# Zonal Forum Scan from the Planning Cycle Workgroup

As part of the Planning Cycle, we need feedback from you. Please take some time to answer the following questions and give us a direction to go in. Thank you!!

1) Would you like a template for RD reports to the Zone? ...............Yes   /   No
2) Would you like a set agenda schedule? ........................................Yes   /   No

If so, what specific agenda topics / sections would you like to see? Ex: WB Q&A time, RD Sharing Session etc..

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3) What topics / areas would you like training in to better fulfill your position as an RD / ARD?

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4) Would you be interested in facilitating or co-facilitating a workshop, then receiving constructive feedback from the fellow RDs on ways to improve your facilitation skills? ..........Yes   /   No


***For your Regions consideration:***

5) Would they like a list of options for Open Fellowship RD/ARD led Workshops to choose from with the specific one to be decided no later than 60 days before the Zonal Forum meets? ..............................................Yes   /   No

6) What Topics would your region like open Fellowship workshops hosted by the RDs / ARDs of the Zonal Forum?

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7) In theory, would your Region support a Zone wide contract with a Hotel chain (ex: Marriott) to get discounted rates for conventions & Meeting rooms to be used by any Regional body in the Zone? ................. Yes   /   No

Aside from the results of the scan, the workgroup recommends the following:

1) Guidelines to be updated. The last version is dated 2002.

2) We heard great support during the Zonal meeting for making a 2 year plan. Based on that support, we recommend a 2 year cycle be adopted, and that it include:
   a. 2 years of bids, one accepted, one intent. Ex: San Francisco 2016, intent to bid Arizona 2017 – bring final details to yahoo groups before or to the 2016 mtg for approval.
   b. Set of agenda items to be covered in those 2 year (agenda items to come from scan, but could include workshops like: RD as the Information Conduit Workshop, Planning Basics, Building Stronger Homegroups Workshop, Area Planning Tool etc...)

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Notes or other Comments:

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**CAR Year**

Friday: Open at Noon
12 – 1pm: Questions from previously
        submitted RD reports
1pm – 5pm: NAWS Report

Saturday
9am – Noon: CAR / CAT

Lunch
1:30 – 5pm: CAR / CAT

6:30 – 9pm: Open Fellowship Workshop,
        led by Zonal Forum RD / RDA
          (Topic selected by Regional Request)

Sunday
9am – 10:30am: WB Q&A
11 – Noon: Bids & RD Sharing & Experience
        gathering Q&A Time

**Non-CAR year**

Friday: Open at Noon
12 – 1pm:  Questions from previously
        submitted RD reports
1pm – 5pm: NAWS Report

Saturday
9am – Noon:   IDT / RD Development training
          (Topic identified from scan)

Lunch
1:30 – 3:30: IDT / RD Development training
          (Topic identified from scan)
4- 5pm Planning cycle update
6:30 – 9pm: Open Fellowship Workshop,
        led by Zonal Forum RD / RDA
          (Topic selected by Regional Request)

Sunday
9am – 10:30am: WB Q&A
11 – Noon: Bids & RD Sharing & Experience
        gathering Q&A Time

# Comments:

# HOST TIMELINE FOR WESTERN STATES ZONAL FORUM

- 14 months out obtain proposals for potential sites
- 12 months out propose venue  to zonal forum
- 11 months out confirm contract and update zonal forum website
    - website@todayna.org
- Four months out open room block and email information to zonal forum
- Four  months out confirm any banquet orders if required via hotel contract or map out nearby food.
- Four months out send request for worldboard@na.org for WB participation.
- Three months out confirm secretary for zonal forum
- Three months out confirm speakers it having a meeting and secretary
- Three months out send out flyers for zonal forum
- Two months out create proposed agenda   send it out for review
- One month out confirm room block  and all participants have made reservations
- One month out confirm travel arrangements and pick ups as needed.
- One month out create new year zonal forum file in the yahoo group for reports and any documents to share prior to the forum.

POST WSZF

- Post minutes of zonal forum
- Once minutes approved post to WSZF website along with any changes from Business session.  Email too: website@todayna.org

- Request workshop presentations from NAWS and post
- Confirm that new hosting region has timeline and contact information