# Council of Administration Program Outline

## February 3 -5, 2023

**Friday Feb 3, 2023:**

| | | |
|---|---|---|
| 1000-1600 | <u>Banquet Ticket Sales*</u> | Board Room |
| 1300-1330 | Southern Conference 2022 | Room E |
| 1330-1400 | Golf Committee Meeting | Room E |
| 1400-1500 | Long Range Planning | Room E |
| 1500-1530 | Budget Committee Meeting | Room E |
| 1600-1800 | Business Session | Room C, D |
| 1800-2359 | Hospitality Room/Bass Pro Raffle | Timberlake Hall |

**Saturday Feb 4. 2023:**

| | | |
|---|---|---|
| 0630-0900 | Individual Breakfast | Hotel Area |
| 0900-1600 | <u>Banquet Ticket Sales*</u> | Board Room |
| 0800-0850 | Past/Present District Commanders | Timberlake Hall |
| 0900-1130 | Joint Business Session | Room C, D |
| 1130-1200 | Past Department Commanders | Room E |
| 1200-1300 | Lunch | Timberlake Hall |
| 1300-1600 | Training Agenda (see other side) | Various |
| 1900-2100 | Banquet | Room C, D |
| 1800-2359 | Hospitality Room | Timberlake Hall |

<u>* 1800 If Banquet is sold out, 2100 otherwise, "1940 USO Theme"</u>

**Sunday Feb 5, 2023:**

| | | |
|---|---|---|
| 0630-0900 | Individual Breakfast | Hotel Area |
| 0800-0900 | Religious Service | Room E |
| 0900-1030 | Business Session | Room C, D |

# Training and Support

## Friday

1000-1600             Tech Support and Assistance             Room 224

- Help with filling out electronic forms and setting up devices for ease of access. General questions. 225 is one of the smaller meeting rooms right above the hotel lobby. If the door is open (you can see it from the lobby area) someone is there.

## Saturday

1300-1400             QM/Trustee Reports             Room E

- Topics regarding QM/Trustee reports, membership/recruiting and resources available.

1400-1500             State Dashboard/Online Forms             Room E

- Walkthrough of Department Dashboard, Website, and E-Mail.

1500-1600             Post Situational Training             Room E

- Real and fictitious scenarios involving common Post issues. Teamwork, networking, and problem solving.

1000-1600             Tech Support and Assistance             Room 224

- Help with filling out electronic forms and setting up personal devices for ease of access. General questions.
- 225 is one of the smaller meeting rooms right above the hotel lobby. Saturday is busy but if the door is open (you can see it from the lobby area) someone is there.

1000-1400             Red Cross Blood Drive             Room G