Welcome to your Chartered Club Officer’s Meeting

- March 29, 2017  6:00 p.m. – 7:30 p.m.
- March 30, 2017  8:00 a.m. – 9:30 a.m.
Please Sign-IN

Please sign in - Leave sign-in sheet on table staff will pick it up at the end of the session.
INTRODUCTIONS

Cindy Knowlton, Recreation Activities Manager
Mike Whiting, General Manager
Peggy Robbins, Vice-President Governing Board,
    Chairman Chartered Club Committee
Earl Mackert, Chairman Audit Sub-Committee
Peggy Augustine, Senior Office Coordinator
Dori Miller, Chartered Club Specialist
Rosetta Neal, Lead Scheduler
Our New Format

• Old way of doing things:
  • Liaisons are assigned to each club
  • Clubs call liaison with questions/concerns
  • Liaisons attended general meetings

• New way of doing things:
  • Committee members are assigned to Specialty sub-committees
  • Club calls Specialty committee when they have a need in that particular area

And here are the specialty committees to assist you:
Peggy’s Advocate’s
Financial and Bylaw Specialist:
Earl Mackert       Advocate

Forms Specialist:
Peggy Augustine   Staff

Communication Specialist:
Kathy Quinn       Advocate
Bill Curley       Advocate

* Speakers Bureau
Randy Smith       Advocate
Peggy Robbins     Governing Board Chair Chartered Clubs Committee

* Web Site
Kathy Quinn       Advocate
Conflict Resolution Specialist:

Peggy Robbins  Governing Board Chair Chartered Clubs Committee
Randy Smith   Advocate
George Schryver Advocate
Cindy Knowlton Recreation Activities Manager
Who to call on the Chartered Club Committee

Membership Specialist:

Mary Ann Coates    Advocate
Kathy Quinn         Advocate
Bill Curley         Advocate
Dori Miller         Staff
Member Verify

Member Verify is available on any Wifi device while you are on Rec Center Property. You only need to put in the persons’ Rec Card number. It will give the person’s name and expiration day. It will turn **GREEN** if it is valid and **RED** if it is invalid.
HOW TO RETAIN MEMBERSHIP

- Talk to the membership about modernizing how things are done in the club
- Would it benefit the club to change it’s name?
- How do you welcome new members?
- Have a committee that will brainstorm on ideas to encourage membership
- Increase social activities/remember you are a social club
- You can’t have fun if you don’t have the funds! Consider raising your dues
- If a member leaves the club, call them to find out why and what can you do about it
- Ask the members what they would like to do
- We are here to help you
- Call Dori Miller 623-544-6193 or dori.miller@suncitywest.com
Chartered Club Open Houses

They are all 10am-Noon

- October 28, 2017      RH Johnson Recreation Center
- November 18, 2017    Palm Ridge Recreation Center
- February 17, 2018    Beardsley Recreation Center
- March 10, 2018       Kuentz Recreation Center

More information later
RCSCW web page for each facility

Each facility map on the web lists what their center consists of as groups.

The I.T. Department is working on the web site to make it consistent.

Phone numbers for Clubs are listed on the individual club websites.
Club Flyers

- All flyers must be approved by Cindy Knowlton
- ½ sheet only (5 ½ x 8 ½)
- Full sheet once a year for a special event
- Everything will be removed from the boards every three (3) months
ONLY THE PRESIDENT OR A PERSON THAT THE PRESIDENT HAS AUTHORIZED MAY MAKE ROOM CANCELLATIONS, ADDITIONS, OR OTHER CHANGES.
CR-6 SUBMISSIONS
MAY 1 – Monday
Lecture Hall

LECTURE HALL DOORS WILL OPEN AT 4:00AM
SIGN-IN LIST WILL BE ON THE TABLE IN THE LOBBY

MUST BE PRESENT WHEN NAME IS CALLED AT 8:00 AM

(after about 9:30, go to Scheduling Office)
<table>
<thead>
<tr>
<th>Days of Operation</th>
<th>MON.</th>
<th>TUE.</th>
<th>WED.</th>
<th>THUR.</th>
<th>FRI.</th>
<th>SAT.</th>
<th>SUN (With approval)</th>
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**CHECK OR LIST DATES WHEN YOUR CLUB WILL NOT MEET**

- NEWS YEAR EVE
- NEWS YEARS DAY
- THANKSGIVING EVE
- THANKSGIVING DAY
- CHRISTMAS EVE
- CHRISTMAS DAY
- JUNE
- JULY
- AUGUST
- OTHER: ____________________________
### Board Meeting Schedule

