

El Paso Downtown Lion Club
Monthly Program Forecast and Committee Procedures, 2018-2019
(As of 1.11.19)

The Program Committee Co-Chairs for LY 2018-19 will again be Lion Mac Snodgrass (Oct-April) and Lion PDG Jim Peak (May-Sep). The Committee Co-Chairs, will maintain the Monthly Program Forecast for the El Paso Downtown Lions Club including the roster of Monthly Program Chairs, the Calendar of scheduled weekly club meetings, and these Committee Operating Guidelines, inviting and considering input from any member of the Club.

The Monthly Program Chairs are tentatively assigned as listed below. They will develop, recruit, and supervise the presentation of all programs during their assigned month. They will receive and consider input and programming ideas from any member of our Club. Monthly Program Chairs may also request other Club members to recruit a program or to introduce a program on the day of presentation in accordance with the guidelines and procedures herein. In such cases, the Club member recruiting the program will be also be named (in parenthesis) on the Program Forecast; however all duties associated with recruiting, coordinating, introducing, and conducting each program remain the primary responsibility of the designated Monthly Program Chair unless and until specific tasks are otherwise agreed upon and confirmed by e-mail tp all the parties concerned, per the procedures in this guide.

Jan 2019

Lion Robert Vera 915-626-7228

- 4 Jan Martha Vera, World Affairs Council**
- 11 Jan (TBD)**
- 18 Jan Christina Paz, DNP, Interim Chief Operating Officer, San Vicente Clinic**
- 25 Jan (Susan Driscoll) Dist T2-3 Vice Dist Governor Javier Moralesm: Trip Report on fitting eyeglasses in South America..**

Feb 2019

Lion Marylu Beard 915-206-0016

- 1 Feb**
- 8 Feb _Valentines Day Sweetheart Luncheon**
- 15 Feb**
- 22 Feb -**

March 2019

Lion Sandy Gibson 833-2650

- 1 Mar**
- 8 Mar Campaign Day**
- 15 Mar**
- 22 Mar**
- 29 Mar**

April 2019

Lion PP Rick Kern 915-820-8002

5 April
12 April
19 April NO MEETING (Good Friday)
26 April

May 2019
Lion Mark Almklov, 915-630-4353

3 May
10 May (EPDTLC Charter Day 95th Anniversary (10 May 1923)
17 May Armed Forces Day (Fort Bliss Speaker invited) .
24 May
31 May

June 2019
Lion Victor Arias 565-6847

1 June
8 June .
15 June
22 June
29 June No Meeting (EPDTLC Installation Dinner)

July 2019
Lion PP Neil Siegel 915-920-4420

5 July No Meeting—Independents Day Weekend)
12 July
19 July
26 July

August 2019
Lion Larry Franceware (504) 914-6472 (Invited)

2 Aug
9 Aug
16 Aug
23 Aug
30 Aug (Special Program (Lion Susan Driscoll)

September 2018
Lion Mark Barragan 549-1986 (Invited)

6 Sep-
13 Sep -
20 Sep –
27 Sep -

October 2018
Lion Mac Snodgrass

4 Oct
11 Oct
18 Oct
25 Oct

November 2018
Lion PDG Jim Peak 581-0490

1 Nov
8 Nov Veterans Day (Fort Bliss Speaker invited)
15 Nov
22 Nov (No Friday Meeting (Thanksgiving Week))
29 Nov Special Program (Lion Sue Driscoll)

December 2018
Lion Roger Nichols 449-8339

6 Dec
13 Dec
20 Dec (No Meeting. Holidays)
17 Dec

Jan 2020
Lion Robert Vera 626-7228

3 Jan
10 Jan
17 Jan
24 Jan
31 Jan

Special Programs: Lion Sue Driscoll C: 539-6834 E: sue_billdriscoll@earthlink.net
Secretary: Lion Annette Norch 355-6677 E: annjeannette.norch@gmail.com
Publicity: Victor Arias E; vicarias@elp.rr.com
Web Master: Lion Annette Norch 355-6677 E: annjeannette.norch@gmail.com
Military Programs: Lion Mac Snodgrass,
Alternate Guest Speaker: “Why I Joined the Lions Club” by Lion Mac Snodgrass
Ft Bliss Point of Contact: Terri Siros. Public Affairs Specialist Garrison Command,
INCOM B-11685, Ramadi Ave, Rm 1125 Fort Bliss, TX 79918 Wk 915-744-8434
Cell 915-433-2023 teresa.sirois.civ@mail.mil

