

Club Service –Meetings Bill Buxton, Director



Bill Buxton

Club Service-Meetings Committees of the Rotary Club of Santa Monica are committed to ensuring well-coordinated, entertaining, and informative meetings that welcome each member, guest, and visiting Rotarian and offer a consistent and stimulating weekly event for all who attend. We recognize that for many members, the weekly meeting is their principal connection to Rotary – to keep current on activities and events, to become acquainted with fellow members, and to absorb Rotary’s mission, procedures, and culture. Furthermore, meetings are usually the first exposure to Rotary for guests. We aim to provide a variety of high-quality programs to recruit and retain members and to facilitate the growth of fellowship among members and their families.

A. MEETING LOGISTICS – Stan Fox and Bill Randle

Objectives

- 1 To keep accurate and timely attendance records.
- 2 Be certain that the badge board is up-to-date.
- 3 “Check-in” tables should be in place - one for visiting Rotarians and guests, and one for our members.
- 4 Check on head table before each meeting for all needed items.
- 5 To assist the Executive Secretary with any tasks that will ensure that the meetings are equipped with needed materials and equipment.
- 6 To enhance weekly meetings by providing quality audio support for speakers at the podium as well as participants in the audience.
- 7 To provide support for additional sound system needs such as prerecorded messages or music and recording special programs and events.
- 8 Post notice of current day's program on an easel at entry door prior to the start of each meeting such that all attendees can easily see it upon entering the room.
- 9 Assist the Club’s Executive Secretary to promptly identify members who are close to exceeding or have exceeded the allowed consecutive absence rule. The Executive Secretary will initiate notification procedures with the absent member and notify the member’s sponsors and the board of for appropriate followup.



Stan Fox



Bill Randle

B. BIRTHDAY RECOGNITION – Scott Knight

Objectives

- 1 To enrich the sense of camaraderie by celebrating and honoring members on their birthdays.
- 2 To add a festive spirit to our weekly meetings on these special occasions.



Scott Knight

Projects

- 1 Offer club members the opportunity to select one month to sponsor the birthday gifts for that month. The objective is two-fold:
 - a. To increase the variety and quality of birthday gifts offered to members, and
 - b. To allow the sponsoring member to share with other members a sample of the services or products they offer in their respective businesses. Examples of gifts solicited to date include, gift certificates for a First Aid/CPR Class from the Red Cross, t-shirts silk-screened by the sponsoring member's company, and special pens. Gifts are not required to be a business-related promotional item. In fact, we anticipate that some months will feature donations that reflect the sponsoring members' hobbies or personal interests. This new initiative will provide birthday members with a nice gift and will help all members become more familiar with their colleagues interests and enterprises.
- 2 Organize the month's birthday members to sit together at the presentation meeting. This will facilitate our objective of urging members to vary the groups with whom they interact at meetings.



Holly Gustlin



Dave Mortensen

C. GREETERS – Holly Gustlin and David Mortensen

Objectives

- 1 To have at least two club members at the front door at every meeting between 11:50 a.m. and 12:20 p.m. to welcome members, visiting Rotarians and guests in a warm upbeat manner, and to determine and respond to any special needs they might have.
- 2 To coordinate with First Year Activities in encouraging new members to be greeters, so that they may meet and become better acquainted with other members of our Club.



Ron Davis

D. GUEST INTRODUCTIONS – Ron Davis and George Pickell

Objectives

- 1 To add interest to the weekly Club meetings by personalizing the introductions of visiting Rotarians and guests of Rotarians.
- 2 To secure information from each visiting Rotarian and include it in the introduction so that attendees will be stimulated to come up to the visitors and converse with them after the meeting.



George Pickell

Procedures

- 1 The Executive Secretary will be provided with a list of Guest Introduction Committee members' assignments so that the Club President can plan head table introductions in advance.
- 2 The weekly introducer will spend some time with the visiting Rotarian(s) in order to "personalize" the introduction and hopefully, to tie the personalization into some type of theme.
- 3 Visiting Rotarians from clubs outside District 5280 will be invited to use 1-2 minutes from the floor to describe a project or interesting procedure of their club so that we can learn about clubs that are not part of our normal circle.



Pat Bofird

E. MUSIC – Pat Bofird

Objectives

- 1 To have fun and to promote a sense of joy and camaraderie through vocal and instrumental expression. Songs will be chosen or creatively written for their relevance to the program when appropriate. All efforts will be exercised to encourage spirited singing.

Projects

- 1 Continue to use both "America" and "America the Beautiful" to open the meetings
- 2 Transpose music into singable keys



John Pacheco

F. SPIRITUAL EMPHASIS – John Pacheco

Objectives

- 1 To enlist different club members each week to deliver a nondenominational invocation to focus on the spiritual dimension of our lives.
- 2 Advise Executive Secretary by 10:00 a.m. on Wednesday of each week as to who will give the invocation on Friday.