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<td>Location:</td>
<td>Recreation Center (e.g. PalmRidge)</td>
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<tr>
<th>Room Preference</th>
<th>Approximate Attendance: (e.g. 12)</th>
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### General Membership Business Meeting Schedule

<table>
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<td>Location:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Room Preference</th>
<th>Approximate Attendance: (e.g. 12)</th>
</tr>
</thead>
</table>

### Set Up Requirements – General Membership Meeting

**Choose One:**
- ________________ TABLES / CHAIRS  OR  ________________ OPEN SEATING (Chairs Only)

**Speakers Table(S):**
- __________ with CHAIRS ___________

**Audience Microphone:**
- ____________

**Podium w/ Microphone:**
- __________

**Use of Kitchen:**
- ____________

**Coffee Pot:**
- 60 CUP __________ 100 CUP __________

**Other (Please Specify):**

---

Page 2 of 3
Space allocations for social functions are limited to two (2) per calendar year including one (1) picnic, with a limit of five (5) ramadas. This space will be provided at no charge as long as the attendance is limited to the Club’s members and their personal guests.

<table>
<thead>
<tr>
<th>FACILITY SOCIAL RESERVATION</th>
<th>Recreation Centers of Sun City West, Inc. 19803 RH Johnson Blvd. Sun City West, AZ 85375-4498</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Event:</td>
<td>Event Start Time:</td>
</tr>
<tr>
<td>Building:</td>
<td>Room:</td>
</tr>
<tr>
<td></td>
<td>Setup Count (Attendance)  Last Year’s Actual Attendance</td>
</tr>
<tr>
<td></td>
<td>____________           ________________</td>
</tr>
</tbody>
</table>

SPECIAL REQUIREMENTS: (List any equipment/setup needs for your event)
USING A CATERER?

Call or see scheduling staff at least 2 weeks prior to event to verify current certificate of liability insurance.
### SPECIAL EVENT OR TOURNAMENT REQUEST WITH NONRESIDENTS

- **Club Name:**
- **Contact Person & Phone #:**
- **Club Location:**
- **Date:**

#### Type of Special Event or Tournament:

- **Date(s) Requested:**
- **Times: Begin:**
- **End:**

#### Facility Requested:
- **Room:**
- **Approximate Attendance:**

- **Request Approved by Club Membership:**
- **Yes:**
- **No:**

- **If No, Why Not?**
- **Special Requirements:**

### PARTICIPATION

<table>
<thead>
<tr>
<th></th>
<th>ESTIMATE</th>
<th>ACTUAL</th>
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</thead>
<tbody>
<tr>
<td><strong>Number Club Members</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Number Non-Club Association Members</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Number Non-Recreation Card Holder Guests</strong></td>
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</tbody>
</table>

### AMOUNT DUE THE ASSOCIATION

- **Expense of Any Extra Labor & Material that May Be Needed**

### President Signature:

- **Date**

This request is APPROVED/DISAPPROVED

<table>
<thead>
<tr>
<th>Recreation Activities Manager</th>
<th>Date</th>
</tr>
</thead>
</table>

### FOR OFFICE USE ONLY:

- **Space Requested Available:**
- **Alternate Space:**
| FACILITY RESERVATION REQUEST or CANCELLATION | Recreation Centers of Sun City West, Inc.  
19803 R.H. Johnson Blvd.  
Sun City West, AZ 85375-4498 |
|---------------------------------------------|----------------------------------------------------------------------------------|
| Date of Event:                              | Event Start Time:  
Event End Time:  
Building:  
Room:  
Set up Count (Attendance): |
| EVENT NAME:                                 | Membership No. |
| CUSTOMER:                                   | CONTACT: |
| ADDRESS:                                    | City: Sun City West  
State: AZ  
Zip Code: 85375  
Phone: (623) |
| SPECIAL REQUIREMENTS: (write any equipment/setup needs for your event) | |
| X Customer Signature                        | |

If you please check appropriate box

- [ ] Is your event catered? Caterer name & phone no.
- [ ] Will you be selling / serving alcohol?
- [ ] Are you charging an admission fee?

