

**2011 Mid Winter Conference  
Leading Knight Workshop  
November 18 – 19, 2011**

**Friday Morning, November 18th**

**8:00-8:05**      **CALL TO ORDER, FLAG SALUTE AND INVOCATION**

**8:05-8:10**      **INTRODUCTIONS OF DIGNITARIES & VISITORS:**  
*ASEA PRES. ROLAND REISWIG*

**8:10-8:30**      **WELCOMING COMMENTS:**  
*ASEA PRES-ELECT MARK DAUM*  
*ASEA PRES. ROLAND REISWIG*  
*SPONSOR PGER HON. ROGER TRUE*

**8:30-8:45**      **PURPOSE/GOALS OF MID-WINTER CONFERENCE and**  
**ADMINISTRATIVE ISSUES:**  
*ASEA PRES-ELECT MARK DAUM*

**8:45-10:50**      **PREPARING FOR YOUR YEAR AS EXALTED RULER:**  
*PSP JAN JONKER*

**A. COMMITMENT**

**B. KNOWLEDGE/RESOURCES**

1. Your Organization
  - Grand Lodge
    - Alaska State Elks Association (ASEA)
    - Your Lodge
  - 2. Sources of support
    - Present ER
    - PER Association
    - District Deputy, Special Representative
    - Reference documents
    - Annotated Statutes, Manuals, Lodge By-Laws and House Rules, and *Robert's Rules of Order*
    - Grants

**C. COMMUNICATION**

1. Meetings
2. Community
3. Tools
  - Lodge Newsletter
  - Lodge Website
  - Local Media

**D. BUILDING YOUR TEAM**

1. Officer Corps
  - Order Manuals for your Officers
2. Committee Chairpersons
  - Order Committee Manuals for Chairpersons
  - How and when to choose
  - Importance of Active Chairpersons
  - Assign Officer Overview

**E. MEMBERSHIP**

***ASEA CHAIRMAN TRUSTEE JOEL HEMBACH***

**10:50-11:00 BREAK**

**11:00-12:30 YOUR YEAR AS EXALTED RULER:**

***VICE PRESIDENT ASEA JANET JOHNSON***

**A. INITIAL REQUIRED REPORTS**

1. Statutory Lodge Officer's Report
2. State Directory

**B. ACTIVITIES REQUIRED BY GRAND LODGE**

1. Monthly Meetings
2. Mandatory Events (Ref. Page – of your manual)
3. DD Dispensation
4. District Deputy Visit
5. Elk's Memorial Service
6. Grand Lodge Elk's Training Program
7. Past Exalted Ruler's Night

**C. LODGE ACTIVITIES**

1. GRAND LODGE CONTESTS
  - a. All American Lodge (Lodge Certification Form)
  - b. Community Service and Image
  - c. Lodge Bulletin
2. RECOGNITION OPPORTUNITIES
  - a. Lodge Elk of the Year
  - b. Lodge Officer of the Year
  - c. Lodge Citizen of the Year
  - d. ASEA Elk of the Year
  - e. GER Awards and Citations

**12:30-1:30 LUNCH**

***Friday Afternoon, November 18th***

**1:30-4:30 SECRETARY WORKSHOP:**

***PSP JAN JONKER***

**1:30-1:45**

**YEAR-END REPORT**

*ASEA VICE PRESIDENT JANET JOHNSON*

- A. NATIONAL SERVICE REPORT
- B. AUDIT REPORT
- C. CHARITY BOOKLET

**1:45-1:55**

**ASEA STATE CONVENTION**

*JON SHENNETT*

- A. DELEGATE LIST
- B. PRE-REGISTRATION
- C. ASEATF TICKETS
- D. THE "BIRD" PROTOCOL
  - 1. Procurement (Rules of Engagement)
  - 2. Presentation at Convention
  - 3. Sanctuary

**1:55-2:30**

**YOUTH ACTIVITIES**

*WSEA PSP JILL ROSENBLUM*

- A. MOST VALUABLE STUDENT SCHALSHIP
- B. HOOP SHOOT
- C. DRUG AWARENESS
- D. SOCCER SHOOT

**2:30-2:45**

**ELKS NATIONAL FOUNDATION**

*SRGER AL NAGEL*

**2:45-3:00**

**ASEA TRUST FUND**

*PSP RICHARD FAGG*

**3:00-3:15**

**AMERICANISM**

*PSP RICHARD FAGG*

- A. AMERICANISM BROCHURE

**3:15-3:30**

**NEW LODGE**

*PSP DUANE VILANDRE*

**3:30-3:40**

**BREAK**

**3:40-4:00**

**VETERANS**

*ASEA SECRETARY PAUL WHITNEY*

- A. WOUNDED VETERANS
- B. VETERANS ADMINISTRATION VOLUNTEER SERVICE (VAVS)
- C. ARMY OF HOPE

**4:00-4:50      DISCUSSION PANEL (PSP, DD's & Spec Reps)**  
***ASEA PRES-ELECT MARK DAUM - MONITOR***

**Leading Knights chance to ask questions about challenges you may face in your year as leader of your organization.**

**SATURDAY, NOVEMBER 19, 2011**

**8:00-10:00      BUSINESS PRACTICES**  
***PSP RICK ECKERT***

- A. BUDGET - PREPARATION & MANAGEMENT
- B. ASSESSMENTS (ASEA AND GL)
- C. INTERNAL CONTROLS
- D. PRACTICAL EXERCISES
- E. IDEAS AND CONCLUSIONS

**10:00-10:10    BREAK**

**10:10-11:10    PUBLIC RELATIONS**  
***BOB LUHR***

- A. PUBLICITY
- B. ELKS VIRTUAL HOME PAGE

**11:10-11:40    RITUAL**  
***ASEA PRESIDENT-ELECT MARK DAUM***

- A. IMPORTANCE OF PARTICIPATION
- B. REQUIREMENT TO LEARN THE RITUAL
- C. TEAM BUILDING

**11:40-12:00    PRESENTATION OF BUDGET**  
***ASEA TRUSTEE CHAIRMAN JOEL HEMBACH***

- A. OPERATING BUDGET
- B. CHARITABLE PROJECT BUDGET

**11:40-12:15    11<sup>th</sup> HOUR TOAST COMPETITION**  
***KERRY TOMLINSON***

**12:00-1:00      LUNCH**

**Saturday Afternoon, November 19th**

- 1:00-1:20 MAJOR PROJECT PRESENTATION**  
*KEN COLE / MIKE SOUTHCOTT*
- A. HOW LODGES CAN PARTICIPATE IN THE PROGRAM
  - B. ER MARCH
  - C. BUDGET REPORT
  - D. ASEA YOUTH CAMP PRESENTATION
  - E. ASEA GRAND LODGE CONVENTION BOOTH
- 1:20-1:30 ELKS NATIONAL HOME**  
*PSP RICK ECKERT*
- 1:30-2:00 CONFLICT RESOLUTION**  
*WSEA PSP JILL ROSENBLUM*
- 2:00- 2:10 BREAK**
- 2:10-3:00 GRAND LODGE CONVENTION**  
*ASEA PRES- ELECT, MARK DAUM*
- A. BUDGET @ LODGE
  - B. ATTIRE
  - C. ARRIVAL & REGISTRATION
  - D. DOG PINS (AND OTHER PINS)
  - E. HOSPITALITY ROOM
  - F. OPEN HOUSE HOSPITALITY FUNCTION
  - G. BREAKFAST & DINNER WITH WSEA
- 3:00-4:00 QUESTIONS & DISCUSSION**
- 4:00-4:15 FINAL COMMENTS, BENEDICTION AND CLOSING**