Claudia is a relatively new Kiwanis member, however, she has immersed herself in Kiwanis and as president of her Club, she has tried many different things to ensure effective meetings. She will be sharing some of those tips with attendees. Attendees will also have an opportunity to share what is done in their clubs.</p>	
<p>WHAT YOU SHOULD BE ABLE TO USE ON MONDAY MORNING TO IMPROVE YOUR CLUB: You should take away ideas that you can use at your next meeting that will help improve the general atmosphere where all members feel a connection to the vision of the Executive Board and are willing to make things happen.</p>	
<p>OTHER INFORMATION: This will be a shared discussion, attendees will want to participate in the discussion and share information so they can learn from others regarding what it takes to have an effective meeting.</p>	

TIME:10:30 – 11:45 AM	TITLE OF WORKSHOP: Effective Club Meetings—Improving Communication
WHO SHOULD ATTEND: Club Secretaries and Treasurers, along with Assistants and anyone thinking about becoming secretary to the club in the future.	
<p>PRESENTER: George Delisle, Yankiwanian Editor for the New England District. George was President of the Westfield Kiwanis Club 2008-2009. George and his club secretary</p>	
<p>DESCRIPTION OF WORKSHOP: How can you make sure that the word gets out to club members</p>	

regarding club meetings, projects. Once the word gets out, how do you insure that the club meeting they will be attending will be interesting and engaging? George will walk you through some ideas that the Westfield Club have put into practice and they work!
WHAT YOU SHOULD BE ABLE TO USE ON MONDAY MORNING TO IMPROVE YOUR CLUB: Together with the next workshop in this track for Secretaries and Treasurers “Keeping up with Technology” you will learn how to use technology to the advantage of the club members. Some ideas are simple, others will be for the adventurous. Bring your questions, you will get answers.
OTHER INFORMATION:

TIME:10:30 – 11:45 AM	TITLE OF WORKSHOP: Kiwanis Pediatric Trauma Institute (KPTI)
WHO SHOULD ATTEND: General membership	
PRESENTER: Jon Freeman. The Kiwanis Pediatric Trauma Institute at the Floating Hospital for Children at Tufts Medical Center currently employs Jon as a Program Specialist where he manages the outreach programs, research and daily operations of the Institute as well as serving as a liaison to various regional injury prevention and Kiwanis groups.	
DESCRIPTION OF WORKSHOP: ? The purpose of the workshop will be to educate attendees on the range of injury prevention education materials available through KPTI as well as information on the patient care, research and special projects in which we are engaged. Jon will be using a powerpoint presentation to highlight ,some of the updated information available through KPTI	
WHAT YOU SHOULD BE ABLE TO USE ON MONDAY MORNING TO IMPROVE YOUR CLUB: Attendees should have a better knowledge of what the Kiwanis Pediatric Trauma Institute does and provides for clubs and a better appreciation for how their direct in-kind support and funding through the Kiwanis Foundation of New England is utilized.	
OTHER INFORMATION: Assorted materials from KPTI will be available for attendees	

TIME: 1:30 – 2:45 PM	TITLE OF WORKSHOP: Improving Communication at the Club Level
WHO SHOULD ATTEND: General Membership	
PRESENTER: Bill Barney, Past Publicity Chair, Past Distinguished LTG, CLE Trainer, Irving Talbert Outstanding Secretary recipient.	
DESCRIPTION OF WORKSHOP: Communication is not just for the Secretary and the President. Learn what club members can do to assist the executive board in getting the word out about the success of their club. This information is vital to your community so they see you as a resource. Learn how to recognize your speakers, communicate with local publications and share information about your club with your community as well as with members. Everything from news releases, Certificates, newsletters, brochures and creative announcements will be shared.	
WHAT YOU SHOULD BE ABLE TO USE ON MONDAY MORNING TO IMPROVE YOUR CLUB: You will walk away with sample materials to use right away that explains what your Kiwanis Club is all about, and assist you in “spreading the word” about the success of your club.	
OTHER INFORMATION: Bring examples of what your club does to communicate outside your membership.	

TIME: 1:30 – 2:45 PM	TITLE OF WORKSHOP: Planning your Club’s Success
WHO SHOULD ATTEND: Presidents, Vice Presidents, President Elects, and Vice President Elects or anyone thinking about becoming President of the Club.	
PRESENTER: Members of the Administration Committee with Claudia Bowles, Chair.	
<p>DESCRIPTION OF WORKSHOP: As a follow up to the CLE Training for Presidents and Secretaries, Members of the Administration Committee will work with attendees in understanding the importance of completing this document.</p> <p>This guide for Kiwanis clubs is a tool to help clubs establish goals for the year. This guide will be helpful to track general club trends and steps necessary to improve club excellence and the member experience.</p> <p>A successful Kiwanis club is able to:</p> <ul style="list-style-type: none"> • Increase and sustain its membership base. • Implement successful and meaningful service projects. • Market Kiwanis and the club to its community. • Inform members and enhance the member experience. <p>The strategies listed in each section are proven methods that successful clubs have implemented to achieve these goals.</p>	
WHAT YOU SHOULD BE ABLE TO USE ON MONDAY MORNING TO IMPROVE YOUR CLUB: You will be able to take parts of this document and use them as a tool to analyze where their club is now, where they want it to be and plan steps in how to get there.	
OTHER INFORMATION: This planning tool will be available for all attendees to use during the workshop.	

