

TELLING OUR STORY



2007 WEST VIRGINIA CONFERENCE

# *Faces of* Leadership

July 10, 11 and 12  
Charleston Civic Center

VOLUNTEERISM

NATIONAL SERVICE

SERVICE-LEARNING

*Come join us at the Faces of Leadership conference, our state's major annual gathering of people strengthening our communities through service.*

*Imagine a conference filled with people who see possibilities in problems, who are eager for new ideas, and who stand ready to roll up their sleeves to get things done. The people who come to this conference know that the serious problems we face in our communities cannot be solved by the government or by the private sector alone. For West Virginia to have vibrant communities, we all have to do our part. If you're looking for an antidote to apathy or discouragement, join us in Charleston July 10-12, 2007.*

# *Faces of Leadership*

*Telling Our Story*

At the conference you'll hear about people and organizations that are innovators in getting things done in the Mountain State. Our keynote speakers, Jean Gatz and Richard Couto, will give you a new understanding about how leadership can flourish in individuals and communities even under the most adverse conditions.

The theme of this year's conference is *Telling Our Story* and you will find a number of workshops that speak to this topic. Whether you need to tell your story in a grant application, to a foundation, or to a legislator, or make a presentation to a large group, there are sessions in this year's program that can help you.

Are you looking for something more advanced? Consider *Skilled Facilitation*, a session that will sharpen your skills. And what about *Developing Responses to Community Intolerance*? This session on Thursday will definitely give you

something new to think about in your community.

The range of workshop choices is wide enough to have something for everyone. There are many offerings that deal with the volunteer world; learning to deal with 'Boomers' or 'Millennials' or difficult volunteers, for example. Who doesn't need help finding resources? Look for the sessions on accessing federal funds or working with foundations, among others.

There are two new academies this year. The first is *No One Can Do It Alone*, the disaster leadership academy from West Virginia Voluntary Organizations Active in Disaster. For the past two years, this event has been a pre-conference, but this year it is part of the main conference to allow for new networking opportunities. The second academy is the *Youth Service Leadership Academy*, which will offer youth and adults



the chance to gain skills to strengthen youth service-learning throughout the state.

Each year more organizations partner with the Faces of Leadership conference. This year, the planning committee is proud to welcome the West Virginia Center for Civic Life, which is offering their outstanding *Civic Life Institute* as a pre-conference event beginning on Monday, July 9, 2007. See page 3 for more information. We are also proud to include a one-day *Workplace Volunteering Institute* presented by the Points of Light Foundation and sponsored by the West Virginia Business Volunteer Council. Representatives from businesses, large and small, are encouraged to attend.

We are sure you will be as excited as we are when you read what we have packed into three days to energize you with new possibilities! Read on for all the details and register soon to ensure your workshop choices.

## Monday, July 9

10:00am-6:00pm Civic Life Institute

## Tuesday, July 10

8:30-11:30am Registration  
8:30-11:30am Civic Life Institute  
9:00am Youth Service Leadership Academy  
10:00am Disaster Leadership Academy  
11:30am Lunch  
Jean Gatz  
Keynote Speaker

1:30-3:00pm Workshop Session 1  
3:30-5:00pm Workshop Session 2  
6:30-8:30pm National Guard Rock Wall

## Wednesday, July 11

9:00am Tell a Story of Leadership  
Richard Couto  
Keynote Speaker  
10:00am Workplace Volunteering Institute  
10:00am Tell a Story of Service  
Richard Couto  
Facilitator  
11:45am Lunch

1:30-3:00pm Workshop Session 3  
3:30-5:00pm Workshop Session 4  
6:30pm Governor's Service Awards Banquet

## Thursday, July 12

8:45-9:45am Workshop Session 5  
10:15-11:15am Workshop Session 6  
11:30am Landmark Studio Youth Theater  
12:30-2:30pm Lunch  
Conference Closing

## Jean Gatz | Keynote Speaker and Author



Tuesday, July 10 | 12:15pm

### How to Be an Effective Leader When Your Magic Wand is Broken!

What if you could wave your magic leadership wand over your greatest challenges and make them disappear? Ah, if leadership - and life - were only that easy! Join Jean Gatz in this lively session as she shares skills you can use to manage your challenges with wisdom, courage and a sense of humor. While your individual story shapes who you are and how you view yourself as a leader, your challenges abound. Maybe you're struggling with a lack of time, funding, resources, and volunteers. Perhaps you're feeling overwhelmed as you try to balance work, family and giving back. Or you're wondering how you will handle a myriad of changes as a leader. We can't be in charge of everything that happens to us, but we can make choices every day that dramatically impact our lives. Gain skills to be a positive role model, change agent and relationship builder. Develop your plan to handle change with more flexibility, communicate more

effectively and make decisions with more clarity while gaining more satisfaction, pride and joy in your work and your life.