Guidelines for Monthly Program Chairpersons.
REVISED 4-2-18 FOR LY 2018-19

Overview

Program development guidelines for Monthly Program Chairpersons are contained in this document with **key planning dates in red.**

- Monthly Program Chairs are responsible for the planning and conduct of weekly programs for the enjoyment, information and development of our members on the dates forecasted above in furtherance of the Objectives of Lions Clubs International and the El Paso Downtown Lions Club (EPDTLC).
- Monthly Program Chairs are free to curate programs of their own choosing, in consideration of the objectives of Lions Clubs International and the Downtown Lions Club. Monthly Program chairs are free to undertake timely or timeless program ideas of their own choosing, based on their own interests, creative ideas, timely topics in the news, and suggestions from others as they see fit—giving due consideration to the idea and objectives of Lions Clubs International, our club president, officers, and members, as outlined herein.
- **Contact your prospective program presenters 3-4 weeks in advance.**
A proposed draft letter of invitation and confirmation to your chosen guest speaker/ program presenter is provided for your optional use. See Appendix B: “Sample E-mail / Letter of Invitation to prospective speakers.” Follow-up the day before.
- The Monthly Program Chairperson is also the designated Program Introducer and Luncheon host for each guest speaker, unless the Monthly Program Chair chooses to delegate this responsibility to an alternative Program introducer, and this change is announced and agreed to in advance by all concerned. The Program Introducer is also responsible for selecting and arranging for specific Club Members to give the INVOCATION, lead the PLEDGE, and lead the SONG on the date of the program. **The Introducer will make arrangements for a SONG leader and the INVOKER at least 24 hours in advance**, and will list the names of the designated member/ volunteers, using a standard “MEETING AGENDA FORM” a reproducible copy of which is attached as Appendix C. The Introducer will complete this Meeting Agenda Form prior to each meeting, giving the completed FORM to Lion Boss for his information and use during the meeting.
- The following Programming Guidelines have been developed and refined by the committee over the past 15 years. They are updated by the General Program Co-chairs each spring based on input, review, and comments from all Monthly Program Chairs, the Club President, and Club Board of Directors. Suggestions for improvement are welcome at any time.

Programming Guidelines

1. Welcome to the Program Committee of the EL Paso Downtown Lions Club. Monthly Program Chairs make our weekly meetings successful by finding, recruiting, and facilitating the presentation of interesting programs and stimulating guest speakers. Thank you for joining the important work of this committee. Good programs are important to our Club!
2. Your work on our committee is vital because good programs help:
 - a. insure our weekly meetings are consistently interesting, enjoyable, entertaining, and well attended!
 - b. facilitate interaction and understanding between Club members and community leaders for our mutual benefit of in service to others.
 - c. support the recruitment of new members and help in the retention of current members—both critical tasks in any organization!
4. Program details every speaker needs to know.
 - a. Compensation. Presenters are the honored luncheon speaker and invited guest of the El Paso Downtown Lions Club. We pay for free valet parking at the Chase Bank building and the costs of meals at the El Paso Club for the presenters and up to five assistants, associates, family members, or other guests of their choosing. Presenters also receive a framed certificate of appreciation, signed by the President and Secretary of Club, to be formally presented by the Club President at the end of the program as a token of our appreciation. The Club customarily does not pay performance fees, financial honorarium, or travel expenses to presenters, nor are presenters permitted to solicit financial gifts or engage in the direct sale of products or services to Club members during their presentation. Exceptions have been made in the past where a monthly program chair has obtained the advance approval of the Program Committee Chair and the Club Board of Directors may be requested in cases where an exception to this policy seems justifiable.
 - b. Meeting location and facilities. Our meetings usually take place on Fridays from 11:30AM to 1:00PM at the El Paso Club, 18th floor, Chase Bank Building, 201 E Main Dr, El Paso TX 79901. Valet Parking is available in the garage entrance facing Mesa Street at no cost to members or our invited guest speakers, and their guests. The audience will include 40-45 club member and their guests, male and female, ages 35 and above.
 - c. Program length. Programs should be no more than 20 minutes in length: 15 minutes for prepared remarks or performances, and 5 min for the Q&A.

