

BOY SCOUTS OF AMERICA



DOCTORAL PROJECT COLLEGE OF COMMISSIONER SCIENCE

**HOWARD WILLIAMS
FEBRUARY 16, 2013**

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Request for Approval of Doctorate Project

The supporting letter, see Appendix A, requesting approval of this doctorate project was hand delivered to Mr. Greg Jones, Dean of the Tukabatchee College of Commissioner Science, at the Council Commissioner's meeting held on June 7, 2012. Since prior approval was needed by the Council Commissioner to organize the 2013 commissioner conference, Mr. Jones approved this doctorate project immediately following the June 7, 2012 Council Commissioner's meeting.

Request for Approval to Organize Commissioner Conference

The supporting email, see Appendix B, requesting approval to organize the 2013 commissioner conference was sent to Mr. Don Arkle, Council Commissioner, on March 15, 2012. While no response was received, the topic was slated for discussion at the June 7, 2012 Council Commissioner's meeting and approval was given during the meeting.

Purpose and Objective of Project

The purpose of this project is to organize an annual commissioner conference in the Tukabatchee Area Council. To my knowledge the Tukabatchee Area Council has not held a formal commissioner conference. Many have considered past College of Commissioner Science meetings as the Council's commissioner conference, however I feel that this train of thought has left out many of the other key ingredients that make up a commissioner conference.

According to the *“Administration of Commissioner Service”* manual,

“The annual conference should be the greatest event of the year for the council's commissioners and professionals – a highly informative, high-morale, and total team event.

A commissioner conference does not take the place of basic training in the district. While much learning takes place, the conference includes other objectives and is far more flexible in format than any specific training course.”

While training is considered an important part of the commissioner conference, the Tukabatchee Area Council already holds an annual College of Commissioner Science that offers 18 courses during the Summer months for its commissioner staff. While these course opportunities are open to all commissioners in the Council, not all commissioners are present at all of the course offerings during the college year. Additionally, an annual commissioner conference should include fellowship, inspiration, recognition, and information on the latest developments in Scouting.

The objective of this project is to develop and establish a format for an annual commissioner conference for commissioners in the Tukabatchee Area Council that include the other “ingredients” which make up the purpose of a traditional commissioner conference.

Planning and Organizing a Commissioner Conference

The first step in the planning process following the approval of the Council Commissioner, Mr. Don Arkle, was to confirm the date of Saturday, February 16, 2013 for the commissioner conference. It is important to remember that an annual commissioner conference is one of the roles of the Council Commissioner and approval must be made by him or her before entering the planning process.

Using the *“Planning Guidelines”* set forth in the *“Administration of Commissioner Service”* manual as a guide, a conference committee was formed to facilitate planning of the conference. The conference committee met in person on three different dates before the conference.

The first meeting was held three months before the conference date. During the first meeting of the conference committee, the conference location, format of the conference, and the theme of the conference were discussed. Additionally, the assignment of duties for speakers, food, training and recognition during the conference were made.

The overall theme of the commissioner conference would surround the “Recruiting and Retention of Low-Income Youth” in the Tukabatchee Area Council and its service area; which is both a problem and an opportunity for our Council. The format of the conference would be a one-day conference and would be more of a “working” conference utilizing a hands-on approach to problem solving. It was determined that the Council Commissioner, Mr. Don Arkle, would be responsible for the opening address and that the keynote speaker would follow. It was also determined that a question and answer would follow the keynote speaker's address regarding the latest developments in Scouting that would be coming down from the National Office.

Other topics covered during the first meeting included recognitions for commissioners around the council and the 2012 College of Commissioner Science graduation, time for fellowship among commissioners, and topics to be discussed during the afternoon breakout session. The meeting adjourned with several action items to be resolved before the next conference committee meeting; including a conference schedule, budget, and location. Most importantly a keynote speaker needed to be confirmed by the next meeting.

The second meeting of the conference committee discussed the program, schedule, and budget for the conference. Additionally, it was announced that our keynote speaker Area 9 Commissioner, Mr. Eli Morgan, confirmed that he would be available to address the conference on Saturday, February 16, 2013. It was also decided that the conference would be held at the Camp Tukabatchee dining hall to support the Council through the use of that facility. It was determined that the cost per commissioner attending the conference would range from \$10 to \$15 depending on food and location costs.

