



# LIONS CLUBS INTERNATIONAL

## District 105SW

### District Secretary 2008-2009

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To all District Cabinet Officers 2009/2010

1<sup>st</sup> May 2009

Dear Fellow Lions

#### **District 105 SW Cabinet Meeting Dates 2009/2010**

I am pleased to advise you that Cabinet Meetings for the year 2009/2010 have been arranged as follows:

**First Meeting**                      **Sunday 26<sup>th</sup> July 2009**  
**11.00 am for 11.30 am**                      **at Okehampton Conservative Club**

A light buffet lunch will be available at this meeting at a very modest cost and it is anticipated that the meeting will end by 15.00

**Second Meeting**                      **Saturday 7<sup>th</sup> November 2009**  
**9.30 am for 10.00 am**                      **at Okehampton Conservative Club**

**Third Meeting**                      **Saturday 30<sup>th</sup> January 2010**  
**9.30 am for 10.00 am**                      **at Okehampton Conservative Club**

**Fourth Meeting**                      **Saturday 15<sup>th</sup> May 2010**  
**9.30 am for 10.00 am**                      **at Okehampton Conservative Club**

A copy of the agenda and reports for the first meeting, together with a copy of the minutes of the last 2008/9 meeting held on 16<sup>th</sup> May 2009, will be sent to you prior to the meeting. **A written report is required from all District Officers. Region and Zone Chairmen, for the first meeting only, need to send a statement of their objectives for the year.** All Officers' reports should be forwarded to reach the District Secretary by Monday 6<sup>th</sup> July 2009 at the latest.

All reports should be submitted as an e-mail attachment using Microsoft Word or a text document and e-mailed to the District Secretary to meet the deadlines. If you do not have access to e-mail please send as a paper document. Please post in good time to meet the deadline.

Pro-formas of suggested headings for your reports will be distributed in due course.

The full report timetable is shown below and to enable the papers to be distributed in good time for the meetings **IT IS ESSENTIAL THAT THE DEADLINES ARE MET.** If any Officer fails to submit a report on time they will have to assume responsibility for bringing 40 copies to the meeting.

**First Meeting - Reports to be RECEIVED no later than Monday 6<sup>th</sup> July 2009**

**Second Meeting - Reports to be RECEIVED no later than Monday 19<sup>th</sup> October 2009**

**Report for District Convention to be RECEIVED no later than Monday 4<sup>th</sup> January 2010**

**Third Meeting - Reports to be RECEIVED no later than Monday 11<sup>th</sup> January 2010**

**Fourth Meeting - Reports to be RECEIVED no later than Monday 26<sup>th</sup> April 2010**

The report for District Convention should reflect a view of the **full year since the last District Convention**, whereas each Cabinet Report should update from the previous Cabinet Report.

**Please retain this letter for reference re these important dates.**

Finally I would add that to assist continuity and a smooth handover for those of you who are not on the current 2008/2009 Cabinet, District Governor Graham is pleased to invite you to his final Cabinet Meeting on Saturday 16<sup>th</sup> May 2009 at Okehampton Conservative Club, 9.30am for 10.00 am start.

I look forward to serving our District with you during the fiscal year 2009/10.

Yours in Lionism

David Atkins