d. The El Paso Club facilities include a speaker's podium and excellent audio visual support services and equipment as follows:

- The El Paso Club can provide a digital video projector, a wide, pull-down white screen, and a high-quality sound system.

- If audio/visual projections will part of the program, the presenter should be asked to bring their own Laptop computer for their use during the presentation.

- The El Paso Club can, on request, provide connecting cables fitted with a standard male-type video graphics adaptor (VGA) and a standard 3/8" male-type audio connector (and/or a standard male type HDMI connector if required) in order to connect the presenter's laptop computer to the El Paso Club's video projector and audio sound system.

- Presenters should be advised that Apple laptop computers, iPads, as well as other hand-held portable electronic devices, may require specialized adaptors not provided by the club. If needed, these will be the speaker's responsibility to provide.

e There is performance space available for small groups of musicians, dancers, or other performances, if the center ballroom is available and reserved in advance thru Lion Susan and the Club Manager. A piano may be available by advance special arrangements thru Susan Driscoll in her capacity as Facility Coordinator.

f. We have also met on occasion for catered luncheon at other locations, including UTEP Durham Center, the Salvation Army, the Lighthouse of the Blind, and other venues chosen by our program committee or Club leaders. In such cases, advance coordination with all members concerned will be responsibility of the Monthly Program Chair unless otherwise agreed upon in writing between the Program Committee Chairs and the Club Officers and Board of Directors.

3. Recruiting Outstanding Programs: Who should you invite, and how?

a. Seek out programs you think would be worthwhile, interesting, enjoyable, or entertaining to our members! Bring us El Paso's most important thinkers, leaders, and entertainers! Find our most noteworthy writers, artists, witty performers, and talented musicians. Seek our leading business owners, gifted professionals, most generous philanthropists, and witty academics; our outstanding teachers, inspiring coaches and our most promising athletes, and students! Such programs are always of interest to our members.

b. Special Lions Programs. Lions Club International requires certain topic be covered annually for the information, training, and development of our members. These are scheduled in months with five Fridays. If a "Special Program" has been scheduled during your month, coordinate with Lion Susan to help her schedule special program topics that may fit with a programming theme

you may be exploring in your month, and to coordinate other meeting details outlined herein.

c. At least one program each month should be musical, artistic, humorous, or in some way entertaining.

d. If you are stuck for ideas, start by simply reading the newspaper! Look for something or someone of interest dealing with a topic you find interesting, important, entertaining, humorous, or timely. Contact the protagonists or organizations most directly involved and sound them out! If they are unavailable directly, speak with their secretary, agent, or executive assistant and discuss your idea and extend your invitation through them! Most will welcome your call and appreciate the honor and the opportunity to meet and speak to community groups like ours if it also furthers their mission and their own self interests.

e. Seek ideas from the Club President, Club officers, and your fellow committee members. Look for variety. For some specific examples, see Appendix A for a list of more 50 program speakers or topics that have been of interest to our members in the past. Try to break away from the usual. Don't be afraid to make cold calls in search of a new idea, program, or guest speaker.

f. Excellent Monthly Program Chairs seldom know the speakers they have chosen to invite! Reaching out to busy strangers might make you feel a little nervous at first. After a couple of tries, you will soon feel totally unafraid of making "cold calls" to any VIP! This happy feeling will be yours for three reasons:

- First, you will be representing the El Paso Downtown Lions Club—a well known and highly respected service organization in El Paso for over 90 years;
- Second, as Program Chair for the Club, you are extending a sincere invitation to be our honored guest and luncheon speaker on a date to be mutually agreed upon. Such invitations have always been well received as an indicator of our Club's interest, respect, and desire to learn more about our intended guest's life and work.
- Third, our invitations have always been warmly received and rarely if ever declined—except for schedule conflicts that could not be mutually resolved in the time available.

g. The key to confident cold-calling is simply to avoid procrastination or delay.

