

PRESIDENT'S MESSAGE

What do you say at the beginning of a new year? It is a time when the children and grandchildren have gone back to school, vacations are over and you feel ready to face the world with a fresh outlook. This year we will "Face the Challenge" wherever it presents itself.

Begin this year with a personal quest to finally conquer the challenges that you face in your day to day life, at work, at POWERtalk and at play. I believe that if you are successful in your challenges then POWERtalk will be successful as a result of your personal achievements.

Start this year with setting at least one goal that you would like to accomplish as a member of POWERtalk. Goals help to motivate you, to keep you focused, and they build your confidence as they are achieved.

Write down your goal in order to make it real and something that can be referred back to and revised if needed. Make it a goal that you have control over, but a little bit out of your comfort zone, such as completing Level 2 in the Accreditation Program by July 31, 2011.

The Sierra Pacific Region Board has a goal to increase membership by 10%. That means we need to add 10 new members to the Region this year. The PREM committee will be working to help achieve this goal with the many activities that they have planned. They met as a group at the Strategic Planning Meeting held on August 14, 2010 to develop their goals and action plans. They are preparing to "Face the Challenge".

When you write your goals, be sure that they are **SMART**; **S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**ime-bound. In this way, you have a much better chance of success.

Join us at the Fall Training Meeting at the Four Points by Sheraton in Emeryville, CA on October 9, 2010. There we will provide you with training to help you achieve your goals.

Just think where we can be as an organization, in this new year, if we all achieved just one goal. One goal does not sound like much, but collectively it is powerful.

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- Special points of interest:**
- Fall Training Registration
 - Council Performance Award Criteria
 - SPR General Budget
 - SPR Region Annual Budget

President—Elect’s Message

As we begin the new POWERtalk year, have you set your personal goals? Will you complete your next Accreditation Level? Have you asked a friend to visit your club meeting?

To reach the goals our Sierra Pacific Region President has set for this year, the programs at all levels must meet the needs of the members and potential members. This is particularly important at club level as the clubs are the basis of our organization. As your program committees plan these programs they must take

into account the interests of their members and the requirements they need to complete to accomplish their Accreditation goals. As a member, if you have certain assignments you wish to complete, be sure to tell your Program Chairman.

If you are interested in expanding your expertise by presenting a workshop at your council or at region, don't be shy. "Face the Challenge." Your council and region program chairmen are always looking for members who are willing to present workshops.

If you are interested in presenting a workshop or being a program participant at either the Spring Training Meeting or Annual Conference just let me know, so I can help you reach your goals.

I look forward to seeing all of you at the Fall Training Meeting on October 9th.

Faye Corrin

Accreditation

Welcome members to the 2010 POWERtalk International year.

The Accreditation program is voluntary to each member and offers opportunities to get credit for undertakings realized under its guidelines. Your membership entitles you to gain recognition as an Efficient Communicator (EC) to a Distinguished Communicator (DC).

Last year we celebrated with

several members in their accomplishments of new levels in the Accreditation program. We are anticipating an even bigger PARTY this year.

The goal of the SPR Accreditation Committee is to assist you in attaining whatever task is needed for you to complete your next level of accomplishment. Please work with your Club/Council accreditation chairmen to identify specific

task requires and get it completed.

Let's continue on our goal to gain the acknowledgement fitting to us as outstanding communicators.

Wanda Scott, AC



Making Changes

Those of us in ITC are lucky. We can find things that need improvement and make changes. One of these areas is our SPR bylaws and standing rules. If your club finds something that needs improvement you can submit an amendment and have it discussed at the 2011 conference.

Last June there was some concern about our election process. Even though a

candidate for SPR offices including nominating committee may have no opposition, delegates still must vote for them. Some members have suggested that this process should change.

If your club feels that this process or anything else in the bylaws and standing rules needs changing, discuss it in your club meeting and submit any and all changes to this chairman.

The address is::

Howard Egerman,
Bylaws and Standing Rules
Committee Chairman
3216 Davis Street
Oakland Ca. 94601

All of us are looking forward to an exciting year under SPR President Portia Munn.

Program Booklet Updates

I have exciting news for you all. Our conference program booklet will again feature the "Meet Our Members" section! It's not too early to start collecting your photos to use.

Each club is permitted one free 8.5 x 11" page. Please leave at least a one inch blank border on your document so edges do not get cut off in the copy process. Pages must be created in Word, Microsoft Publisher or can be sent as a PDF. I would like to encourage for photos to

be taken close up. Your words are important so make them count! When typing any information use a large enough font for everyone to read. Recommendation: At least a 12 font. Arial or New Times Roman works well. Anything smaller tends to get ignored by most members.

Club or Council pages must be emailed to: spr_itc@yahoo.com, **by no later than April 1**. Please, no hard copy in snail mail.