The final conference committee meeting was held three weeks before the conference and the majority of items were finalized; including confirmation of the location (Camp Tukabatchee dining hall), the main topic that will be covered by the keynote speaker (Scoutreach), promotion of the conference, and final registration cost, see Appendix E. Various tasks where help was needed were assigned by those who volunteered during the meeting. It was determined that any remaining items would be coordinated via phone or email and no other conference committee meetings would be needed before the conference date.

2013 Commissioner Conference

The 2013 commissioner conference was held on February 16, 2013 at the Camp Tukabatchee dining hall. A total of 27 persons were in attendance. This number includes Council and District executives (5), commissioner staff (21), and Mr. Eli Morgan (keynote speaker). These numbers were recorded and confirmed by Tim Killough, see Appendix F. The conference adjourned ahead of schedule at approximately 3 pm.

“Lessons Learned” Planning a Commissioner Conference

During the planning process and following the completion of the commissioner conference many “lessons learned” were determined and will be shared with future planners of the next year's conference.

Some “lesson learned” include:

- While the example “*Responsibility Schedule*” in the “*Administration of Commissioner Service*” manual uses year-round planning for the next conference; I feel that a minimum of 6 months is needed to plan and organize a commissioner conference. However, some may find the recommended time line helpful.
- Once approval from the Council Commissioner has been made with the date of the next conference, a keynote speaker needs to be confirmed and the location reserved for the conference date. Determining the location of the conference and a keynote speaker should be done before the first conference committee meeting.
- The conference committee also felt that the use of facilities at Camp Tukabatchee would help support our Council; which is one of our duties as commissioners. While there are fees for use of camp facilities, the cost of fees can be sponsored with any remaining Commissioner funds or through donation.
- Considerations for audio/video needed during the day of the conference need to be checked before the day of the conference. While the Camp Tukabatchee dining hall has all the required audio and video needed during the conference, all still needs to be checked before the day of the conference. This will greatly reduce setup time on the day of the conference.
- Conference folders need to be finalized at least a week before the conference. Any other items that need to be included in the conference folder should be completed and received before the folders are put together.
- It is also important to give recognition to the keynote speaker. A small gift from the Scout Shop should be considered and given to the keynote speaker during the conference.

Appendix A: Request for Project Approval

Howard Williams
2215 Country Club Drive
Montgomery, AL 36106
June 7, 2012

Greg Jones, DCS, ACC
College Dean
College of Commissioner Science
Tukabatchee Area Council
Montgomery, AL

Dear Greg:

I am requesting approval for the following project for my Doctor of Commissioner Science Degree. The focus of my project will be establishing an Annual Commissioner Conference in the Tukabatchee Area Council.

To my knowledge and the knowledge of others, the Tukabatchee Area Council has never held an Annual Commissioner Conference. I would like to head up and plan the first Annual Commissioner Conference for our council this Fall at the Council Camporee and establish the conference as an annual event. I intend to organize the conference by following the guidelines outlined in the Administration of Commissioner Service manual (Chapter 3, page 104).

I feel that establishing an Annual Commissioner Conference would only benefit the commissioner program in our council, as well as, the units that are served. The Commissioner Conference could provide the commissioners of our council with any of the following; the latest information on both new council and national programs, a mid-year commissioner training opportunity, an opportunity to provide recognition to commissioners, an opportunity to recruit new commissioner staff, and a way to provide inspiration and fellowship among commissioners.

Thank you for your consideration in approving this project. I look forward to hearing from you soon.

Sincerely,



Howard Williams, MCS, ADC

Appendix B: Request for Approval to Organize Commissioner Conference

Subject: Annual Commissioner Conference
From: Howard Williams <howard@howardwilliams.com>
Date: 3/15/2012 11:41 AM
To: Don Arkle <arkled@dot.state.al.us>
CC: Tim Killough <tkilloug@bsamail.org>, bmorgan@bsamail.org

Mr. Arkle,

My name is Howard Williams and I am an Assistant District Commissioner in the Ecunchatee District. I would like to welcome and congratulate you on your appointment as Council Commissioner. Thank you for taking the opportunity to serve our Council.

The reason that I am writing you today is that I would like to help you plan an Annual Commissioner Conference for the Tukabatchee Area Council. This would be the first Commissioner Conference (to my knowledge) that has been held in our Council.

