

**Oregon Area Orientation, January 20th, 2018.
First Christian Church, Eugene, Oregon.**

Time	Topic	Facilitator	Description
09:00 - 09:15 am	Introductions and Opening Remarks	Ron W. Area Chair	Introduction of Facilitators, Agenda Overview.
09:15 - 09:45 am	Website Presentation	Theron B. with Nick F. Webmasters	Area Website Resource for DCMs, Area Officers and Area Service Committees.
09:45 - 10:15 am	Email Courtesy	Theron B. with Nick F. Webmasters	Common Practices for Effective Email Use in General Service.
10:15 - 10:30 am	Archives Presentation	James J. with Hal E. Archivists	What to Save, Basics of Preserving Documents.
10:30 - 10:45 am	Break		
10:45 - 11:25 am	Budget / Expense Presentation	John A. Treasurer with Randy W. Finance Chair (Finance Committee will be available throughout the morning).	Overview of Area Budget, Service Committee Budgets, How and When to Submit Expenses, Reimbursement Forms, Area Travel, Financial Aspects of District Business, Prudent Reserve, District Bank Accounts.
11:25 - 12:00 pm	Overview of Assembly Agenda	Ron W. Area Chair with Vera F. Delegate	Overview of Area Quarterlies - What Sessions Should DCMs, Officers and Committee Members Attend to be of Maximum Service.
Noon - 1:30 pm	Lunch		

Time	Topic	Facilitator	Description
01:30 - 01:50 pm	Hosting an Assembly	Penny H. Alternate Chair	General Discussion - Why a District Should Host an Assembly.
01:50 - 02:10 pm	Administrative Details / Resources	Ron W. Area Chair with Reilly K. GV Chair	Resources for Area Officers and Area Committees.
02:10 - 02:30 pm	Effective Motion Writing	Reilly K. GV Chair with Jim F. Alt Delegate	Required Components, One Topic Per Motion, Clear and Concise Wording.
02:30 – 02:45 pm	Break		
02:45 – 05:00 pm	DCM School**	Vera F. Delegate	In-depth Training for all DCMs.
02:45 – 03:30 pm	Service Committee Overview	Anne M. Past Delegate	Overview and Suggestions of How to Increase Effectiveness in Service Committees.
03:30 – 05:00 pm	Individual Service Committee Breakout Session**	Roberto F. Corrections Chair with Cindee S. Newsletter	All Area Committee Members: District Presentations: What Works, What Doesn't Review Workbooks.
05:00 pm ***	Adjourn		

** To discuss the nuts and bolts of carrying the message in each capacity.

***** All attendees, except clean- up crew, are requested to leave the building quietly and promptly at the conclusion of their last session. We are asked not to linger outside the church grounds after leaving the building, we do not disturb the church services or activities.**

Thank you for cooperating.