Jean Gatz is one of only 175 women in the world to hold the designation of Certified Speaking Professional. She blends humor and motivation with a common sense approach to life. Jean is an expert on communication, leadership and life management. As an active volunteer in her hometown of Baton Rouge, LA, she understands our challenges. She is the author of *How to Be the Person Successful Companies Fight to Keep* and *Mama Said There'd Be Days Like This*. Her goal is to help people bring 'Pride & Joy to Work & Life,' and for audiences to leave her presentations with a renewed sense of enthusiasm for who they are, what they do, and for the people and issues that really matter.

## PLEASE JOIN US 2007 Civic Life Institute July 9-10, 2007

Throughout the state, West Virginians are working on important issues that affect the quality of our lives. An essential part of this work is talking with one another about our common community problems. The Civic Life Institute helps participants develop the skills to moderate, and convene public discussions about issues that matter to all of us.

- Learn how to moderate deliberative discussions of public issues
- Learn a process for addressing local and community problems
- Discuss strategies for organizing community forums
- Network with others who are working toward public involvement
- Learn how to apply these skills to your community-building efforts
- Engage in deliberation of issues important to our state, such as – *Childhood Obesity in West Virginia*, *The 21st Century Mission for Our Public Schools*, *Creating Opportunities for Young Adults to Thrive in West Virginia*

The Institute is sponsored by West Virginia Center for Civic Life in conjunction with the 2007 Faces of Leadership Conference. The Institute schedule is Monday, July 9 from 10:00am to 6:00pm and Tuesday, July 10 from 9:00am to 11:30am.

Issue guides, curriculum materials, and Monday lunch are included in the \$95 fee. Social work CEU's are also available. To register for the Institute and/or the conference, simply check the Civic Life Institute box on the conference registration form. For more information, contact:

**Betty Knighton**  
Director  
West Virginia Center for Civic Life  
knightonb@aol.com

# Governor's 2007 Service Awards Banquet

Wednesday, July 11 | 6:30pm

Each year, the Governor's Service Awards banquet showcases the accomplishments of extraordinary West Virginia volunteers.

Governor Joe Manchin III will present the 2007 Governor's Service Awards, West Virginia's most prestigious volunteer honor.

Last year conference participants were inspired by the remarks of all the awardees. They ranged from a lifetime achievement recipient with a passion for providing young people with heart conditions a camp experience, to a seven year old who entertains at nursing homes.

From Left: Paul Luttamus (Luttamus Communications), Stephen Hafertepen (MUSHROOM), Bob Hartley, David Deci (MUSHROOM), Kaitlin Mehle, Jake Mehle, Diana Mehle, Larry Lower, First Lady Gayle Manchin, Melody Williams, Philip Stahl, Jeanne Mozier, Harry Comm (Hancock County Savings Bank), Ronald Seaton (Summers County Wellness Center), Robert Mayhew.



## Richard Couto | Professor of Leadership Studies · Antioch University



Wednesday, July 11 | 9:00am  
**Tell A Story of Leadership**

What is leadership? Jackie Reed, who heads a community-based organization in Southside Chicago, offered no story of power, authority, or position in her answer to this question. Based on her community and volunteer experience, she answered, "Leadership structures the opportunity for others to give their gifts, to contribute to community." This perspective uniquely fits citizen leadership. Join Dr. Couto as he examines some of the stories of citizen leadership that stress the bonds among people as members of a community. These bonds were first described in West Virginia almost a century ago as social capital. The unique narrative of community leadership embodies much of the local leadership in Appalachia. As in so many other ways, the experience of Appalachia has much to instruct the rest of the nation about

leadership and community. These lessons include: a clear sense of community; facing challenges to communities and their members; establishing networks; and advocating for and providing more and better resources and services that establish and maintain the bonds among us a members of a community. Dr. Couto is a professor of Leadership Studies at Antioch University and is one of the founding faculty members of the Jepson School of Leadership Studies at the University of Richmond. He developed a curriculum that integrates classroom instruction with community service and action research. He is considered a pioneer in the service-learning movement and a champion of the social change emphasis within it. Dr. Couto is the author of *Making Democracy Work Better* and *To Give Their Gifts*.