I just finished Wood Badge Course S9-5-12 and have selected establishing an Annual Commissioner Conference as one of my goals (or tickets). I feel that holding an Annual Commissioner Conference would be of benefit to all Council, District, and Unit Commissioners that serve in our Council. This would be accomplished through providing advanced training topics, the latest information in Scouting developments, and fellowship among Commissioners. The conference would also be used to inspire and recognize Commissioners for the service that they provide Scouting.

I would like the opportunity to meet with you to discuss the ideas that I have for planning a one-day conference this Fall. Please let me know when it would be convenient for you to meet.

Thank you again for your service as Council Commissioner. I am looking forward to the opportunity of working with you soon.

Yours in Scouting,
Howard Williams

Assistant District Commissioner - Ecunchatee District
email: howard@howardwilliams.com
phone: 334-799-0676
work: 334-832-4666

Appendix C: Planning Meeting Agendas and Notes

SCOTT S. → MONEY.

ROBBIE WOOD → ...



2013 Commissioner Conference Kick-Off Meeting Tuesday, November 20, 2012 – 6:00 pm

INVITATION FROM LIST (MICHAEL COLLINS)

EMAIL → DISTRICT COMMISSIONER.
FOOD! @ NEXT MEETING.

1. Welcome

- Conference Date – Saturday, February 16, 2013
- * • Location needed DINING -
CAMP TRK - ADMIN BLDG.
CHAPEL ORG. / FRAZER:
ALBERSGATE -
- * • One-day format, 9 am to 3 pm
8:30 A REGISTRATION.

2. 1st Annual Conference?

- # Theme: Recruiting and Retention of Low-Income Youth
 - Both a problem and opportunity in our Council
 - - Recruiting tool for new Commissioners -
 - Committees Needed

3. The Traditional Conference vs. The Working Conference

4. Conference Program (TIM)

- COUNCIL COMMISSIONERS MOMENTS.
- Latest Information – Regional Staff/Commissioner
- Keynote Speaker – Someone from Regional, Atlanta or Great Alabama Council who has had success
- AL PECK, MOTIVATION SPEAKER. YOUNG BOOZER

1 HR. 5. Recognition

- Commissioner Award Presentation/Recognition
SEE MICHAEL COLLINS. / GIVE TO DCS.
- College of Commissioner Science Graduation

6. Breakout Sessions followed by Group Discussion

7. Time for Fellowship during Conference

8. Adjournment – Next meeting on Dec 11TH, TUES. 6PM.

LOCATION. Thank You for the **SERVICE** that you provide Scouting!
CHECK UP SCOTT S. / ROBBIE FOR FOOD. w/ MIKE
AREA COMMISSIONER - RETENTION.

One-Day Commissioner Conference

Sample Program

- | | |
|---|--|
| 8 a.m. <i>Preopening</i> <ul style="list-style-type: none">• Displays• Registration• Refreshments• Greeters in parking lot• Welcoming person near registration area• Cub Scout games | 2:15 p.m. <i>Period 3—elective workshops/
training sessions</i> |
| | 3:15 p.m. <i>Break</i> |
| | 3:30 p.m. <i>Period 4—elective workshops/
training sessions</i> |
| | 4:30 p.m. <i>Recreation and free time</i> |
| 9 a.m. <i>Opening general session</i> <ul style="list-style-type: none">• Opening ceremony• Welcome and introductions• Morale features• Keynote speaker/presentation | 5:30 p.m. <i>Dinner with musical and/or
inspirational program feature</i> |
| 10 a.m. <i>Break, coffee, displays</i> | 6:30 p.m. <i>Closing general session</i> <ul style="list-style-type: none">• Induction of new commissioners• Key council program dates for the year ahead• The annual commissioner service plan—key unit service dates for every commissioner• Demonstration charter presentation• Closing challenge• Presentation of participation certificates by district• Commissioner awards• Closing ceremony |
| 10:15 a.m. <i>Period 1—elective workshops/
training sessions</i> | |
| 11:15 a.m. <i>Break and travel to
next session</i> | |
| 11:30 a.m. <i>Period 2—elective workshops/
training sessions</i> | |
| 12:30 p.m. <i>Lunch with short
program feature</i> | |
| 1:30 p.m. <i>Skill demonstrations
and involvement</i> <ul style="list-style-type: none">• Scoutcraft skills• Venturing specialties | 8 p.m. <i>Adjournment</i>
Fellowship and cracker barrel |

Suggested Session Topics

Most conferences include a significant number of concurrent training sessions and workshops. While sessions may be organized by commissioner position and/or experience level, participants should be given a generous choice of topics. Learning occurs best when people choose what they want to learn.