- **START THINKING NOW**, and take notes on your thoughts and ideas!

• Call your most interesting prospects sooner rather than later! **Place your first calls 4-5 weeks in advance** so you can offer some flexibility to your top prospects whose time may be in high demand. Give them a couple of dates to choose from.

- Immediately follow-up each phone call with a written invitation by e-mail to your prospect or their representative, using the sample letter of invitation template (See Appendix B). This written message will insure the clarity of your intent and purpose, serve as a reminder of the details, and make it clear that a response is needed.

h. If you find a worthwhile and interesting program that doesn't fit your theme, or theme, or your schedule for the month, consider contacting another monthly Chair with your found opportunity. Cooperation and professional courtesy between Monthly Program Chairs is highly encouraged and has always worked to our mutual advantage. Likewise, If another Monthly Program Chair has used a speaker before, we usually let that Chairperson extend any repeat invitations.

5. **Monthly Program Chairs will promptly follow-up any verbal invitation with a written letter of confirmation within 24 hours or less, usually via e-mail, to the invited presenter. See the sample letter of invitation, attached (Appendix B)**

6. . **As soon as you fill your dates, advise the Program Committee Co-Chair by e-mail of the program Topic or title, and Presenter's full name and title, for information and publicity purposes.**

a. If the program is planned but is as yet unconfirmed, or has been nominated by anyone other than the Monthly Program Chair, the program may be booked as tentative and printed in **red ink** on the Monthly Program Forecast). Tentative programs will be included in the Monthly Program Forecast, but will not be publicized until confirmed.

b. When you have confirmed the dates and arrangements for the speaker, but **no later than two weeks in advance, notify the Program Committee Co-Chair the program is confirmed.** The Program will then be listed in black ink on the Monthly Program Forecast and publicized accordingly.

c. Insure copies of your e-mail also go to the:

- Publicity Chair (who will advise the members and local media);
- Club Secretary (who will prepare the framed Certificate of Appreciation and bring it to the meeting;
- Monthly editor of the Tail (for the record), and to the
- Club Web Master (for advance posting on the Club's On-line Calendar of Events, for public information and for the historical record.

7. **About 10 days in advance of the program date**, re-confirm with your presenter the program date, time, location, program time allocation, transportation, support requirements, and request a biographical sketch to help you prepare your introduction.

a. If the Club's laptop and video projector will be needed, coordinate with Susan Driscoll at least 7 days in advance.

b. Provide the Publicity Chairman and the monthly Editor of the Tail with a brief program description, to include title of the presentation, brief biographical information on the presenter and a brief description of the program for advance promotional purposes.

c. Provide the Club Secretary with the correct spelling of the presenter's full name. (For preparation of a framed Certificate of Appreciation.)

d. Advise the Club Catering Coordinator, (Lion Susan Driscoll) of any special support requirements or extra meals needed (if more than one).

e. Prepare your introductory remarks.

8. **The Day before the program**, the Monthly Program Chair (or the designated Introducer for that program) will **reconfirm parking and meeting times with the presenter by e-mail or text message**. And arrange for a member to present the Invocation, Song and Roar. Review your introductory remarks, and prepare the Agenda Form for Lion Boss per the sample attached at Appendix C.

9. **The day of the presentation**, arrange for a member to present the pledge.

a. Provide the Club President with the typewritten agenda listing the names of members presenting the invocation, pledge, song, and Roar.

b. Insure the Framed Certificate is available at the podium for presentation by the President.

c. Welcome your presenter; seat yourself and presenter at the head table.

d. Introduce your program presenter to the members and assist as needed.

10. **After the program**, please send "Thank you" notes to presenters on behalf of the Club. Embossed Lions Club Note Cards are provided for your use.