Please do not confuse the Meet Our Members pages with the Program Ads. Ads play a vital role in the budget and the region depends on the money from the program ads to offset expenses. So you will want to start preparing for those too!

Denise L. Cheeseman
Program Booklet Chair



Minutes Speak To Us

Hello, everyone. It's an honor to serve as your secretary for both Sierra Pacific Region and Council One.

The Secretary's job is one of the most important jobs in the life of any organization. Because of this, accuracy is vital. This means catching those grammatical errors, typos, and other awkward slips.

Take a break. The best way to ensure that your manuscript is error-free is proof-reading.

That's *proofreading*, not just running the spell-check on your computer. After you've finished your document, take a break. When you return your mind will be refreshed, and you'll see those little

you may have missed before.

Take your time. Work in a quiet area where you won't be disturbed. Don't let a deadline make you careless. Read your document through first for content. Then proofread for grammar, spelling, and other elements. It's OK to run the Spell-Check. But it's not OK to make that the only check on the document. Watch out for letters missed, doubled, or transposed.

Read out loud. Reading aloud is slower, and details are more noticeable. You'll hear the difference between what you meant to say and what you actually said.

Proofread backwards. Start at the end of your document and work back line by line. This will force you to look at the

Elements rather than the content.

Track your mistakes. Develop a checklist of your most common mistakes – they're the ones you're most likely to overlook.

Regardless how great a piece looks, one grammatical or spelling error can ruin it. Once you're convinced you have an errorless document, have someone else read it. A second pair of eyes on your work will usually catch any typos you've missed.

Good luck, and good minutes to you.

Jenny Genesoto, Secretary
Sierra Pacific Region

All Aboard!!! All Aboard!!!

The **POWERtalk** train is leaving the station for destination ‘Publicity.’

Our **POWERtalk** International organization is International, but at the Club, Council and Region Level we need a “Kick-off Campaign.” Now is the time to use those skills we have learned over the years using every resource possible to ignite this movement.

All clubs through their membership will be asked to participate. We are not doing enough to spread the word about our great **POWERtalk** International organization. We must invest our time with enthusiasm to translate our message to potential members.

As SPR Publicity Chairman, an outline to launch a campaign will ignite a spirit of enthusiasm.

A two fold outline is as follows:

The first phase of Publicity will require Club participation for Council 1, 2, and 4.

- a. Send meeting announcements monthly to your local community newspapers.
- b. Log and cc a copy of announcements, news releases and results to SPR Publicity Chairman, which will compiled and a report will be given at the Spring Planning Meeting.

The second phase will be launched at the Region Level by Publicity Chairman, Bobbie Bell as follows:

- a. News releases to RADIO/TV and PSA ANNOUNCEMENTS.
- b. Presentation on TV shows to cover the Modules as well as our organization. (A participation list will be maintained pending confirming appearances on media coverage and area of coverage.
- c. TV/RADIO PSAs will be used for Spring Training and Annual Conference.

Target date for implementing **POWERtalk** International Publicity Campaign will be announced pending confirmation of calendar dates and Publicity Chairman at Club and Council.

Bobbie Bell
SPR Publicity Chair



FALL TRAINING MEETING



Come Join Us

By Carroll Jean Lorbett
Conference Coordinator 2010 - 2011

Where's the beef?

This is the time of year that *POWERTalk* International/Sierra Pacific Region extends us an invitation to join together and begin our annual journey to self discovery and personal development.

Try it! You'll like it!

We **Begin the Challenge** on **Friday evening**, October 8, for fun, frolic, and fellowship. We'll meet and greet old friends and make new ones. We'll play games and meet some special guests.

On **Saturday, October 9**, the fun continues with workshops conducted by the best presenters this region has.

Pam Montague and Belinda Helms will present Platform Presence,"

Pam Camp's workshop is "Tapping Into the Fountain of Youth"

Maryann Wesson is sharing her bag of laughter with "Got Fun?"

Edie Eddens will facilitate, "Writing Your Way –A Personal Experience," with past winners of the writing contests.

For nourishment and enjoyment, we will lunch on a fabulous Italian Buffet. *Buon appetito!*

The training weekend in Japan, will be exceptional. Ours will be no less enthusiastically presented and wide-ranging in content. Let me share with you a comment by Kuniko Taguchi, the leader of Nishiki-za, a form of Japanese traditional comedy, sometimes referred to as *noh-kyōgen* that will be performed during at the *POWERTalk* International Training Weekend 2010. In describing the pleasure and satisfaction in performing, Kuniko Taguchi says, "... And feeling of unity and accomplishment through training." So you, me, - **US** - coming together in unity to share the marvelous feeling of accomplishment by taking on and meeting the challenge of learning and self development. That is what we hope to achieve but we can't do it without you. Please join us.