Topics might include:

- Venturing and the Commissioner
- Thirteen Ways to Improve a Unit's Relationship with the Chartered Organization
- Unit Dollars and Cents—Making Sense Out of Unit Finance
- Achieving 100 Percent Centennial Quality Units
- Unit Civic Service Projects Throughout the District
- The Art of Good Counseling or Coaching
- Helping the Unit with Membership/Leadership Inventories
- Ethics in Action—How It Works
- Helping the Seldom-Go-Camping and Never-Go-Camping Troop
- Understanding the Hispanic Community
- Understanding the Vietnamese Community
- Understanding the _____ Community
- Den, Pack, and Crew Program Planning
- Cub Scouting and Family Diversity
- Effective Transition: Tiger Cubs/Cub Scouts/Webelos Scouts/Boy Scouts/Venturers
- Coaching the New Unit Leader
- Counseling the Experienced Unit Leader
- The Unit Committee—Fact or Fantasy
- Youth Leaders Really Do Run the Troop
- Elected Officers Make the Crew
- The Venturing Advancement Program—How It Works
- Super Service for New Units
- Three Keys to Venturing Crew Program Planning (program capability inventory, Venturing activity interest survey, and the annual crew officer seminar)
- The Four Ps of Good Cub Scout Roundtables (promoting, planning, preparing, presenting)
- The Four Ps of Good Boy Scout Roundtables
- Commissioner Recruiting—Steps for Success (for administrative commissioners)
- Unit Service in Remote Rural Areas
- Helping Low-Income Urban Volunteers Succeed
- Policy Review Seminar (for administrative commissioners)
- The Fine Art of Being an Assistant District Commissioner (ADC) Team Leader
- The Scoutmaster Just Quit! (helping a unit secure a unit leader)
- The *Commissioner Fieldbook for Unit Service* and Other Resources for the New Commissioner
- Becoming a Lifesaving Commissioner
- Roundtables With Pizzazz
- Orientating and Training Commissioners (for administrative commissioners)
- Varsity Scouting—Meeting the Needs of Older Scouts
- How Scouting Can Strengthen, Not Strain, Your Marriage
- Effective Commissioner Communication
- “Super Scouting Expert,” “Smokey the Bear,” “The Collector,” and Other Negative Images
- The Fine Art of Helping a Cub Pack
- Dealing with Many Forms of Prejudice
- Relationship With and Help From the District Committee
- What Is the Soccer and Scouting Program About?
- Being Accountable for Your Monthly Unit Visits

COMMISSIONER CONFERENCE - NOVEMBER 20, 2012

<u>NAME</u>	<u>DISTRICT</u>	<u>EMAIL</u>
Nicole Colón	Menewa	nicolon7@yahoo.com
JOHN MARTIN	ECUNCHATEE	John.Martin1944@hotmail.com
Kathy Smith	Ecunchatee	K.S2144@gmail.com
DON ARKLE	COUNCIL COMMISSIONER	arkled@knology.net



2013 Commissioner Conference Planning Meeting
Tuesday, December 11, 2012 – 6:00 pm

1. Welcome
2. Recap of Last Meeting
3. Budget
 - \$15 or \$10 per person depending on location
 - Location – Frazer UMC (??), Bass Pro Shops, Camp Tukabatchee Dining Hall
 - Food
 - Patches, Coins, etc.
4. Program
 - Speakers
 - Conference Schedule Review
 - Additional Program Discussion
5. Committees
6. Wrap up and action items
7. Adjournment – Next meeting on _____

Thank You for the **SERVICE** that you provide Scouting!

