

**REGION VII  
2009 PRESIDENT-ELECT TRAINING  
Nashville, TN  
May 16, 2009**

**AGENDA**

- **WELCOME & INTRODUCTIONS – Frank Schambach**
  
- **SOCIETY OPERATIONS – Terry Townsend**
  - A. Society Organization
    - 1. Board of Directors
    - 2. Councils
    - 3. Committees
  
  - B. Society Goals and Theme
  
  - C. Major Events
  
  - D. Annual Meeting – Louisville, KY  
June 20 – 24, 2009
  
- **REGIONAL OPERATIONS – Art Hallstrom**
  - A. Regional Officers
  
  - B. 2009 CRC
    - 1. Business Session – **Frank Schambach**
  
    - 2. Technical Sessions – **Art Hallstrom**
  
    - 3. Workshops – Chapter Operations, Grassroots Committees & Historian
      - a. Membership – **John Richardson**
      - b. Student Activities – **Berkley Allen**
      - c. Research Promotion – **Terry Townsend**
      - e. CTTC – **Frank Schambach**
      - f. RECC – **Victor Mills**
      - g. Programs - **Art Hallstrom**
      - h. Historian - **Frank Schambach**
  
  - C. Chapter Visit Schedule – **Frank Schambach**
  
  - D. Regional Planning Meeting – **Art Hallstrom**
    - 1. July 10 – 12, 2009
  
  - E. Newsletters, Quarterly PAOE Updates & Region VII Website – **Victor Mills**
  
  - F. Region VII Theme for FY 2009-2010 – **Frank Schambach**
  
  - G. 2009 CRC Meeting (cont) – **John Richardson**
    - 1. Nominating Committee & Caucus Sessions
      - a. Nominating Procedures

- (i) Requirements for Service in Regional & Society Positions
    - (ii) Biographical Record
    - (iii) Pre-Caucus Preparation
    - (iv) Voting
  - b. Regional and Society Awards – **John Richardson**
    - (i) Requirements for Consideration
    - (ii) Chapter Documentation
- **CHAPTER OPERATIONS – Kay Thrasher**
  - A. Chapter Information Questionnaire
    - 1. Duties of Officers, Committee Chairs & Board of Governors
    - 2. Chapter Planning Meeting
    - 3. MBOs
    - 4. Chapter Member Updates
    - 5. Newsletter
    - 6. Programs - Distinguished Lecturer Program
    - 7. Use of Electronic Mail
  - B. 2009 - 2010 PAOE Criterion – **Terry townsend**
    - 1. Changes from 2009 - 2010
    - 2. Reporting Requirements
- **CLOSURE – Frank Schambach**
  - A. Completion of President-Elect Training Survey
  - B. Question & Answer – Open Topics
  - C. Travel Vouchers