

Region Assembly Paperless Meetings – Region 1

1. Region	1
2. Project Contact	
Name	Shawn P. Kelley
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3. Project Category	Region Operations
4. Project Description	Region Assembly meetings that are paperless
5. The Process (What you did, When and How)	Every Fall and Spring, Region 1 hosts an Assembly in which the Sections of the Region get together to share best practices, successes and failures of operational procedures, meeting ideas and topics, and leadership challenges. At the meeting, each Section is asked to bring a Section report and present this report to the Assembly. The format of this report has been standardized so that each Section can provide similar Section details (i.e., list of officers, size of Section, number of members, current budget, awards, committees, etc.). Each Section began printing multiple copies of these reports to hand out to assembly delegates. At our last assembly meeting in April 2011, an announcement was sent out to each Section to provide a digital copy of their report so that it could be put onto a main computer that was hooked up to a projector. A screen was used at the assembly and the report was shared with the group electronically. A second screen and computer was used to project the Section's location within the Region so the delegates could see where this Section was located within the Region.
6. Those in Charge (Committee, Task Committee, Etc.)	Mr. Tony Puntin, Region 1 Society Director and Region 1 Governor Board Chairperson, and Shawn P. Kelley, Region 1 Governor Board Vice Chairperson
7. Time Frame (When Started, When Completed)	Started April 2011 and this is on-going for future assemblies
8. Success Factors (The Parts that Worked Really Well)	Electronically sharing the report and having it on one computer during the presentations
9. Setback Factors (The Parts that did Not Work Well)	The report format was in WORD and should be changed to POWERPOINT

10. Creativity (This is something off the wall that we did)	
11. Administration (What was most Important)	Giving each Section ample time to send in their reports digitally before the meeting.
12. Follow-Up (What was most important?)	Making sure each Section president was aware of the request for a Section report at the Assembly meeting and when the report should be sent in prior to the assembly meeting
13. Recommendations (What you should ALWAYS do with this project?)	Communicate deadlines to the Section delegates and follow up with them prior to the meeting. Make sure each Region Governor is in touch with their Sections.
14. Cautions (What you should NEVER do with this project?)	Assume each Section will send in their report given only one email announcement about the Assembly meeting and the reporting requirement.
15. The Outcome	There was positive feedback by most attendees.
16. Ongoing Activity (Would you do it again?)	Yes
17. Speaker Contact information (person from your Region who would be willing to speak about the Best Practice)	
Name	
Address	
Phone Number	
Email	
18. Additional Comments	The next assembly will have reports in POWERPOINT format and use bigger fonts for presentation purposes. The WORD document report will be included in the Assembly meeting minutes.