Wednesday, July 11 | 10:00am  
**Tell A Story of Service**

In keeping with the theme of the conference and working in small groups, we will spend a good portion of the morning listening to and telling our stories about acting on behalf of others. Working together, we will record our ideas, experiences, and lessons – positive and problematic – about service. Our stories may include an overview of community service; attention to a particular dimension of service; or an account of a particular and insightful event or incident. In these stories we are likely to find the "faces of leadership" that help others "to give their gifts."



## Business Volunteering Institute

Wednesday, July 11 | 9:00am-5:00pm

Many businesses are considering an employee volunteer program but they simply don't know where to start! This institute will give businesses all the basic information needed to launch a program. It is provided through the Points of Light Foundation, which has extensive experience in coaching businesses as they develop their volunteer programs. Find out how your business can be part of this growing movement. Nonprofit organizations can encourage their business partners to attend and can also join the final session. Sponsored by the West Virginia Business Volunteer Council.

To register for this training, call Moya Doneghy at (304) 558-0111.

### SCHEDULE OF TRAINING

#### 9:00am

Tell A Story of Leadership  
Richard Couto, keynote speaker

#### 10:00am-Noon

Getting Off the Ground: Business/Employee Volunteer Program Start-Up

What are the secrets to launching an effective employee volunteer program? Learn the key steps to launching a promising program and see how other companies have instituted them easily and well. Whether you have seven employees or 70,000, come prepared to learn and discuss the effective practices that can lead to success.

#### 1:30-3:00pm

Effective Practices in Workplace Volunteering:  
Findings from the Benchmarks of Excellence

This interactive session reveals what the Benchmarks of Excellence research of the Points of Light Foundation research shows us about the structure, scope and policies of the best employee volunteer programs and how this information can benefit your company's program.

#### 3:30-5:00pm

Building Effective Business-Nonprofit Partnerships

Businesses and nonprofits come together in this seminar to develop plans for creating successful partnerships. Gain practical information that can be immediately applied to your company's EVP or your organization's volunteer management strategies. Learn to develop partnerships from your organization's strengths, build on the seven characteristics of successful partnerships and apply the five steps for beginning community partnerships.

### ABOUT THE TRAINER

Bea Bocalandro, consultant and trainer for the Points of Light Foundation, specializes in helping companies reach excellence in corporate-community involvement. She has done work for businesses, non-profits and corporate-community involvement groups; has published research results for the U.S. Department of Labor; and teaches evaluation and corporate-community involvement at Georgetown University. She has assisted the development of the West Virginia Business Volunteer Council.

## Landmark Studio Youth Theater Project



Thursday, July 12 | 11:30am

Don't miss this exciting presentation by youth from Braxton County's Landmark Studio Youth Theater Project! Middle and high-school students will present material they wrote themselves as a reflection on the teen social issues they consider important to the community. This project began two years ago with a vision of youth empowerment through training and participation in all aspects of theatrical production. Youth participants learn civic responsibility while engaging in the arts. They learn how to tailor their programming to reflect community needs and they gain an understanding of leadership skills. Come share in the enthusiasm of this group of active young people.



## No One Can Do It Alone

### West Virginia Voluntary Organizations Active in Disaster

When any disaster, large or small, strikes a community, agencies must work together. The National Incident Management System has helped agencies learn and understand a common command system. However, for an efficient response to a disaster to occur, it is essential that those responding are up to date on the latest federal, state, and local policies, and have agreements in place to share resources. It is also advantageous if those responding have a working relationship with each other before the disaster strikes. Being prepared for response takes advance planning and relationship building.

This academy offers a unique opportunity to network and discuss the status of disaster preparedness, response and recovery in our state while building stronger partnerships for the future.

Through keynote and workshop presentations and large and small group discussions, participants will learn:

- How to build relationships with county and state agencies both during a disaster and especially before disaster strikes
- How to make disaster volunteer reception centers function in any community
- Usual and unusual partnerships
- The latest FEMA policies and procedures
- How to make sure an organization is NIMS compliant
- Updates to the National Response Plan

**No One Can Do It Alone** brings together members of nonprofit groups, emergency response professionals, Citizen Corps Councils, community organizations, faith communities, and government agencies that are all working and planning to effectively meet the needs of citizens and communities impacted by disasters. It promises to be an interesting and informative experience. We hope you'll be a part of it.