2013 Annual Commissioner Conference
 Proposed Conference Schedule
 As of December 11, 2012

Time	Activity	Who
8:00 am – 8:50 am	Breakfast and Registration	Breakfast – Scott and Robbie
9:00 am	Conference Begins	
Morning Session 9:00 am – 10:15 am	<ul style="list-style-type: none"> • Welcome • Council Commissioner's Address • Area 9 Commissioner Address • L 	<ul style="list-style-type: none"> • Bill Morgan? • Don Arkle • Eli Morgan / ? INFO.
10:15 am – 10:30 am 10:30 am – 11:45 am	Break	
	BREAK OUTS	BREAK OUTS, RECRUITING / RETENTION.
11:45 am – 12:00 pm Lunch	Break	
11:45 12:00 12:00 pm – 12:45 pm	Lunch w/ Program	
	<ul style="list-style-type: none"> • Annual Commissioner Orientation Video (video ~30 mins.) 	12:10 P.
Afternoon Session 1:00 pm – 2:00 pm		
	TRAINING (JTE)	– JOHN MARTELLO.
2:00 pm – 2:15 pm 2:15 pm – 3:25 pm	Break Recognitions	
	<ul style="list-style-type: none"> • Awards by District • Commissioner College Graduation 	Council Commissioner, District Commissioners, College Dean
3:25 pm – 3:30 pm Notes	Closing	

12/11/12

<u>NAME</u>	<u>DISTRICT</u>	<u>E-MAIL</u>
Rob Pinkston	Ecunuchatee	rpinkston@kyser.com
David Pinkston	Ecunuchatee	dlpinkston@hotmail.com
Lawanda Fortner	Menewa	jandaw@elmore,rr.com
CHIP McEWEN	ECUNUCHATEE	ITSMECHIP@jms.com
DON ARKLE	Council comm.	arkled@knology.net
Nicole Colon	Menewa	ncolon@kyser.com
KEVIN FULMER	MENAWA	KMF@ADEM.STATE.ALUS
Kathy Smith	Ecunuchatee	K52144@gmail.com
Howard Williams	Ecunuchatee	



2013 Commissioner Conference Planning Meeting
Tuesday, January 29, 2013 – 5:30 pm

Tukabatchee Commissioner Conference
Saturday, February 16, 2013 | 8:00 am until 3:30 pm
Camp Tukabatchee Dining Hall

10
#

1. Welcome
2. Updates
 - Camp Tukabatchee Reserved
 - Area 9 Commissioner, Eli Morgan will discuss Scoutreach
 - Flyer will be sent out upon finalization of schedule
 - Cost \$10 per person. Mostly food cost
3. Recognitions Needed from Districts → Paul Warren. HB.
JTE. AWARDS.
4. Program/Schedule Review
5. Help Needed for Conference
 - Setup for Conference FRIDAY
 - Registration KATHY & DAVID
 - Clean-up and Breakdown EVERYONE
6. Supplies
 - A/V needs (Projector, screen, microphone, etc.) SUPPLIED.
 - Paper goods (Cups, plates, utensils, etc.) MIKE NEER.
 - Handouts printed —
7. Adjournment

Thank You for the **SERVICE** that you provide Scouting!

2013 Annual Commissioner Conference
 Final Conference Schedule
 As of January 29, 2013

Time	Activity	Who
8:00 am – 8:50 am	Breakfast and Registration	Breakfast – Scott and Robbie Registration <u>KATHY SMITH</u> <u>DAVID.</u>
Morning Session		
9:00 am - 10:15 am	<ul style="list-style-type: none"> Welcome <u>BILL MORGAN or TIM.</u> Council Commissioner's Address Don Arkle Area 9 Commissioner Address/Scoutreach Eli Morgan ? 	
10:15 am – 10:30 am	Break	
10:30 am – 11:50 am	<ul style="list-style-type: none"> College of CCS Presentation • John Martin CSD 723 or CSD 720 • CCS Staff 	
<p><i>BREAK UPS - FLIP CHARTS - KATHY; ELI MORGAN</i></p>		
Lunch	Lunch and Fellowship	Scott and Robbie
11:50 am – 12:30 pm		
Afternoon Session		
12:30 pm – 1:00 pm	<ul style="list-style-type: none"> Annual Commissioner Orientation Video (video ~30 mins.) More Training 	<u>RESERVED CSC.</u> <u>PRESENTATION</u>
1:00 pm – 1:45 pm		
1:45 pm – 2:00 pm	Break	Setup for Recognitions
2:00 pm – until	Recognitions <ul style="list-style-type: none"> Awards by District Commissioner College Graduation 	Council Commissioner, District Commissioners, College Dean
3:30 pm	Closing	
Notes		