And, oh by the way, *here is the beef!!!* You will find it and **US** in Emeryville at the **Four Points By Sheraton**, 1603 Powell Street.

Moving Forward!

Did you read the PREM article in this issue? Please make sure that you do because Elizabeth Richardson and her PREM team members: Bobbie Bell, Maria Trujillo-Tough, Pam Montague and Edie Eddens, have very realistic goals for this new year. When you read this article you will see that it also has wonderful information to help you with your new members recruitment and existing members retention efforts. I know that there are several clubs striving to gain new members. My own Council Four has low membership right now. We all know what a challenge it is to create enough interest in our organization. We want potential new members to feel that their time is well spent. I admit that I get discouraged too, but I am continuing to be positive that we will persevere and we will prevail. My own club, Acorn continues to move forward and we continue to work toward our goal of gaining new members in 2011. One recruitment opportunity is coming up in October for all of the clubs in Sierra-Pacific Region. It is our Fall Training meeting at the Four Points by Sheraton in Emeryville, CA on October 9, 2010. Our Fall Training meeting is a show case of our fabulous members and the training *POWERtalk* has to offer.

Remember what Portia Munn said in her President's message?

“Just think where we can be as an organization, in this new year, if we all achieved just one goal. One goal does not sound like much, but collectively it is powerful.”

Let's all move forward with powerful positive thoughts and actions to help our clubs grow and for Sierra Pacific Region to thrive in this new year!

Member Engagement!

Publicity, Recruitment, Extension and Membership are the four cornerstones on which *POWERtalk* International can grow and thrive. The International PREM team provides an impressive number of tools and ideas to help your clubs recruit and retain members. You can find these tools on the *POWERtalk* Website. An example is the PREM feature on “Thirteen Ways to Ensure Visitors Become Members”.

Also, ITC Power Lines—The bi-monthly PREM newsletter is a source of up-to-date, practical ideas and information with contributions from members around the world. Have a member of your club visit the ITC website in the [Resources](#) section under PREM>Power Lines. See how other clubs have increased their membership.

Last year *POWERtalk* International had 500 new members join our Organization and we had 6 of the 500; we are growing. We meet people everyday that our Organization can help them improve their communication skills. Invite them to your meeting. See how many visitors you can bring to your club meetings. Once visitors become members they must be nurtured by our senior members through example of professionalism and excellence. This will be accomplished through each member's continued commitment to training, practice and participation at all levels of our Organization. When visitors become new members, you will have better and more exciting meeting.

Visitors can add enthusiasm to your club meetings.

PREM newsletter is a source of up-to-date, practical ideas and information with contributions from members around the world. Have a member of your club visit the ITC website in the Resources section under PREM>Power Lines. See how other clubs have increased their membership.

Last year POWERtalk International had 500 new members join our Organization and we had 6 of the 500; we are growing. We meet people everyday that our Organization can help them improve their communication skills. Invite them to your meeting. See how many visitors you can bring to your club meetings. Once visitors become members they must be nurtured by our senior members through example of professionalism and excellence. This will be accomplished through each member's continued commitment to training, practice and participation at all levels of our Organization. When visitors become new members, you will have better and more exciting meeting. Visitors can add enthusiasm to your club meetings.

Your members may need an incentive to bring in guest to your meeting. What about a free membership for the winner for next year or a cash prize of \$100 or a trip to _____? Come up with a creative prize/award for the winner.

The SPR PREM Team's Goals this year are:

- Present a Training Module Classes
- Advertise all clubs in their local newspapers
- Develop specific advertising material for each club
- Start a New Zenith club
- Start a Cyber Club
- Have every club increase membership by a minimum of 20%
- Have 100% retention for all clubs

This is going to be an exciting year for growth in the Sierra Pacific Region and you can make a difference by bringing in one new member this year.

The PREM Team

Liz Richardson, PREM Coordinator

Bobbie Bell, Publicity Chairperson

María Trujillo-Tough, Recruitment Chairperson

Pam Montague, Extension Chairperson

Edie Eddens, Membership Chairperson

A Winner's Story

With a sense of pride, she typed a period and heaved a deep sigh. "I can't believe it," she said. "I finished my entry for the ITC writing contest! And this was my first time to enter!" However, she was most pleased with herself for having finished even a little ahead of the deadline, so there would be time for one more careful edit and final check of formatting. Having done this much, she did not want to take a chance of being disqualified for not meeting the requirements. In her heart and in her mind she knew, was absolutely certain, that her short story, which was told from the viewpoint of a treasured family heirloom, was a good one. She had worked hard to give Grandma Anna's carnival glass punchbowl a believable and lively character, one befitting a punch bowl that had witnessed many happy and also a few sad family occasions, and she knew she had done a good job. Now all that remained was to send her story off to the contest chairman in Yuba City and hope for the best.