11. Club Service Points are awarded to Club Members at the rate of one point for each ½ hour of work on behalf of the organization. A total of six service points will be automatically awarded to Monthly Program Chairs for the tasks involved in recruiting and facilitating a single program. The three-hour estimate per program was based on an informal study of the average time required to curate a single program. We found that the programming tasks fell chronologically into three groups, and each group of tasks, on average, took about one hour to complete as follows:

- Task Group a. (1 hr) Decide on a speaker, make initial and follow-up contact to secure the speaker and the date; advise the Committee and interested officers by e-mail when a program is tentative agreed upon and later confirmed.

- Task Group b. (1 hr) Make final-confirmation of the program, gather

presentation title, presenter biographical data; coordinate with secretary for printing a certificate, provide the publicity chair with promotional materials; arrange for the Video projector or aides as needed; recruit an invoker, pledge leader, and songster; and prepare the meeting agenda (Appendix C) for Lion Boss accordingly.

- Task Group c. (1 hr) Facilitate the program; meet and greet the speaker; validate their parking ticket; help them get settled and familiar with equipment; making informal introductions, escort guests through the buffet line, get them seated and comfortable; introduce the speaker and his or her guests; facilitate the Q&A as needed. Help them pack and depart; recover and secure our training aides; write a thank you note; e-mail photos if any.

- If extraordinary programs required additional hours, program chairs may be awarded increased service hours accordingly.

b. If extraordinary programs required additional service hours, the Monthly Program Chair or program curator is responsible for reporting the additional time served to the Program Committee Co-Chairs annually by April 20.

c. Program Committee Co-chairs will report the total time served by each Monthly Program Chair to the Club Secretary by May 1st each year using the estimate rate of 3 hours per program plus any additional hours claimed and will also report their own service hours for the year as well.

12. This Program Committee SOP is revised as needed and updated annually. Committee Members are invited to Submit proposed changes to this SOP to Program Committee Co-Chairs, Lion Mac Snodgrass (Oct-Mar) or Lion PDG Jim Peak (April-Sep) annually by 1 May.

APPENDIX A: Past Program Speakers and Topics of Interest.

1. Minutemen Computer Geek
2. UTEP quartet, trio – brass, etc
3. CEO Sunland Park Casino
4. Jockey
5. Car Dealership owner
6. State Park Ranger
7. Manager of the El Paso Chihuahuas Baseball Team.
8. Head of Law Enforcement Agencies eg.: City Police Chief, Patrolman, Parol Officer, DEA, FBI, Border Patrol, Immigration and Naturalization Service (INS), El Paso County Sherriff's office.
9. Anchorperson of TV Station.
10. Any pathologist (Medical Examiner's office)
11. Chamber of Commerce Rep
12. Head of Convention Center
13. Plaza Theater executive
14. CEO of a Bank
15. CEO of a Dairy
16. CEO of Hotel Assoc.
17. Tourism/Visitors Bureau
18. Community College President
19. Head of UTEP teams in addition to Football and Basketball
20. CEO of Beauty College
21. Director or Rep from Air Museum in Santa Teresa
22. Allergy Dr.
23. Dentist
24. UTEP Choir
25. Call Center Owner /operator.
26. General/Colonel in command at Ft Bliss or Holloman AFB
27. Radio Station Personality
28. El Paso Magazine Editor
29. Curator, Santa Theresa Air Museum
30. Plastic Surgeon
31. Trainer (gym)
32. Cardiologist
33. Physical therapist
34. Stent Manufacturer from Mexico
35. Stallman's Pecan grove rep
36. Blood donation center
37. Blue Sage/Sun Harvest, Albertsons, Whole Foods Mgr/Rep.
38. Sams/Walmart executive
39. Comedian
40. El Paso Times Rep
41. Swat Team rep
42. CEO El Paso Saddle Blanket Co.

43. County Tax Assessor rep
44. Fire Marshall
45. Hispanic Chamber of Commerce
46. Western Refinery CEO
47. Judge
48. Flu Threats – Dept of Contagious Diseases
49. Iris Burnham – Museum of Insights
50. Ophthalmologist
51. High school choir.
52. Registered Pharmacist.
53. Santa Theresa Industrial Park Developer.
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APPENDIX B.

