FLORIDA STATE ELKS ASSOCIATION INC.
Program of Events

Officer Training Seminar - 2020

Friday, March 13, 2020

3:00 P.M. to 7:00 P.M.  Grand Cayman
Pictures Taken for the FL Elks Website – All Attendees Please

4:00 P.M. to 7:00 P.M.  Florida Ballroom Foyer – Level 2 – North Tower
Registration & Room Key Pick-up – All Attendees
(No need to check-in at the Marriott Front Desk)

5:30 P.M. to 7:00 P.M.  Grand Ballroom – Main Convention Center
Sip & Mingle Networking Reception – All Attendees (ticket required)
Sponsored by Florida Elks Youth Camp & Florida Elks Children’s Therapy Services
(Reception Ticket Included in Packet you Received at Registration)
Hot & Cold Appetizers Available – Hosted Bar Available

6:30 P.M. to 7:00 P.M.  Harbor Beach/Marco Island/Sawgrass – (Florida Ballroom)
Let’s Get Connected
Come early & get your laptop/tablet connected to the FSEA website: www.floridaelks.org
On the Florida Elks Website, you will be able to access the presentations & surveys

7:00 P.M. to 8:20 P.M.  Florida Ballroom
Opening General Session – All Attendees

7:00 P.M. Welcome, Invocation & Pledge of Allegiance – Vincent P. Como, PSP – Seminar Chairman
7:05 P.M. Introduction of Seminar Presenters, Endorsed District VPs, DDs, DD Auditors & District Leaders
7:15 P.M. Purpose & Objectives of the Seminar – Vincent P. Como, PSP – Seminar Chairman
7:22 P.M. The Lay of the Land & What to Expect – Carl T. Seibert, PDD – FSEA COO/State Secretary
7:25 P.M. Remarks from Grand Lodge State Co-sponsors Robert Grafton, PGER & Michael F. Smith, PNP
7:35 P.M. State President’s Program & Lodge Leadership – Rudy Masi, End. SP & Suzi Simonelli, End. VPAL
7:55 P.M. Leading Your Lodge to Success – Carl Gerace, PSP & Phil Gersbach, PDD

8:20 P.M. to 8:30 P.M.
Adjourn to Breakout Sessions

8:30 P.M. to 9:30 P.M.
Breakout Sessions

Exalted Rulers, Leading Knights & Experienced Secretaries  Florida Ballroom
8:30 to 9:00 P.M. Growing Membership – Rod O’Connor, DDGER-EC – State Membership Chairman
9:00 to 9:30 P.M. Lodge Marketing – Laz Suarez – FSEA Marketing Mgr. & Website Administrator

NEW 1st Time Lodge Secretaries Only Please  Vinoy
8:30 to 9:30 P.M. Becoming a Lodge Secretary – Brett Davis, PDD

Treasurers  Key West
8:30 to 9:30 P.M. Being a Lodge Treasurer – Stu Howitt

District Vice Presidents  End. SP Suite
8:30 to 9:30 P.M. VP Training – Rudy Masi, End. SP & Suzi Simonelli, End. VPAL

DDs  Puerto Rico
8:30 to 9:30 P.M. DD Training – Mark F. Thompson, PDD

DD Auditors  Bahamas
8:30 to 9:30 P.M. DD Auditor Training – Barbara Shepard – FSEA CFO/Dir. Of Accounting

BOD/House Committees  St. Thomas
8:30 to 9:30 P.M. BOD/House Committee Training – Carl Gerace, PSP

PSP District Leaders  Key Biscayne
8:30 to 9:30 P.M. District Leader Roundtable – Vincent Como, PSP & David Lake, PSP – Moderators
9:30 P.M. to 10:30 P.M.
Bonus Programming (optional)
FRS Training & Education – Any Attendees Welcome  
Florida Ballroom

Saturday, March 14, 2020

7:00 A.M. to 8:15 A.M.  
Florida Ballroom Foyer
Casual Continental Breakfast – All Attendees (ticket required)  
(Ticket included in Packet you Received at Registration)

8:15 A.M. to 10:10 A.M.
Breakout Sessions

Exalted Rulers, Leading Knights, Lodge Secretaries, District Leaders  
Florida Ballroom
Coordinator Carl Gerace, PSP
8:15 to 8:30 A.M. The ER & Secretary Relationship – Brett Davis, PDD & Secretaries Coordinator
8:30 to 8:45 A.M. Lodge Promotion Made Easy – Laz Suarez – FSEA Marketing Mgr. & Website Administrator
8:45 to 8:55 A.M. Sending Campers to Summer Camp – Nick Miller, PDD – Youth Camp Director
8:55 to 9:10 A.M. Elks History & Organizational Structure – David Lake, PSP
9:10 to 9:25 A.M. Donating & Fundraising – Dan Masi – FSEA Development Director
9:25 to 9:40 A.M. Patient Referrals & Therapist Events – Colleen Gallant, PDD – Therapy Services Director
9:55 to 10:10 A.M. Business Practices – Carl Gerace, PSP

Treasurers (pick one of two)  
Key West
8:15 to 10:10 A.M. Quick Books Training, the Basics – Jackie Eastman