Time passed. Finally, it was conference time, when the writing contest winners would be announced. Driving to Emeryville with others from her club, she felt excitement and anticipation. Trying to ignore the heavy traffic on I 80, she remembered how motivated she had been; at times it had seemed as though her fingers had flown across the keyboard of their own volition. She also remembered the times of "writer' block," when she had been unable to think of a suitable next sentence, and had gone in search of inspiration in the kitchen, munching crackers and cheese. "Good thing," she thought wryly, "that my story was not any longer; I could have really packed on a few pounds. I wonder if that explains why Truman Capote always was a little chubby"?

Finally, it was time for the Honors' Banquet, when the writing contest winners would be announced. She was in a festive mood and treated herself to a glass of wine. She was glad when President Portia took the podium. Didn't she look good in that gorgeous orange gown! There were quite a few people to be recognized, but at last, Portia presented the writing contest chair, Barbara Stengel, to present the winners of the writing contest. She knew Barbara fairly well, and she knew that Barbara liked to turn everything into an "occasion." Now she made a little speech in praise of the writing contest, lauding the contestants and judges. This marked the occasion, all right, but it really stretched your patience. Good grief, couldn't Barbara just get on with it? Ah, finally! First prize in non-fiction went to Shirley Figenshu. There were gasps of surprise, little shrieks of delight, there was applause, there were smiles, and congratulations, and there was Shirley's happy face, flushed with excitement. First prize for poetry went to Eileen Beresford. Again, gasps of surprise, little shrieks of delight, there was applause, there were smiles, and congratulations, and there was Eileen's happy face, flushed with excitement. Now it was time for the winners in fiction to be announced. And then, she heard it! Barbara announced "...and the winner in fiction



Continued on Page 10

SPR Committee Chairmen 2010-2011

SPR COMMITTEE	2010-11 CHAIRMAN	Email
Accreditation	Wanda Scott	lilwanda4@aol.com
Budget And Finance	Shirley Figenshu	mdynasty34@surewest.net
Bylaws & Resolutions	Howard Egerman	howard.egerman@ssa.gov
ITC Communication Liaison	Pam Camp	camp1532@sbcglobal.net
Annual Conference Coordinator	Carroll Lorbett	carroll.j.lorbett@hud.gov
Credentials	Aubrey 'Gail' Anderson	Aubrey0417@yahoo.com
Decorations	Elroy Tyler	elroytyler@aol.com
Donations	Liz Hatch	dacrabbyone@hotmail.com
Executive Aides	Liz Hatch	dacrabbyone@hotmail.com
Financial Review	Hiroko Saigo	hsaigo@netzero.net
Flag Ceremony	Stephanie Booth	traveler@redshift.com
Historian	Diane Egerman	No email
Newsletter	Maria Trujillo-Tough	mvtruj@aol.com
Nominating Council 1	Belinda Helms	bbunpoo@aol.com
Council 2	Alan Nakano	shogundad1@att.net
Council 4	Wanda Scott	lilwanda4@aol.com
Elections	Eileen Beresford	jeberes@surewest.net
Pages	Jennine Quiring	qusinebyj@aol.com
Timers	Utako Kimura	utakokimura@juno.com
P.R.E.M.	Elizabeth Richardson	ErRichardson1202@yahoo.com
Publicity	Bobbie Bell	missannonthego@sbcglobal.net
Recruitment	Maria Trujillo-Tough	mvtruj@aol.com
Extension	Pam Montague	pampshmon@aol.com
Membership	Marian "Edie" Eddens	eddensm@wwdb.org
Program Ads	Karl Figenshu	karl.figenshu@fedexkinkos.com
Program/Education	Faye Corrin	Californiafaye@aol.com
Conference Program Booklet	Denise Cheeseman	spr_itc@yahoo.com
Properties	Robert Richardson	rrobert12@sbcglobal.net
Protocol	VACANT	
Registration/ Meals	Pam Montague	pampshmon@aol.com
Speech Contest	Alan Nakano	shogundad1@att.net
Ways & Means	Loretta Newsom	lorettanewsom@att.net
Webmaster	Maria Trujillo-Tough	mvtruj@aol.com
Writing Contest	Barbara Stengel	barbjoe@syix.com

A Winner' Story, continued

Can be YOU! You could also be the winner in non-fiction or poetry, for that matter. Yes, you, the long-time and dedicated ITC/POWER*talk* member who has never thought about or has never quite gotten around to entering the writing contest! This is the year to make it happen! As writing contest chair, I want to challenge all of you, members of long standing and new members alike, members of small or large clubs, and members-at-large, to make this year different. Decide to enter in any or in all of the categories. There is no better time to think about a topic than the present. There is no better time to jot down some thoughts, on a notepad or on the computer. In Sierra Pacific Region we have historically not received many writing contest entries, although we did quite well last year. I challenge you to make this year even better. Your president, your board, and I would dearly love to see many more writing contest entries by our members, who have such a variety of talents, experiences, and personalities to bring to it. Let YOURS be among the names I will announce next June at our twelfth Sierra Pacific Conference in Emeryville!