FOR OFFICIAL USE ONLY:

Reserve Time (Setup):  
End Time (Tear down):  
Event Type:  
STATUS: 100-Day Hold  
(Date to confirm) Date Canceled: |

NOTES:  
Event Coordinator:  
Date Entered:  

23
## Setup Worksheet

**Customer:** Recreation Centers of Sun City West, Inc.

**Reservation ID:** 20297

**Event Name:**

**1st Contact:**

**2nd Contact:**

**Event Coordinator:** MM

<table>
<thead>
<tr>
<th>Res Start</th>
<th>Evt Start</th>
<th>Evt End</th>
<th>Res End</th>
<th>Location</th>
<th>Event Name</th>
<th>Setup</th>
<th>Event Type</th>
<th>Status</th>
<th>Book ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 AM</td>
<td>8:00 AM</td>
<td>9:00 PM</td>
<td>11:00 PM</td>
<td>SOCIAL HALL EAST &amp; WEST</td>
<td>SOCIAL Dinner (320)</td>
<td>Club Social</td>
<td>CONFIRMED</td>
<td>323070</td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:**

- 9:00 AM - SOUNDMAN SET-UP
- 12:00 PM - PERFORMERS SOUND-CHECK
- EVENT 4:00 PM - 6:30 PM
- TABLES & CHAIRS FOR 320 (10 CHAIRS PER DOUBLED TABLE)
- 8 SERVING TABLES FOR CATERERS
- 2 TABLES FOR ORGETERS
- USE OF KITCHEN - MUST BE APPROVED BY SOCIAL HALL STAFF
- ICE
- USE OF STAGE
- MICS & PODIUM ON STAGE WITH 1 TABLE FOR ELECTRONICS
- 4 PARTITIONS
- 4 DIVIDERS

**Obtain Approval to access room at 6:00 AM & noon for soundman set-up and performers sound-check, plus use of kitchen and stage from social hall staff.**

**Call scheduling at least two weeks prior to event to check caterer's liability insurance is valid.**

**Check with don at the social hall, at least one week prior to event, to discuss room access, plus final count and set-up requirements.**

**If alcohol is served, a liquor license will be required.**

***No mylar balloons allowed in hall***

**Equipment - Other - Deliver/pick up from 7:00 AM to 10:00 PM**

1. Podium w/Mic - Social Hall
2. Microphone - WIRELESS (Social Hall)
3. Microphone - BODY PACK & HEADSET - RHJ
   - Requires authorization
IMPORTANT REMINDER

CHECK YOUR UPCOMING SCHEDULES

LOOK AT DATES TIMES LOCATIONS
The New Breed of Volunteer

Do you recognize people like these in your club?

- Is very busy, many obligations, volunteers for many organizations
- Wants flexibility
- Expects to be empowered
- Does not tolerate disinterested people or volunteers
- Is Tech Savvy
- Wants to make a difference rather than a contribution
- Does not like or want to be micromanaged
Recruiting the New Breed

“Dating”

- First date – communicate the opportunity to join the club and volunteer
- Second date – listen to their interests – find a fit – share roles
- Third date – ask them to consider going “steady”

Understand that “no” doesn’t always mean “never”

The “trick” is to offer them a small role in your “big picture”
EMPOWERMENT
THE SIX RULES

1. Rule One: Don’t take the football...pass it!
2. Rule Two: Label each handoff as delegation
3. Rule Three: Secure the handoff with a check-up
4. Rule Four: Break down tasks into manageable goals
5. Rule Five: Don’t take the football if you can’t handle it
6. Rule Six: Develop good handoff skills to avoid disaster
The new breed of volunteers are independent. Treat them as such.

1. **Current Model:** All ships moving in the same direction. Older generation volunteers want all other volunteers to follow command & control. Be their commander!

2. **New Model:** A school of empowered minnows! Your “new” volunteers all want to swim their own directions. Tell them where the finish line is...let them figure out how to get there.

   Lead the ships and minnows in the preferred path!
MANDATORY

No club member shall receive any compensation or financial award from club funds for contributions or service to the club.
I am required to remind everyone that “Club officers, past or present shall NOT receive compensation of any kind for their services.
Did you know????????

- You are a social club 501 (C)(7) which you can only support two charities per year with permission.
- All meetings are open to members.
- Board meeting are also open to members, however, members who are not on the Board can not speak unless it has been arranged. Member comments are welcome at the end of the Board meeting.
Club Board makes recommendations

• Recreation Activities Manager shall review proposed Bylaws prior to submittal to the Club Membership.
• Club Operating Procedures must not be in conflict with RR&Ps or Club Bylaws.
• Club Operating Procedures do not need to go through the Recreation Activities Manager prior to submittal to the club membership.

Club membership votes!
Chartered Clubs shall not endorse or support causes/propositions or candidates for elective office other than their own internal elections. Solicitation of signatures, campaigning, endorsing, passing of election literature, addressing the members, or any other non-club election activity is prohibited during club meetings and functions. Outside the club environment, Chartered Club members, as individuals, are free to support any cause or candidate of their choosing.
Use of Club E-Mail Addresses

Email addresses are for Charter Club use only.
It cannot be sold or distributed.
The list cannot be used to forward any political message.
The list can only be used for Club Business.
Please protect your membership!
Clubs pay sales tax

When purchasing supplies for its members, the club pays the applicable sales tax. Since these supplies are defined as “consumable”, subsequent distribution to club members is handled on a cost recovery basis. This recovery procedure may include some markup to recover expenses incurred by the club during the purchase and distribution, but not to make a substantial profit.