The academy begins at 10:00am on July 10 and will also include an evening keynote session on that day. **Do not choose additional conference workshops – simply check the Disaster Leadership Academy box on the registration form.**

### SESSION ONE

**Tuesday, July 10**  
**1:30-3:00pm**

No.	Workshop
1	I Already Took a Pain Pill, So Why Are You Still Here?
2	Planning Your Personal Course for the Future
3	Using Your Board as a Resource
4	Standards for Excellence: Nonprofit Management/Accountability - Part 1
5	Times Are A-Changing! Are You?
6	Planning (Not Writing!) Your Grant Applications
7	Communication Skills for Community Leaders
8	Wear Your Rose-colored Glasses: Part 1
9	Collaboration is But One Kind of Partnership

### SESSION TWO

**Tuesday, July 10**  
**3:30-5:00pm**

No.	Workshop
10	Why Didn't I Think of That?
11	Personal Preparedness for Disasters and Emergencies
12	Board Member Roles and Responsibilities
13	Standards for Excellence: Nonprofit Management/Accountability - Part 2
14	Effective Group Facilitation
15	The Mystery of Foundations - It's Not So Secret
16	How to Discover, Develop and Deliver Powerful Stories
17	Wear Your Rose-colored Glasses: Part 2
18	Connecting with Your State Government

### SESSION THREE

**Wednesday, July 11**  
**1:30-3:00pm**

No.	Workshop
19	Volunteerism is a Risky Business
20	Remember to Breathe! Stress, Coping and Relaxation: Part 1
21	Successful Planning: Transitioning Leadership in Your Organization
22	Running on Empty: What to Do When Conflict Interferes with Service - Part 1
23	Skilled Facilitation
24	Accessing Federal Funds: Part 1
25	TNT: Training Not Telling
26	Fun with Dick and Jane – and Bob, Carol and Joe: Team Building
27	Building Strategic Partnerships: Part 1

# C E W O R K S H O P S

## YOUTH SERVICE LEADERSHIP ACADEMY

### SESSION FOUR

**Wednesday, July 11**  
**3:30-5:00pm**

No.	Workshop
28	Baby Boomers – The Next Generation
29	Remember to Breathe! Stress, Coping and Relaxation: Part 2
30	Tools for a Successful Planning Retreat
31	Running on Empty: What to Do When Conflict Interferes with Service - Part 2
32	Recognition with Ease and Flair!
33	Accessing Federal Funds: Part 2
34	Speaking with Persuasion, Power and Pizzazz
35	Building Effective Business-Nonprofit Partnerships
36	Building Strategic Partnerships: Part 2

### SESSION FIVE

**Thursday, July 12**  
**8:45-9:45am**

No.	Workshop
37	Understanding the Millennial and Why They Volunteer
38	Developing Community Responses to Intolerance: Part 1
39	Using AmeriCorps to Help Your Community
40	Effective Evaluation: Trade Secrets Revealed - Part 1
41	Telling Your Story to the Legislature
42	Accessing and Using Local Data: Part 1
43	Making Connections for Your Organizations: Networking 101 - Part 1
44	Linking Families Together
45	Shaping West Virginia's Children: Engaging Communities in Dialogue - Part 1

### SESSION SIX

**Thursday, July 12**  
**10:15-11:15am**

No.	Workshop
46	Dealing with Volunteer Behavior and Misbehavior
47	Developing Community Responses to Intolerance: Part 2
48	AARP Money Management Program: Volunteers Promoting Independence
49	Effective Evaluation: Trade Secrets Revealed - Part 2
50	Something for Everyone
51	Accessing and Using Local Data: Part 2
52	Making Connections for Your Organizations: Networking 101 - Part 2
53	Once Upon a Time There Was a Group of Teens
54	Shaping West Virginia's Children: Engaging Communities in Dialogue - Part 2

The Youth Service Leadership Academy is offered as a track for young leaders ages 14-21 and adults working with young leaders to gain knowledge and skills to strengthen youth service in communities throughout the state of West Virginia. Participants in the Academy will learn how to engage youth in their communities in a meaningful way, how to draw from the resources of youth, and how to further develop leadership skills in young people while strengthening youth and adult partnerships. Participants will understand how service-learning strengthens developmental assets as well as supports the vision of West Virginia's Promise.

Orientation for the youth Service Leadership Academy begins at 9:00am on Tuesday, July 10 and participants are expected to stay for a reflection session after the conference closes. Young people aged 18 or under must be accompanied by an adult.

If you would like to participate in the Youth Service Leadership Academy, please check the **Youth Leadership Academy box on the registration form. Do not choose additional workshops.** The Youth Service Leadership Academy will cover all six workshop sessions. Space is limited.