TIME: 1:30 – 2:45 PM	TITLE OF WORKSHOP: Keeping up with Technology
Club Secretaries and Treasurers, along with Assistants and anyone thinking about becoming secretary to the club in the future.	
PRESENTER: John Maihos, Webmaster for the New England District	
DESCRIPTION OF WORKSHOP: Kiwanis One and online reporting. If your club is not familiar with this reporting system you should be attending this workshop!	
WHAT YOU SHOULD BE ABLE TO USE ON MONDAY MORNING TO IMPROVE YOUR CLUB: Start recording your clubs activities using Kiwanis One and the online reporting system. It will make your life so much easier.	
OTHER INFORMATION: What do Twitter, Face book, MySpace, blogs and apps have to do with Kiwanis? Ask John to explain how these might help your club attract younger members.	

TIME: 1:30 – 2:45 PM	TITLE OF WORKSHOP: Young Children Priority One (YCPO) and Community Services
WHO SHOULD ATTEND: General Membership	

PRESENTER: Toni Walker, Young Children Priority One Chair and Eleanor Weller, Community Services Committee Chair
DESCRIPTION OF WORKSHOP: Looking for new service ideas? You have got to attend this workshop. These two energetic ladies will give you more ideas than your club can handle. Learn all about YCPO projects and other projects to assist your community.
WHAT YOU SHOULD BE ABLE TO USE ON MONDAY MORNING TO IMPROVE YOUR CLUB: You should be able to start at least one new project as a result of this workshop...from the planning stage through execution.
OTHER INFORMATION: Copies of service project ideas will be available for attendees.

TIME: 3:30 – 4:45 PM	TITLE OF WORKSHOP: Non-traditional Club Opportunities
WHO SHOULD ATTEND: General Membership	
PRESENTER: TBD	
DESCRIPTION OF WORKSHOP: Learn how your club can assist other groups to become part of your Kiwanis Club or start a new club of their own. Satellite clubs, Young Professionals, eKiwanis Clubs, Corporate Clubs are just a sample of some of the ideas that might work for your club.	
WHAT YOU SHOULD BE ABLE TO USE ON MONDAY MORNING TO IMPROVE YOUR CLUB: Ideas on how to incorporate other groups or find ways to develop your membership.	
OTHER INFORMATION: Not for the weak at heart. These are nontraditional clubs therefore they are above and beyond the traditional clubs as you know them. Come to this workshop with an open mind. You will walk away with a new appreciation for membership growth.	

TIME: 3:30 – 4:45 PM	TITLE OF WORKSHOP: Community Analysis
WHO SHOULD ATTEND: Presidents, Vice Presidents, President Elects, and Vice President Elects or anyone thinking about becoming President of the Club.	
PRESENTER:	
DESCRIPTION OF WORKSHOP: How do you get where you want to be unless you know where you want to go? Attendees will be introduced to How to complete a “Community Analysis”. Have you noticed your club's projects seem a little “stale”? Conduct a community analysis to ensure club projects and services are still needed and identify new initiatives the club can support.	
WHAT YOU SHOULD BE ABLE TO USE ON MONDAY MORNING TO IMPROVE YOUR CLUB: After working with other club presidents, you will be able to work with your club members in developing new areas your Club can assist your community.	
OTHER INFORMATION: A working form will be available for attendees during the workshop as well as copies to take back to their clubs.	

TIME: 3:30 – 4:45 PM	TITLE OF WORKSHOP: Club Finances
WHO SHOULD ATTEND: Club Secretaries and Treasurers, along with Assistants and anyone thinking about becoming secretary to the club in the future.	

PRESENTER: William Jenkins, New England District Treasurer
DESCRIPTION OF WORKSHOP: A workshop that will be geared just for treasurers or secretary/treasurers. Bill will go share ideas on how to make your job that much easier. What forms need to be completed, tips on how they should be done and deadlines that need to be met. Bill has a wealth of information to share and is willing to answer questions and guide you through the many aspects of financial record keeping for your club. Service accounts? Administrative accounts?
WHAT YOU SHOULD BE ABLE TO USE ON MONDAY MORNING TO IMPROVE YOUR CLUB: A better understanding of recordkeeping necessary for your clubs financial records.
OTHER INFORMATION: Bring your questions regarding finances.

TIME: 3:30 – 4:45 PM	TITLE OF WORKSHOP: First Lady’s Service Project—Operation Tribute
WHO SHOULD ATTEND: General Membership	
PRESENTER: Todd Delaney from the Gorham, Maine Club	
DESCRIPTION OF WORKSHOP: Todd is a member of the Gorham Club—a new club that has taken on Operation Tribute as a major project. This idea has grown now into a national organization. Todd will share what you can do to participate in this very special organization.	
WHAT YOU SHOULD BE ABLE TO USE ON MONDAY MORNING TO IMPROVE YOUR CLUB: Bring back to your club ideas on service projects your club can do to participate in this Service Project.	
OTHER INFORMATION: Great ideas for working with Service Leadership Programs your club might sponsor.	

SPECIAL PROGRAMS DURING THE WEEKEND

SATURDAY:

PAST LIEUTENANT GOVERNORS’ ASSOCIATION BREAKFAST

Join us for breakfast and learn what the Past Lieutenant Governors are doing to assist Key Leader.

KIWANIS FOUNDATION OF NEW ENGLAND DISTRICT

Join the Foundation as we welcome Dr. Walter J. Chwals, M.D., FACS, FCCM, and FAAP who comes from Cleveland, Ohio. He has been Professor of Surgery and Pediatrics at Case Western Reserve University School of Medicine and Director of pediatric Trauma at Rainbow Babies and Children's Hospital in Cleveland and who will be the head of pediatric surgery and related activities including KPTI at Tufts Medical Center.

SATURDAY EVENING DINNER

Join Governor Dave as he shares his vision for the District. A special presentation is planned while dinner is being served.

SUNDAY:

SPIRITUAL AIMS BREAKFAST

Elizabeth Carey and her committee always has something special planned that reminds us to reflect upon how fortunate we all are during this time.