Look for specifics about writing contest rules and deadlines in future issues of the Pacific Waves and in your council's newsletter.

Barbara M. Stengel
Writing Contest Chair
Sierra Pacific Region

SPR Communications Liason Officer (CLO), Pam Camp

When I made the offer to Portia Munn, our SPR president, to continue on as her CLO officer, it was actually for a selfish reason. I felt as though I needed to continue on in this capacity so that I could do a better job "next time". In order to do a better job though, I actually need your help. An annual cascade test will be sent by international probably in the spring. The purpose of this is for international to see if their information is getting to each member of the organization.

Please help SPR "pull ahead" of other regions on the information highway and send me the name and e-mail address of each club's CLO. This will help streamline our response to this cascade test. Thanks so much and I look forward to hearing from you at camp1532@sbcglobal.net!

Where's the Money?

Congratulations! You have been elected treasurer of your club. You have a very important job keeping track of your club's funds and financial records. If you have any treasurer issues please feel free to contact me. Also, I would like to thank the club treasurer's for sending in their Region dues in a timely manner.

I want to notify all committee chairmen that I have updated the receipt and disbursement vouchers. You can log on to www.nofearspeak.com and download a copy off the website. In addition, I will be sending an email copy of the expense voucher to all the committee chairmen and the SPR Board members.

If you are a Member-at-Large or want to be a Member-at-Large don't forget to send your SPR dues with a note so we can properly include your name in the SPR Roster. There are many advantages to being a member SPR, receiving the Pacific Waves Newsletter, being notified of special events and receiving email correspondence from the International Board through the SPR, Club Liaison Officer.

If you have any questions, please feel free to contact me at rrobert12@sbcglobal.net or by telephone 916-422-1354. My mail address is 296 Marina Park Way, Sac CA 95831.

I am looking forward to seeing everyone at the Fall Training Meeting on October 9th. We will be having great time.

Robert Richardson, Treasurer
Sierra Pacific Region



2010 – 2011 Fall Training

Beginning the challenge . . .

SIERRA PACIFIC REGION

WWW.NOFEARSPEAK.COM

OCTOBER 9, 2010 – 9:30 AM TO 3:00 PM
Registration 9:00 - 9:30 AM

Four Points by Sheraton
1603 Powell Street, Emeryville, CA 94608
(510) 547-7888



October 8 - Fun Night
The fun begins at 7 P.M.

October 9 – Workshops
The workshops begin – 9:30 AM TO 3:00 PM

October 9 – Registration
Registration 9:00 - 9:30 AM

- ▶ Platform Presence
- ▶ Tapping Into the Fountain of Youth

- ▶ Got Fun?
- ▶ Writing *Your Way*, A Personal Experience

Please complete the Registration Form and enclose a check payable to Sierra Pacific Region.
 Mail to the following address: Pam Montague, Registration Chairman,
 278 Howe Avenue, Apt. A Sacramento, CA 95825
 Email: pampshmon@aol.com

REGISTRATION DEADLINE: September 25, 2010. NO refund after October 1, 2010.
A Late Fee of \$5 will charged for Registration Forms received after October 1, 2010.
Italian Buffet Lunch and Registration is \$45. Email: pampshmon@aol.com

REGISTRATION FORM

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) ____ - _____ E-Mail: _____

