

District Convention Meeting Outline



Note to Host Company:

- This Meeting Outline is to be used as a worksheet in making plans for the District Convention every other year when the ISDUP representative attends the District Convention.
- The District Convention has a full program with no time for outside speakers, artifacts or special recognitions that may be more appropriate for a Jubilee.
- Please have a printed program prepared listing songs and speakers.
- This Meeting Outline can be used for other Company sponsored events in the off years if useful.

Officer Training Meeting *(The meeting is 45 minutes in length.)*

- Have all officers in your Camps and Company watch the on-line training videos found at: ISDUP.org.
- Those invited are all Company and Camp board members, elected and appointed.
- The officer training meeting is extremely important. This is a time for questions, discussion, and learning.
- Allow 45 minutes for the officer training meeting plus a 15-minute break preceding the general meeting.
- The conducting host Company President will welcome attendees, invite the Company Chaplain to give the prayer, then introduce the visiting ISDUP representative and turn the meeting over to her.

General Meeting Outline

- The length of the General Meeting is determined by the host Company President with input from other Company Presidents involved, if any.
- Determining the length will depend on if you have one or more speakers from ISDUP and if you have a regional representative who may speak.
- Please coordinate with your visiting ISDUP representative(s) the planned length of your meeting and the time allotted for speakers.
- The main purpose of this meeting is to give an accounting to Company Members and to hear from the ISDUP representative(s).

1. Welcome/Conducting: Host Company President

2. Thought/Prayer: Chaplain

3. Thought/Pledge of Allegiance: Parliamentarian

4. Theme Song: *Pioneer Songs*, "The Daughters of the Utah Pioneers" p. 158, "Salute to Our Utah Pioneers" p. 321, or "Utah Pioneers" (Pioneer Song Contest Collection)

5. Report of Company President(s) (2-3 minutes each): Using the Company President's Update form, each Company President within this District Convention provides company information which covers the last completed DUP fiscal year (June 1 - May 31); instructions provided on the form. The completed Company President's Update form is then given to the ISDUP representative.

6. Report of Company Treasurer(s) (1-2 minutes each): Each Company Treasurer provides a brief financial overview using the Company Treasurer's Update form, covering the last completed DUP fiscal year (June 1 - May 31); instructions provided on the form. The Company Treasurer's Update form is not given to the ISDUP representative because it reflects the same information already filed at ISDUP.

7. **Report of Satellite Museum Treasurer (1-2 minutes if you have a museum):** Provide a brief update as outlined on the Satellite Museum Update form; instructions provided therein. The Satellite Museum Update form is not given to the ISDUP representative because it reflects the same information already filed at ISDUP.
8. **Roll Call:** During the general meeting each Company Secretary provides a verbal report of the attendance of each Camp within each Company. Company secretaries can use the Roll Call Worksheet form as a guide if they would like. Each Company Secretary provides the total number attending to her Company President so she can write it on the Company President's Update form prior to the conclusion of the convention. The Roll Call Worksheet form is not given to the ISDUP representative but is archived at Company level.
9. **Musical Number (3-5 minutes suggested):** A musical number may be presented -- chorus, group, vocal solo, or instrumental offering – preferably of pioneer music.
10. **Talk from ISDUP Representative(s):** Please coordinate with ISDUP representative as to the length of time she will have to speak (20 minutes suggested). Occasionally there may be two ISDUP representatives attending. In this case you may need to adjust the speaking time frame accordingly. (For those conventions that have a visiting regional representative, three to five minutes additional minutes may be allotted for her to give remarks. This is at the discretion of the host Company.)

11. Announcements (events to take place, etc.):

12. Adjournment:

Food Decisions: Food decisions are at the discretion of the host Company President and her committee. Plans should meet the needs of the attendees. A luncheon is often served following the general meeting; however, snacks, appetizers, dessert bar, sack lunches, potluck meal, or no food at all is acceptable.

Document given to the ISDUP representative at the end of the meeting:

- District Convention:* Company President's Update (from each Company)

All documents are found at: ISDUP.org → Forms tab → District Conventions.