Rotary Year 2007-2008 Report SERGEANT-AT-ARMS June 23, 2008

Jon McKinnie, Sergeant-at-Arms

## Sergeant-at-Arms Report Club Assembly Jun 23 2008

As many of you know, the Sergeant-at-Arms position is responsible for the preparation of facilities of all meetings, assisting the Club President and maintaining order. Yeah, right!! I followed Judge Rafael Lugo as Sergeant-at-Arms this year. Y'all know I try to be an organized kind of person. But, you might remember that I got caught flatfooted when I couldn't get the projector to work during a speech or when we said the Pledge of Allegiance and the flag was missing. So, I developed forms and spreadsheets for everything.

Meeting Agenda – I created an agenda document which Pres. Dick Gregg and I use every week.

Greeters – We re-implemented the greeter program. I scheduled club members for every week. I believe everyone likes to be recognized and feel welcomed when they arrive. Guests are impressed by the friendly handshake and "Welcome to Rotary"

Program Participation – We want everyone to feel involved. So, I have reached out to every Rotarian in this club, asking them to lead us in Song, Prayer, Pledge, 4-Way Test & Introductions. I maintained a spreadsheet to track each member's participation, trying not to miss anyone.

I have certainly enjoyed the position, but look forward to handing the job over to a very worthy John Wilson. Thanks for your tolerance!!