Sample E-mail / Letter of Invitation to prospective speakers

Date

Name

Address

Dear _____,

This letter confirms our invitation to you to be our honored guest and principal luncheon speaker at the El Paso Downtown Lions Club on Friday _____, 20___. We hope you will arrive about 11:30 a.m., join us for lunch with our members, and speak to our Club for about 15 minutes on a topic of your choosing; and, afterwards, respond to questions from the members, as time allows (usually about 5 min) moderated by our Club President.

The Meeting will take place at the El Paso Club, located on the 18th floor of the Chase Bank Building, 201 E. Main Dr. Valet parking is available by driving into center garage entrance of the Chase Bank Building facing Mesa Street. Take the elevator to the top floor. A club representative will validate your parking stub as you enter the Lions club meeting room. (If wheelchair access is required, the Valet Parking Garage will not do. Instead, enter the Self Parking garage on the Franklin Street entrance between Mesa and Stanton; park on level 2 and take elevator to the top floor.)

Our customary schedule of events is:

11:30 a.m. Arrival. Meet the Club officers and members for buffet lunch served in the Main Dining area of the El Paso Club.

12:15 p.m. Meeting is called to order by our Club President.

12:30 Luncheon Speaker will be introduced and address club for about 15 minutes plus 5 min for Q&A (20 minutes total maximum time).

12:50 Drawings for door prizes.

1:00 Adjournment.

The audience will number about 35-40 members and guests of the Club. A podium and an excellent sound system will be provided. If you wish to use a laptop computer, we can provide a projector and a large projection screen *if request requested in advance*.

To facilitate your presentation, please e-mail me the following items 10 days in advance (i.e. by _____)

-- A one-page biographical sketch for advance publicity purposes;

-- title for your presentation;

-- name of any guest (s) you will bring; and

-- any special training aids or additional assistance you require.

• On the date of your presentation, your host will be Lion _____ (c: 915-xxx-xxxx;) who will assist you as needed and will introduce you when the time comes for your presentation.

• Additional information about our Club is provided below. Although you may be familiar

with our organization, its objectives, and traditions, you might wish to review our goals. We think that are good ones, and always worth reviewing when addressing our membership. Thank you once again for your willingness to speak to our group, and for your help in confirming these arrangements.

Sincerely,

Monthly Program Chairman
El Paso Downtown Lions Club
(H) xxx-xxxx (C) xxx-xxxx (E) xxx@xxx.xxx

Enclosure:

The El Paso Downtown Lions Club meets weekly on most Fridays. The Club was chartered by *Lions Clubs International* on May 19, 1923 and is the oldest and largest of the sixteen Lions Clubs in the City of El Paso.

Lions Clubs International is the world's largest secular service club organization with 45,000 clubs and nearly 1.35 million members in 200 countries around the globe. The purposes of Lions Clubs International are:

- Create and foster a spirit of understanding among the peoples of the world;
- Promote the principles of good government and good citizenship;
- Take an active interest in the civic, cultural, and moral welfare of the community;
- Unite the clubs in the bonds of friendship, good fellowship, and mutual understanding;
- Provide a forum for the open discussion of all matters of public interest; provided, however, that club members shall not debate partisan politics and sectarian religion;
- Encourage community service without personal financial reward and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works, and private endeavors.

APPENDIX C, Meeting Agenda—

(Monthly Program Chairs will please print and complete the first three items on this form, naming members recruited to offer the Invocation, Pledge, and Song. Present draft Agenda to Lion Boss prior to the meeting.)

Call to Order _____, 20__

Reminder: Cell Phone Ringers TURN OFF

- Invocation: Lion _____
- Pledge: Lion _____
- Song Lion _____
- History: Lion _____
- Introduction of Guests: _____; _____;
_____; _____; _____;
_____; _____; _____; _____
- Health and Welfare: Lion: _____
- Announcements: _____;
_____; _____
- Program: _____ will introduce our
guest speaker(_____)
- Thought for the day: Lion _____
- Raffle: Tail Twister Lion _____
- **Reminder: CELL PHONES OR RINGERS: BACK ON**
- Adjournment