

Oregon Area Orientation – January 21st, 2012 St. Mary’s Episcopal Church – Eugene, Oregon

Time	Topic	Facilitator	Description
09:00 - 09:15 am	Introductions and Opening Remarks	Skip A.	Introduction of Facilitators, Agenda Overview
09:15 - 09:45 am	Website Presentation	Ric H. Jon D.	Area Website – a Resource for DCMs, Area Officers and Area Service Committees
09:45 - 10:15 am	Email Courtesy	Chase B.	Common Practices for Effective Email Use in General Service
10:15 - 10:30 am	Archives Presentation	Hal E. Bob C.	What to Save, Basics of Preserving Documents
10:30 - 10:45 am	Break		
10:45 - 11:25 am	Budget / Expense Presentation	Gus P.	Overview of Area Budget, Service Committee Budgets, How and When to Submit Expenses, Reimbursement Forms, Area Travel, Financial Aspects of District Business, District Bank Accounts, Prudent Reserve
11:25 - 12:00 pm	Overview of Assembly Agenda	Barbara D. Chase B.	Overview of Area Quarterlies - What Sessions Should DCMs, Officers and Committee Members Attend to be of Maximum Service

Noon - 1:30 pm	Lunch		
Time	Topic	Facilitator	Description
01:30 - 01:50 pm	Hosting an Assembly	Barbara D.	General Discussion - Why a District Should Host an Assembly
01:50 - 02:10 pm	Administrative Details / Resources	Skip A. Anne M.	Resources for Area Officers and Area Committees
02:10 - 02:30 pm	Effective Motion Writing	Anne M. Skip A.	Required Components, One Topic Per Motion, Clear and Concise Wording
02:30 – 02:45 pm	Break		
02:45 – 04:45 pm	Service Sessions **	Chase B.	DCMs
		Skip A. Fin. Comm.	Service Committees
04:45 pm ***	Adjourn		

** To discuss the nuts and bolts of carrying the message in each capacity.

***** All attendees, except clean-up crew, are requested to leave the building quietly and promptly at the conclusion of their last session. There is a Church service starting at 5:00 pm and we have agreed to be out the building by that time.**