Appendix D: Commissioner Conference Information and Registration Form



Tukabatchee Area Council 2013 Commissioner Conference

- Who: All Council, District, and Unit
Commissioner Staff
- When: Saturday, February 16, 2013
9:00 am – 3:00 pm
Breakfast and Registration from 8:00 am to 8:50 am
- Where: Camp Tukabatchee Dining Hall
- Cost: \$10 per person
Includes Breakfast, Lunch, and Refreshments

You don't want to miss the 2013 Commissioner Conference. This will be our Council's 1st Annual Commissioner Conference which will be filled with inspiration, training, hands-on problem solving, recognition, and fellowship!

We are pleased to announce that our Area 9 Commissioner Eli Morgan will be coming to address our Commissioner staff and will share his success with Scoutreach; a program which places emphasis to recruit strong adult leaders and to develop strong relationships with chartered organizations in urban and rural areas, removing barriers to ensure that all youth have the opportunity to join Scouting. Service to these types of units is both a problem and opportunity for our Council. We will be taking a hands-on approach as Commissioners to solve this problem!

In addition to this program, we will be recognizing Commissioners across our Council and will be holding Graduation for degrees earned during the 2012 College of Commissioner Science year.

Register today or before Monday, February 11, 2013 by completing the form below. For more information or questions, please email Howard Williams, howard@howardwilliams.com.

2013 Annual Commissioner Conference Conference Schedule

Time	Activity
8:00 am – 8:50 am	Breakfast and Registration
Morning Session 9:00 am - 10:15 am	<ul style="list-style-type: none"> • Welcome • Council Commissioner's Address, Don Arkle • Area 9 Commissioner Address/Scoutreach, Eli Morgan • Question and Answer
10:15 am – 10:30 am	Break
10:30 am – 11:50 am	<ul style="list-style-type: none"> • Hands on Problem Solving Break-Out Session • Problem Solving Discussion
Lunch 11:50 am – 12:30 pm	Lunch and Fellowship
Afternoon Session 12:30 pm – 1:00 pm	<ul style="list-style-type: none"> • Annual Commissioner Orientation Video
1:00 pm – 2:00 pm	<ul style="list-style-type: none"> • College of Commissioner Science Presentation, John Martin, DCS • CED 723 – Reaching the Next Multi-Cultural Generation, Janell Diggs, MCS
2:00 pm – 2:15 pm	Break
2:15 pm – 3:30 pm	Recognitions <ul style="list-style-type: none"> • Awards by District • Commissioner College Graduation
Following Recognitions	Closing

Registration Form
2013 Tukabatchee Area Council Commissioner Conference
Saturday, February 16, 2013
Registration/Breakfast 8:00 am, Conference at 9:00 am

Commissioner Information

Name: _____

Email: _____

Phone: _____

District: _____

Position: _____

Do you have any special dietary needs? _____

- Early Registration \$10 (deadline Monday, February 11, 2013)
- Registration after deadline \$12

Please complete this form and payment by
Monday, February 11, 2013 for early registration.

Payments can be made in person or by mail at the address below:

Tim Killough – 2013 Commissioner Conference
Tukabatchee Area Council
3067 Carter Hill Road
Montgomery, AL 36111

For more information, please contact Howard Williams via email at howard@howardwilliams.com or by phone (334) 799-0676.

We look forward to seeing you at the 2013 Commissioner Conference!

Appendix E: Commissioner Conference Budget



2013 Commissioner Conference Budget

Cost related of use of Camp Tukabatchee dining hall	\$150.00
Estimated cost of meals, snacks, and refreshments	200.00
Estimated cost of awards, supplies, and other miscellaneous items	50.00
Total Conference Budget	\$400.00

Notes regarding above budget items:

The costs related to the use of the Camp Tukabatchee dining hall and meals, snacks, and refreshments provided during the conference was funded by private donation, excess funds in the Commissioner account held by the Tukabatchee Area Council, course registration fees collected at College of Commissioner College meetings, and/or commissioner conference registration fees collected.

Monies for commissioner conference registrations were collected by the Tukabatchee Area Council or Tim Killough, Assistant Scout Executive. While I did not receive an amount of total registration fees collected, I can fairly estimate approximately \$250.00 was collected by the aforementioned sources.

