District Convention
Meeting Outline 2020

Note to Host Company: This Meeting Outline may be used as a preliminary worksheet in making plans for your district convention. This is a full program with no time for outside speakers, artifacts or special recognitions that may be more appropriate for a Jubilee. Please have a printed program prepared listing songs and speakers.

Officer Training Meeting (The meeting is 50 minutes in length.)
- Allow 50 minutes for the officer training meeting, plus a 10-minute break, preceding the general meeting.
- Those invited are all company and camp board members, elected and appointed, as space allows.
- The officer training meeting is extremely important. This is a time for questions, discussion, and learning.
- The conducting host company president will welcome attendees, invite the chaplain to give the prayer, then introduce the visiting ISDUP headquarters representative and turn the meeting over to her.

General Meeting Outline (The meeting is to be approximately one hour in length.)
1. Welcome/Conducting: Host Company President
2. Thought/Prayer: Chaplain
3. Thought/Pledge of Allegiance: Parliamentarian
4. Theme Song: Pioneer Songs, “The Daughters of the Utah Pioneers” p. 158, or “Salute to Our Utah Pioneers” p. 321
5. Report of Company President(s) (2-3 minutes only): Using the Company President’s Update to Their Members, each company president within this district convention provides company information which covers the past DUP fiscal year (June 1, 2018—May 31, 2019); instructions provided therein. The completed Company President’s Update to Their Members form is then given to the ISDUP representative.
6. Report of Company Treasurer(s) (1-2 minutes only): Each company treasurer provides a brief financial overview using the Company Treasurer’s Update to Their Members form, covering the past DUP fiscal year (June 1, 2018 - May 31, 2019); instructions provided therein. The completed Company Treasurer’s Update to Their Members form is then given to the ISDUP representative.
7. Report of Satellite Museum Treasurer (1-2 minutes only) (if you have a museum): Provide a brief update as outlined on the Satellite Museum Treasurer’s Update to Their Members form; instructions provided therein. This is then given to the ISDUP representative.
8. Roll Call: During the general meeting the host company secretary provides a verbal report of the attendance of each camp within each company. Companies and/or camps may stand to be recognized as their attendance is presented. The host company secretary provides the written Roll Call Report to the ISDUP representative.
9. **Musical Number:** One musical number may be a chorus, group, vocal solo, or instrumental offering – preferably of pioneer music.

10. **Instructions from ISDUP Representative (20 minutes):** The ISDUP representative will provide instruction for twenty minutes. (For those conventions that have a visiting regional representative, five to ten minutes may be allotted for her to give remarks. This is at the discretion of the host company.)

11. **Question and Answer Period:** This is helpful. About 5-10 minutes should be allotted at the end of the general meeting.

12. **Announcements:** Events to take place:

13. **Adjournment:**

14. **Food Decisions:** Food decisions are at the discretion of the host company president and her committee. Plans should meet the needs of the attendees. A luncheon is often served following the general meeting; however, snacks, appetizers, dessert bar, sack lunches, potluck meal, or no food at all is realistic.

A summary of reports required of each company attending the district convention. Each is to be given to the attending ISDUP representative:

- District Convention Company President’s Update to Their Members 2020
- District Convention Company Treasurer’s Update to Their Members 2020
- District Convention Satellite Museum Treasurer’s Update to Their Members 2020 (if applicable)
- District Convention Roll Call Report by Company Secretary 2020
- District Convention Projected Schedule 2021

Each document above is found at [ISDUP.org](http://ISDUP.org) under District Conventions