

ANNOTATED MEMBER/PROGRAM MEETING AGENDA



(Note 1)

Successful Valley Chapter

PROGRAM MEETING

September 5, 2016 – 11:30 a.m. – 1:15 p.m.
Lowell's Inn, I-85 at Kensington Road

- Networking & Problem Solving (Note 3) (Note 2)
Process problems, systems snags, client headaches? Let the group workshop solutions. 11:30 a.m. – 11:50 a.m.
- Welcome, Introductions & Chapter Update (Note 4) – Beth Bartok, President 11:50 a.m.
- Pledge** of Allegiance – Mary Spencer (Note 5)
- Inspiration – Ruby Jones
- Lunch (Notes 6 & 7) 12:00 p.m. – 12:35 p.m.
- Program 12:35 p.m. – 1:10 p.m.
- Speaker Introduction – Amelia George (Note 8)
 - “Agency Update” – Comm. Bob Axelrod, Successful Valley Real Estate Commission
 - <include description of program here>
- Announcements & Acknowledgements (Note 9) 1:10 p.m.
- 50/50 Raffle Drawing – Ella Anderson
 - Our Sponsors: Larry Gartner, Gartner Home Inspection
 - Sally Olmsted, Alpine Title & Mortgage
 - Flowers: Valley Florists
 - Favors: Ruth's Main Street Chocolates
 - Decorations: Phillippa Goldstein, Ruth Metz, Andie Tunney
- Next Meeting and Election– October 15 2016, 11:30 a.m. – Lowell's Inn, I-85 at Kensington Road (Note 10)
- Adjournment 1:15 p.m. *Sharp!*

Chartered 1984
SUCCESS VALLEY CHAPTER
2014 Winner – WCR Chapter Programs

Women's Council of REALTORS®
Get Ready!

(Note 11)

- Note 1 WCR Logo. Don't dilute the strength of the WCR brand. Use the WCR logo, image and language to reinforce the message of professional credibility, relevant skills and trusted support system.
- Note 2 Agenda Item Time Frames. Show time segment start and end times, then stick to them. Your members will appreciate this demonstration of respect for their time.
- Note 3 Intentional Networking. Don't leave networking to chance. Make connections happen on purpose, by giving your networking a focus and by having facilitators who encourage participation and keep things on track. Use the [NEW Ideas for Chapter Networking Activities Tool](#). Problem-solving roundtable, best practices sharing, discussion of specific real estate issues, etc.
- Note 4 President's Opening Remarks. Here is the place for the President to give a brief update on chapter activities, such as governing board decisions, significant committee results, etc. Invite members interested in a full report to attend the next governing board meeting.
- Note 5 Pledge & Inspiration. In ordering the program, the rule is "God before country." WCR has programs with a non-religious thought (inspiration) rather than a prayer (invocation), so the Pledge of Allegiance comes before the inspiration.
- Note 6 Keeping Lunch Service on Time. If you meet in a restaurant or hotel, confer with the waiter or banquet captain beforehand about your time constraints. Pre-setting salads and desserts saves time that is better devoted to the program. Waiters are a distraction, so after they clear and pour coffee, they should leave the floor – then introduce your speaker.
- Note 7 Meeting Location and Time of Day. Remember: "It's not about lunch, it's about real estate." Try different venues, such as a listing open house where lunch is brought in. Members view a listing... and eat, too. Occasional breakfast meetings can also attract members who otherwise do not attend.
- Note 8 Guest Speaker. Have the person who introduces the speaker also be the "timekeeper." Signal the speaker when she has five minutes remaining and gracefully interrupt her if she goes over.
- Note 9 Acknowledgments & Recognition. Always give the names of volunteers you are acknowledging. And be specific about what they did, gave or accomplished.
- Note 10 Next Meeting. Always give the date, time and location of the next meeting.
- Note 11 Strut Your Stuff. There is pride in success and belonging. Don't miss an opportunity to remind members of chapter milestones and achievements.

American Flag Protocol and the Pledge of Allegiance Tips

From the standpoint of the audience, the flag is placed on the left (that is, to the speaker's right).

If no flag is available, the group may face either the person leading the pledge or the spot where the flag would be if it were present.

If the flag must be handled, do so carefully and respectfully. Do not allow the flag to touch the ground.

In the Pledge, there is no comma in the phrase "one nation under God," so there does not need to be a pause between 'nation' and 'under.'

For more information about the correct handling of the American flag, see:
http://www.legion.org/flag/questions_answers