Appendix F: Commissioner Conference Registration/Attendance

Commissioner Conference Database

howard@howardwilliams.com

Name	Phone #	District	Position	Special Dietary Need	Paid	Amount
Robert Johnson	205-646-3938	Frontier	Unit Commissioner	Sugar free, no/low carb	Yes	\$10.00
John Martin Jr.	334-414-0348	Ecunchatee	Asst. Council Commissioner	None	Yes	\$10.00
Kevin Fulmer	334-270-5652	Menewa		None	Yes	\$10.00
Kathy Smith	334-284-3482	Ecunchatee	ADC	None	Yes	\$10.00
Janelle Diggs	334-356-3210	Ecunchatee	Unit Commissioner	None	Yes	\$10.00
Rick Diggs	334-356-3210	Ecunchatee	Round Table Commissioner	None	Yes	\$10.00
Rob Pinkston	334-399-1135	Ecunchatee	District Commissioner	None	Yes	\$10.00
David Pinkston	334-313-3231	Ecunchatee	Asst. Council Commissioner	None	Yes	\$10.00
Chip McEwen	334-244-1189	Ecunchatee	ADC	None	Yes	\$10.00
Tim Killough	334-262-2697	Council	ASE	None	Yes	\$10.00
Bryan Powell	334-315-1766	Menewa	Unit Commissioner	None	Yes	\$12.00
Eddie Burt	334-304-0077	Ecunchatee	Unit Commissioner	None	Yes	\$12.00

Crane
 Bill Bonner
 Alan Bearden
 Keith Wilson
 Alfred Mordock

McDuffee
 Paid Wed.

Howard Williams
 Bill Morgan
 Eli Morgan
 Myrtle Norrell
 Scott Schedorf
 Don Aikle
 Robert Frederick

Greg Jones

Appendix G: Chronological Order of Project Events

March 2012 – Determined that I wanted to plan and organize a Commissioner Conference in the Tukabatchee Area Council. Discussed idea with fellow commissioners and Scout executives. Attempted to make contact with Council Commissioner, Mr. Don Arkle, to gain approval to organize and plan the conference.

April/May 2012 – Response from Council Commissioner that conference could be discussed at the next Council Commissioner's meeting (TBD). Reviewed the *"Administration of Commissioner Service"* manual regarding the Annual Commissioner Conference and became familiar with the steps needed plan and organize the conference.

June 2012 – Prepared notes for discussion at the Council Commissioner's meeting. Outlined and prepared letter to College of Commissioner Science, Mr. Greg Jones, for doctoral project approval. Received approval by the Council Commissioner to plan and organize the commissioner conference, then received approval from the college dean and doctorate program dean for doctorate project. Typically the a doctorate project must be approved by the college dean and doctorate program dean before project work begins, however Council Commissioner approval is needed before proceeded since the annual commissioner conference is one of the role's of the Council Commissioner. In this case, all were present at the Council Commissioner's meeting and approval was received by all.

September/October 2012 – Began planning and identify possible themes for conference. Spoke with other commissioners at the Council Camporee to brainstorm ideas and generate interest in the commissioner's conference. Date was determined by the Council Commissioner.

November 2012 – Organized conference planning committee and help first of three planning meetings. Conference subcommittees formed. Determined next steps that needed to be resolved before the second planning meeting. Searched for location to hold the commissioner conference and keynote speaker.

December 2012 – Keynote speaker Mr. Eli Morgan, Southern Region Area 9 Commissioner, confirmed to speak at conference. Second conference planning meeting held. Location finalized and reserved. Further planning was adjourned until after Christmas and New Year Holidays.

January 2013 – Started promotion and registration of the commissioner conference. Final planning details determined and discussed at the final conference planning committee meeting.

February 2013 – Coordinated with committees and volunteers regarding their roles during the conference. Determined total number of registrations for food and materials. Prepared and organized conference folders, presentations, and any remaining items. Commissioner Conference took place of February 16. Received feedback from commissioners and Council Executives who were present during conference. Sent thank you to Mr. Eli Morgan.

Summer 2014 – Organized planning notes and materials to complete project report.

August 2012 – Complete first draft of project report and turned into Mr. John Martin, doctoral program dean. Received feedback on first draft and completed final draft of project report.