Council: ____ Club: _____

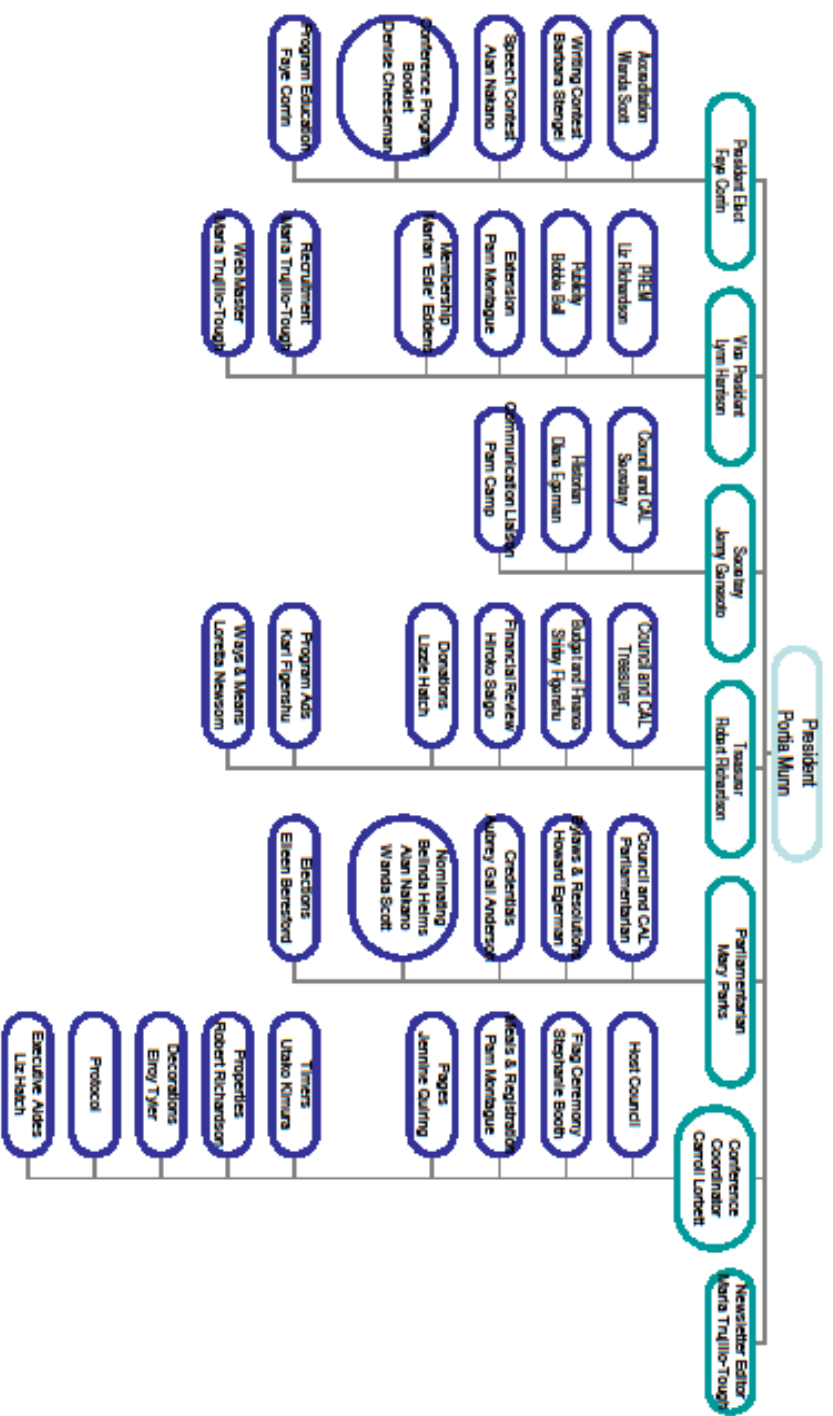
Special Dietary Needs or Requests: _____

EMERGENCY CONTACT:

Name: _____

Phone: _____

SIERRA PACIFIC REGION 2010-2011



8/31/2010

Organizational Chart

2010-11 Sierra Pacific Region Officer Visitation Schedule

2010-2011	COUNCIL 1	COUNCIL 2	COUNCIL 4	CLUBS-AT-LARGE
AUGUST 2010	Special Training Mtg 21 President-Elect	Training Mtg 21 President		7
SEPTEMBER 2010		18 Treasurer	11 President	4
OCTOBER 2010				2
NOVEMBER 2010	20 Vice President			6
DECEMBER 2010	NO MEETINGS	HAPPY	HOLIDAYS	
JANUARY 2011		15 President	8 Vice President	1
FEBRUARY 2011				5
MARCH 2011			12 Secretary	5
APRIL 2011	9 President	16 President-Elect		2
MAY 2011	21 Treasurer		14 President-Elect	7
JUNE 2011		18 Secretary		4

Note: Council 1 meeting dates are subject to change



SIERRA PACIFIC REGION
“FACE THE CHALLENGE”
 POWER*talk* INTERNATIONAL

Council Performance Award Criteria 2010-2011

Provide action plan for carrying out goals for Council or Club-at-Large by Fall Training Meeting to the regional president.	25 points
<i>President awards points</i>	
Provide update to the status of the action plan report to the regional president by Nov 5, Jan 5, and Mar. 5.	10 points (for each timely report)
<i>President awards points</i>	5 points for report not timely
Participation in Accreditation Program.	10 points for each level achieved by a member
<i>President-elect awards points</i> [in consultation with the Accreditation chair]	
Provide a report on club officer training conducted to the president-elect by October 15.	10 points
<i>President-elect awards points</i>	
Conduct workshops on various phases of leadership or communications. Provide report to president-elect no later than 14 days after the presentation of the workshop. Workshops shall be a minimum of 30 minutes.	10 points for each workshop Maximum 80 points for 2010-2011
<i>President-elect awards points</i>	
Provide report on any PREM activities to the Vice-president by Nov 5, Jan 5 and Mar 5.	10 points for each timely report
<i>Vice-president awards points</i>	5 points for report not timely

