

Presidents' Checklist

- ❑ **Share** Call to Conference materials with your club; make copies as necessary for delegates and club members.
- ❑ **Comfortable island business attire** is recommended for business sessions, no shorts. Friday and Saturday evening wear: Island formal.
- ❑ **NOTE:** Remind club treasurers the 5008 forms must be received by **Debbie Thompson, Region Treasurer**, by **March 31, 2010** to qualify for the Julia "Bess" Combs Extension Awards.
- ❑ **Tentative Agenda (see enclosed agenda for detail):** You will not want to miss any of the events we are planning for the 34th Annual Founder Region Conference that begins on Friday with a luncheon speaker, human trafficking panel and continues into the evening with the celebration of new Fellowship recipients during the banquet. Saturday is the day to conduct the business of our region, including proposed amendments, electing 2010-2012 region officers, learning about the successes of region clubs, hearing from our SIA official visitor, and honoring clubs and members of Founder Region. On Sunday we meet and honor our awardees; conference ends with the region fundraiser.
- ❑ **Delegates' Credential Cards:** You will not receive credential cards in the mail and have to mail them back. Cards will be filled out by the Credentials Chair and will be at the desk when you register at conference. Contact **Credentials Chair Jean Ito** with any questions.
- ❑ **Registration and Meal Reservation Form:** Complete the forms **ASAP** and send to **Debbie Thompson, Conference Treasurer**. A late fee of \$50.00 applies to registrations received after the **April 2, 2010** deadline. Vegetarian meals are available for each meal. If you want a vegetarian meal, please indicate that choice by inserting a "V" for each meal on the registration form. Contact **Registration Chairman, Claudia Quiles** with any questions. (claudia@quiles.com)
- ❑ **JW Marriott Ihilani Reservations:** **Deadline March 12, 2010.** Make reservations early to get the accommodations you prefer.
- ❑ **Memorial Tribute:** Send completed information as indicated on the form by **April 2, 2010.**
- ❑ **Club Sales Registration Form:** Send completed information as indicated on the Trade Fair form if your club intends to sell items at the Conference. **Deadline April 2, 2010.**
- ❑ **First Time Attendees:** Complete Delegate and Member registration form indicating first time attendees and send to **Jean Ito, Credentials Chair** so members attending conference for the first-time can be recognized. **Deadline April 2, 2010.**
- ❑ **Pre-Conference Board Meeting Silent Observer Registration Form:** Return to **Region Secretary Dona Gaddis Wolf** by **April 2, 2010.**
- ❑ **Proposed Amendments to Founder Region Bylaws and Candidate resumes:** Share and discuss with club members prior to caucus and conference so the delegates will be ready to vote. **BRING THIS COPY TO CAUCUS and CONFERENCE, as it is the only set you will receive.** **Make copies for your delegates.**

