

Rotary – DaCdb

Talking Points for a Club and or Club Officer DaCdb Presentations

What is below can be used with a Power Point Presentation (PPT) without a live Internet connection to DaC or with a live Internet connection to DaC. The only difference is where one would chose to make the points.

In general during the PPT try to relate the slides to our District, that club, and the members of that club.

It is very helpful to have one copy of the club directory (2 columns, 8 members per page) for that club to pass around. Those in attendance can see what is now in DaC for their record. This is easy to print from the **[Reports]** tab on the DaC Main Menu. Some Clubs do not really have an up-to-date Club Directory. They can now as long as the member and club information in DaC is correct.

The main emphasis to try and make is that it really is **Easy to use**.

Records:

- Each member is responsible for his / her DaC Record. In most cases a member would update their record once... and then again only if something changes.
- For those who do not have computers or internet access the Club Secretary can print out their record and ask the member to make the needed edits on paper. Then the Club Secretary can update the DaC record for that member.
- DaC can be accessed from a library or hotel computer when and if needed.
- If there is a club member who is a photographer, or just likes photography, perhaps that member can take the member photos so that they can be included in DaC and in the Club Directory.
- Each Club is responsible for its DaC Club Record...mainly the Club Secretary.
- DaC really does eliminate the need for anyone to create and maintain a spreadsheet or some other file with telephone numbers, mailing addresses, and email addresses. For many clubs this file is passed on to each member once or twice a year.
- A member may still want a spreadsheet or a Word document with that information. DaC allows any member to easily create and save such a file whenever they would like.
- As long as the member and club record is accurate, the file created will be accurate.

Communications:

- By insuring that the members are identified in the Club Record as being Pres, Sec, PE, SE, Treasurer, Membership Chair, Foundation Chair etc. it makes it very easy for the District Leadership and Committee Chairs to communicate with those groups of members directly as needed.
- In the past most communication to a club went through the Club President or Secretary...and often it would not reach the correct committee member.
- The club leadership is able to easily communicate with the entire club.
- The club members are able to easily communicate with the entire club or specific members as they desire.
- The club committees are able to easily communicate with the committee members without involving others.
- Probably the biggest concern expressed has been the fear of too many Pmails...has not been the case.
- There are very few people who can send a PMail to the entire district.
- Any district wide PMail must be approved by the DG.
- The only PMail regularly sent to the entire district is the weekly Rotary Reminders.
- The Weekly RRs are archived in DaC under the **[Files & Forms]** tab.
- I would imagine that there would be some District Wide Pmails going out about specific events each year i.e. The District Conference, District Assembly, Foundation Dinner, Foundation Seminar, and Membership Seminar, again these Pmails are only done if requested and approved by the DG.

Calendars:

- Any club can post events in their club calendar and have it shown in the District Calendar.
- This allows others in the District to see what special events of fund raisers are being held and when.
- Rotarians throughout the District may have an interest in attending events such as 25, 50, 75 Year Club Anniversary Celebrations, Wine Tastings, Oyster Fests, Pig Roasts, Football Parties, Auctions to benefit specific causes, etc.
- If a person is not aware of these special events, they cannot plan to attend.

Attendance:

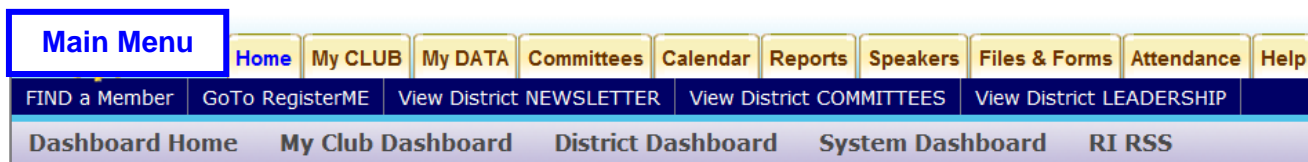
- All clubs are now using DaC to report the monthly attendance.
- Any member can easily view the District Attendance Reports. Click the **[Attendance]** Tab

Help:

- Suggest taking a brief look the following to be aware of what is available under **[Help]**:
 - Training Resources and Materials
 - Review the FAQs – Do not print all. Perhaps print a few of specific interest,
 - Videos
- Under the **[Files & Forms]** tab any member can access the **PPT presentations** and “**How To**” documents that have been created.

Miscellaneous:

- Depending on time available, and whether or not live Internet access to DaC is available, you may want to explore some of the other tabs on the main menu.
- For club officers it would be of value to discuss the optional **Weekly Attendance, Dues & Invoicing,** and **Club Website** modules that are available.
- Below is the **Main Menu** for most Rotarians at Level 1 access as it exist today.



Wrap Up:

- If possible it is best to stay after the meeting to answer additional questions.
- Most often it will be the Club Officers who have more questions.

Questions and What Next:

- As DCO I am willing to work with any club member in answering questions about DaC, helping update a record, or creating additional “**How To**” documents as needed.
- I am available for presentations to a Club Board of Directors and / or to Clubs as a weekly program...would like a minimum of 30 minutes for any presentation. Projector, Screen, and Internet access at the presentation location is what works best.

Tim Beblo

Rotary District 7630 Communications Officer
300 Lynn Court Middletown, DE 19709-9418
302-378-0159 Fax: 302-378-0162
tjbeblo@tjbeblo.com