Council Performance Award Criteria 2010/2011 (cont'd)

<p>Retain membership level from 2009/2010 for the current year. Provide report to vice-president by April 15.</p> <p style="text-align: center;"><i>Vice-president awards points</i></p>	20 points
<p>Recruit new members. Provide final report to vice-president by April 15.</p> <p style="text-align: center;"><i>Vice-president awards points</i></p>	5 points for each new member
<p>Establish a new club or present PowerTalk training to public. Provide report to vice-president by April 15.</p> <p style="text-align: center;"><i>Vice-president awards points</i></p>	25 points for each new club or training program
<p>Within 14 days of a council meeting, provide to the regional secretary the minutes of the council meeting that is consistent with the format found in Robert's Rules of Order.</p> <p style="text-align: center;"><i>Secretary awards points</i></p>	Councils 2 & 4, 5 points and Council 1 10 points for each meeting
<p>Report to the regional secretary on the status of members' addresses, e-mails, and telephone numbers by Nov. 5, Jan 5, Mar 5 and Apr 5. Reports of no changes to these items are also required and will receive 5 points for each timely update.</p> <p style="text-align: center;"><i>Secretary awards points</i></p>	5 points for each timely report
<p>Provide the budget to the regional treasurer that is correctly formatted and mathematically correct by October 15.</p> <p style="text-align: center;"><i>Treasurer awards points</i></p>	10 points
<p>Provide comparative statement that is correctly formatted and mathematically correct for the prior year financial records ending on July 31. Report due by October 15.</p> <p style="text-align: center;"><i>Treasurer awards points</i></p>	10 points for each report
<p>Provide to the regional parliamentarian the current Bylaws and Standing Rules by April 15.</p> <p style="text-align: center;"><i>Parliamentarian awards points</i></p>	10 points

SIERRA PACIFIC REGION GENERAL BUDGET 2010-2011

		<u>Budget</u>	
INCOME:			
Dues-continuing members	90@15	\$	1,350.00
Dues-new members	5 @\$15	\$	75.00
	5 @		
Dues-new members 1/2 year	\$7.50	\$	37.50
Donations from members and sponsors		\$	500.00
Ways & Means		\$	<u>500.00</u>
Total General Budget Income			<u>\$2,462.50</u>
EXPENSES:			
Officers	<u>Travel</u>	<u>Misc</u>	
President	0	50	\$ 50.00
Pres Elect	25	25	\$ 50.00
VP	25	25	\$ 50.00
Secretary	25	25	\$ 50.00
Treasurer	25	25	\$ 50.00
Parliamentarian	25	25	\$ 50.00
Total Officer Expenses			<u>\$ 300.00</u>
Standing Committee Expenses			
Accreditation		\$	-
Financial Review		\$	-
Budget & Finance		\$	-
Bylaws/Resolutions		\$	20.00
Elections/Nominations		\$	20.00
Donations		\$	100.00
Fundraising Ways & Means Expenses		\$	100.00
Communication Liaison		\$	-
Newsletter (print & mail)		\$	200.00
Newsletter Award		\$	25.00
Photography/Historian		\$	50.00
Program Education/Printing		\$	100.00
PREM Activities/Printing		\$	200.00
PREM Growth & Retention Awards		\$	50.00
Speech Contest (prizes, certs)		\$	100.00
Speech Contest meals (4 judges)		\$	160.00
Speech Contest Winner to International		\$	200.00
Writing Contest expenses		\$	50.00
Writing Contest 1st place winners		\$	75.00
Outgoing Pres Pin		\$	10.00
Roster		\$	250.00
Outstanding Council Award		\$	50.00
Website Expenses		\$	125.00
Webmaster Expenses		\$	50.00
Unallocated Reserve		\$	<u>227.50</u>
Total Standing Committee Expenses			<u>\$ 2,162.50</u>
Total General Budget Expenses			<u>\$ 2,462.50</u>

SIERRA PACIFIC REGION ANNUAL CONFERENCE BUDGET 2010-2011

INCOME:

Registration 43 @ \$45 <i>(SPR Board Pay Full Registration)</i>	\$1,935.00
Meals 39 @ \$100	\$3,900.00
Meals 20 @ \$25	\$500.00
Late Fees 9 @ \$10	\$90.00
Program Ads	\$1,600.00
Ways & Means (Members and Sponsors)	<u>\$1,000.00</u>