Treasurers (pick one of two)  
Key Biscayne
8:15 to 10:10 A.M. Best Practices for Experienced Treasurers & FRS – Stu Howitt

DD Auditors  
Aruba
8:15 to 10:10 A.M. Best Practices for District Auditors – Barbara Shepard

District Vice Presidents  
Key Largo
8:15 to 9:40 A.M. Rudy Masi, End. SP & Suzi Simonelli, End. VPAL
9:40 to 10:10 A.M. Protocol for State President’s Visit – Vincent Como, PSP

District Leaders  
8:15 to 9:40 A.M. Free to Roam and Get a Feel for the various Training Taking Place
9:40 to 10:10 A.M. In Key Largo w/ District VPs – Protocol for State President’s Visit – Vincent Como, PSP

DDs  
Vinoy
8:15 to 10:10 A.M. DD Training – Mark F. Thompson, PDD

BOD/House Committees  
Bahamas
8:15 to 10:10 A.M. BOD/House Committee Training – Richard Martin, PDD

10:10 A.M. to 10:40 A.M.
Beverage Break

10:40 A.M. to 12:30 A.M.
Breakout Sessions

Exalted Rulers – Coordinator David Lake, PSP  
Florida Ballroom
10:40 to 11:40 A.M. The ER & the State Association – Carl T. Seibert, PDD
11:40 to 12:30 P.M. The ER & the State Major Projects – Nick Miller – FEYC Dir. & Colleen Gallant – FECTS Dir.

Leading Knights  
New Orleans – Main Convention Center
10:40 to 12:30 P.M. Leading Knight Roundtable – Preparing to Become ER – Dan Masi – Moderator

Lodge Secretaries  
Vinoy
10:40 to 12:30 P.M. CLMS Training for Web & PC – Brett Davis, PDD

Treasurers (pick one of two)  
Key West
10:40 to 12:30 P.M. Quick Books Training – Jackie Eastman

Treasurers (pick one of two)  
Key Biscayne
10:40 to 12:30 P.M. Best Practices for the more Experienced Treasurers – Stu Howitt
District Vice Presidents
10:40 to 11:55 A.M.  VP Training – Rudy Masi, End. SP & Suzi Simonelli, End. VPAL
11:55 to 12:15 P.M.  The District VP & the State Association – Carl T. Seibert, PDD
12:15 to 12:30 P.M.  Promoting your SP Visit & District News – Laz Suarez & Steve Harmon

District Leaders
10:40 to 12:30 P.M.  Free to Roam and Get a Feel for the various Training Taking Place

DDs
10:40 to 12:15 P.M.  DD Training – Mark F. Thompson, PDD
12:15 to 12:30 P.M.  The DD & the State Association – Carl T. Seibert, PDD

DD Auditors
10:40 to 12:30 P.M.  DD Auditor Training – Barbara Shepard

BOD/House Committees
10:40 to 12:30 P.M.  BOD/ House Committee Training – Carl Gerace, PSP

12:30 P.M. to 2:00 P.M.
Lunch on Your Own
(Lunch Coupon included in Packet you Received at Registration. Coupon may be used at L&L, Central Pantry & Falls Pool Bar)

2:00 P.M. to 3:00 P.M.
Breakout Sessions
Exalted Rulers, Leading Knights, BOD/House Committees, District Leaders
2:00 to 3:00 P.M. Operating the Elks Lodge as the Business That it Is – Phil Gersbach & Steve Harmon

Lodge Secretaries
2:00 to 3:00 P.M.  The Lodge Secretary & the State Association – Carl T. Seibert, PDD

District Vice Presidents & DDs
2:00 to 3:00 P.M.  Public Speaking – TBA

Treasurers & DD Auditors (pick one of two)
2:00 to 3:00 P.M.  Quick Books Training – Jackie Eastman

3:00 P.M. to 3:30 P.M.
Beverage Break

3:30 P.M. to 4:30 P.M.
General Session – All Attendees

7:00 P.M. to 10:00 P.M.
Casual Cocktail Reception & Networking with Heavy Appetizers
All Attendees (ticket required)
Sponsored by Harry-Anna Investment Fund, Inc.
(Ticket included in Packet you Received at Registration)
Hot & Cold Appetizers Available – Hosted Bar Available

Sunday, March 15, 2020

7:00 A.M. to 8:30 A.M.
Casual Continental Breakfast – All Attendees (ticket required)
(Ticket included in Packet you Received at Registration)

8:30 A.M. to 11:00 A.M.
General Session – All Attendees
8:30 to 8:40 A.M. Welcome back, Invocation & Pledge of Allegiance – Vincent P. Como, PSP – Seminar Chr.
8:40 to 9:10 A.M. Florida Elks Children’s Therapy Services (FECTS) – Colleen Gallant – Therapy Services Dir.
9:10 to 9:40 A.M. Florida Elks Youth Camp (FEYC) – Nick Miller – Youth Camp Director
9:40 to 10:10 A.M.  Q & A with Seminar Staff
10:10 to 10:50 A.M.  2-Minute Staff Motivational Send-off Messages
10:50 to 11:00 A.M.  **Attendee Awards – Must Be Present to Win**
11:00 A.M.  Hotel Check-out