The clubs do not pay federal income tax.
Requirements for Changing a Club Name

• Get approval from Recreation Activities Manager.
• General Membership Meeting, discussion and vote of the membership
• Permission/notification to IRS in a letter signed by four main officers
• Copy of minutes with discussion of name change, motion, results of vote, EIN, Charter, 990N (e-postcard), copy of bylaws.
April is Spring Cleaning

✓ Staff will assist you
✓ Remove old and unwanted items.
✓ Storage is at a premium, use it wisely.
Dates to Remember

Newcomers:
April 20, 2017
November 02, 2017
January 18, 2018

Chartered Club Officers Meetings:
Oct. 18, 2017 6:00 p.m.
Oct. 19, 2017 8:00 a.m.
Mar. 28, 2018 6:00 p.m.
Mar. 29, 2018 8:00 a.m.

T.O.R.C.H.
Fall Session Oct. 05, 2017– Nov.16, 2017 1:00 – 4:00 p.m.

Craft Fair
Fall November 4, 2017
Spring March 17, 2018

Treasurers Meeting:
December 5th or 7th 2017
9:00 a.m. or 1:00 p.m.
NEWCOMERS COFFEE & ORIENTATION

April 20, 2017   9:00 a.m. – 10:30 a.m.

• By invitation each time.
• We rotate the clubs to accommodate all of them.
• Questions call:
  Peggy Augustine 623-544-6031 or peggy.augustine@suncitywest.com
  Dori Miller 623-544-6193 or dori.miller@suncitywest.com
Where to go for help!

### Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling</td>
<td>Rosetta Neal</td>
<td>544-6129</td>
<td><a href="mailto:rosetta.neal@suncitywest.com">rosetta.neal@suncitywest.com</a></td>
</tr>
<tr>
<td></td>
<td>Mona McCoy</td>
<td>544 6032</td>
<td><a href="mailto:mona.mccoy@suncitywest.com">mona.mccoy@suncitywest.com</a></td>
</tr>
<tr>
<td>Conflict Resolution</td>
<td>Cindy Knowlton</td>
<td>544-6114</td>
<td><a href="mailto:cindy.knowlton@suncitywest.com">cindy.knowlton@suncitywest.com</a></td>
</tr>
<tr>
<td>Bylaws</td>
<td>Peggy Augustine</td>
<td>544-6031</td>
<td><a href="mailto:peggy.augustine@suncitywest.com">peggy.augustine@suncitywest.com</a></td>
</tr>
<tr>
<td>Build Membership</td>
<td>Dori Miller</td>
<td>544-6193</td>
<td><a href="mailto:dori.miller@suncitywest.com">dori.miller@suncitywest.com</a></td>
</tr>
<tr>
<td>Village Store</td>
<td>Katie Van Leuven</td>
<td>544-6135</td>
<td><a href="mailto:katie.vanleuven@suncitywest.com">katie.vanleuven@suncitywest.com</a></td>
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<tr>
<td>Rec Center News</td>
<td>Michael Melissa</td>
<td></td>
<td><a href="mailto:Michael.melissa@suncitywest.com">Michael.melissa@suncitywest.com</a></td>
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### Chartered Club Committee

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<thead>
<tr>
<th>Role</th>
<th>Chair Chartered Clubs</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict Resolution</td>
<td>Peggy Robbins</td>
<td>559-824-2271</td>
<td><a href="mailto:peggy.robbins@suncitywest.com">peggy.robbins@suncitywest.com</a></td>
</tr>
<tr>
<td>Financial &amp; Bylaws</td>
<td>Earl Mackert</td>
<td>623-544-6024</td>
<td><a href="mailto:earl.mackert@suncitywest.com">earl.mackert@suncitywest.com</a></td>
</tr>
<tr>
<td>Communication</td>
<td>Bill Curley</td>
<td>623-533-6116</td>
<td><a href="mailto:1billcurley@gmail.com">1billcurley@gmail.com</a></td>
</tr>
<tr>
<td>Build Membership</td>
<td>Maryann Coates</td>
<td>623-214-5747</td>
<td><a href="mailto:mcoates2@cox.net">mcoates2@cox.net</a></td>
</tr>
<tr>
<td>Website</td>
<td>Kathy Quinn</td>
<td>717-495-2024</td>
<td><a href="mailto:klquinn41@hotmail.com">klquinn41@hotmail.com</a></td>
</tr>
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We appreciate you and all that you do for the clubs!