Total Annual Conference Budget Income**\$9,025.00****EXPENSES:**

Meals	\$4,000.00
Guest Meals/Workshops	\$ -
Installing Officer Meal	\$0.00
Invocation Speaker Fee	\$0.00
Keynote Speaker Meal/Honorarium	\$0.00
ITC Official Visitor Meal Packet	\$145.00
ITC Official Visitor Hotel Room/Travel	\$350.00
Meal Packet SPR Board 6@145	\$870.00
Meal Packet Conference Coordinator	\$145.00
1/2 Hotel Room SPR Board 6 @ 165	\$990.00
1/2 Hotel Room Conference Coordinator	\$165.00
Meeting Room/Set Up Fee	\$1,400.00
Honorarium/gifts	\$0.00
Honorarium Speakers Fee	\$0.00
Conference Printing	\$550.00
Conference Coordinator Expenses	\$60.00
Credentials	\$0.00
Flags and Presentation	\$0.00
Registration Expenses	\$50.00
Registration /Meal Refunds	\$0.00
Executive Assistants/Pages	\$0.00
Life Membership Gifts	\$50.00
SPR Past Presidents' Gift Presentation	\$30.00
Properties Committee Expenses	\$35.00
Property Supplies	\$20.00
Signs	\$0.00
Protocol	\$15.00
Program Ads Committee Expenses	\$0.00
Training Materials Printing	\$50.00
Host Council	\$75.00
Decorations	\$25.00
Entertainment	\$0.00
Unallocated Exp	<u>\$0.00</u>

Total Annual Conference Budget Expenses**\$9,025.00**



SIERRA PACIFIC REGION 2010-2011 EXPENSE VOUCHER

Voucher No. _____

To:	Robert Richardson	Office/Chair:	
Office/Chair:	Region Treasurer	Address:	
Address:	296 Marina Park Way	City/State/Zip:	
City/State/Zip:	Sacramento CA 95831	Telephone:	
Telephone:	(916) 422-1354	E-mail:	
E-Mail	rrobert12@sbcglobal.net		

Guidelines for Reimbursement*

- Cash Receipts must be attached to your bill to support all expenditures. If a cash receipt is not available, please provide a written itemized explanation of the cost.
- Bills exceeding the SPR Board approved budgeted amount will be forwarded to the SPR Board by the Regional Treasurer for its approval. On approval of the Board, the bill will be paid.
- Submit all conference bills to the Conference Controller for review and approval. The Conference Controller will submit the bill to the Regional Treasurer for review and reimbursement. If the bill exceed the SPR Board approved budgeted amount, the Regional Treasurer will forward the bill to the SPR Board for its approval. On approval of the bill by the Board, the bill will be paid.
- Submit all other bills to the Regional Treasurer for review, approval, and reimbursement.

Item Description

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Expenditure:	\$	
Voucher Reviewed by:	Date:	

Conference Controller/Regional Treasurer

DO NOT WRITE BELOW

Budgeted Amount: \$ _____ Verified by: _____
Regional Treasurer

Approved: ____ Amount Paid: \$ _____ Date Paid: _____ Check Number: _____

Disapproved: ____ Date: _____

Remarks: _____

* Please itemize expense separately and annotate as "Donation".



SIERRA PACIFIC REGION 2010-2011 REVENUE VOUCHER

Receipt No. _____

To:	<u>Robert Richardson</u>	Office/Chair:	_____
Office/Chair:	<u>Region Treasurer</u>	Address:	_____
Address:	<u>296 Marina Park Way</u>	City/State/Zip:	_____
City/State/Zip:	<u>Sacramento CA 95831</u>	Telephone:	_____
Telephone:	<u>(916) 422-1354</u>	E-mail:	_____
E-Mail	<u>rrobert12@sbcglobal.net</u>		

Item Description

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Total Revenue: _____ \$ _____

Voucher Reviewed by: _____ **Date:** _____

Conference Controller/Regional Treasurer

DO NOT WRITE BELOW

Budgeted Amount: \$ _____ Verified by: _____

Regional Treasurer

Amount Received: \$ _____ Date Received: _____ Date of Deposit: _____

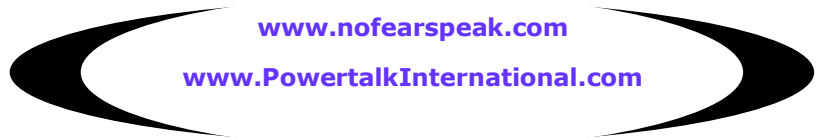
Remarks: _____



Coaching In Effective Speaking!

SIERRA PACIFIC REGION

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