## ACADEMIES

**Disaster Management Academy and Youth Service Leadership Academy cover ALL SIX SESSIONS.**

*Please do not choose additional workshops.*

**1 | I Already Took a Pain Pill, So Why Are You Still Here?**

Jean Gatz  
*Keynote speaker and author*

Difficult people can have a major impact on your organization when they undermine your efforts to build a strong cohesive team. While you may not have the power to change a difficult person, you can easily learn how to deal with them effectively. This workshop blends humor with five practical strategies you can implement to reduce conflict and improve both morale and productivity.

**2 | Planning Your Personal Course for the Future**

Trudy Seita  
*Trudy Seita Associates*

Managing a nonprofit program has been listed as a “most stressful” job. If you are overworked, stressed, or at a crossroads in your job, this interactive workshop is just right for you. You will revisit *your* personal values, explore *your* priorities, and create *your* action plan for future success. You will also take a light-hearted look at yourself and refocus your personal purpose to become more effective leading others. It will prepare you to return home, ready to implement ideas from the conference.

**3 | Maximizing Your Board as a Resource**

Barbara Fish  
*WV Board of Education, facilitator*

All nonprofit organizations are required to have a board of directors or advisory council, but how many really use board members to their full potential? Board members can be fund raisers, evaluators, program developers, and staff supporters, in addition to the important legal and fiscal responsibilities they carry. Hear what outstanding board members expect when they join a board and learn how boards can be mobilized to expand your organization’s capacity.

**4 | Standards for Excellence: Nonprofit Management and Accountability - Part 1**

Patricia McGill  
*Community Development Partnership*

The Standards of Excellence program is designed to promote excellence and integrity in nonprofit management and to strengthen the public’s trust in nonprofit organizations. Learn how this best practices model can be used to assess and improve your organization’s mission, governance, financial systems, and personnel practices.  
*This is a two-part workshop. Be sure to register for Part 2, workshop #13.*

**5 | Times Are A-Changing! Are you?**

Richard Gehring  
*Meals on Wheels; Buffalo, New York*

Will you and your organization be ready to meet the needs and challenges of the new volunteer and consumer in your program? What will need to be in place for your organization to WOW them and ensure its growth and longevity way into the future? This workshop will deal with visionary planning and managing change.

**6 | Planning (Not Writing!) Your Grant Applications**

Alice Ruhnke  
*The Grant Advantage*

If you are part of a grant funded organization this workshop is for you! This grant planning (not writing!) workshop covers the role of all members of an organization in the grant planning process. Find out how to: (1) follow the planning process recommended by the Grantsmanship Institute; (2) develop sections of grants to use and re-use; and (3) create an organizational file to shorten the time spent preparing applications.

**7 | Communication Skills for Community Leaders**

Michael Dougherty  
*WVU Extension Specialist*

Community organizations have to get their message out. This helps with fundraising, volunteer recruitment, and generating interest and enthusiasm for what they do. Communities on the move need strategies that will help in these areas and enable them to communicate their success stories. This session will cover media relations, public communications, and internal communications.

**8 | Wear Your Rose-Colored Glasses: Part 1**

Nonie Roberts  
*Adolescent Health Coordinator*

When helping to meet the needs of others we can easily get discouraged by the difficulties people are forced to live with. This workshop will look at difficult situations and experiences in a different way, recognizing the strengths people use to survive rather than focusing on the negative situation. Making the shift from looking at what’s wrong with the world to looking at what’s right with the world is a life-changing experience. If you are ready for that change, join this workshop and leave wearing rose-colored glasses.  
*This is a two-part workshop. Be sure to register for Part 2, workshop #17.*

**9 | Collaboration Is But One Kind of Partnership**

Leslie Stone  
*Stone Strategies*

Come participate in 90 minutes of interactive exercises designed to introduce you to the definition of collaboration and different types of partnerships. A variety of partnership arrangements can serve organizations and communities as they work together to achieve their dreams. Leave with tools that help your team decide the most appropriate type of partnership for the road ahead, and define the partnership to promote clear understanding and responsible follow-through.

*Vision without action is a daydream.  
Action without vision is a nightmare.*

## JAPANESE PROVERB

**10 | Why Didn't I Think of That?***WV Senior Corps*

Find the answers that you really need to know on topics relating to volunteer management in this guided-by-subject networking opportunity. Facilitators at each table will provide information as well as encourage participants to share best practices and challenges, exchange ideas, and network for follow up. You will be able to participate in several discussions or stay with just one. The roundtable format will provide a comfort level through small group discussions.

**11 | Chicken Little Meets the Little Red Hen***Personal Preparedness for Disasters and Emergencies**Christine Santy  
CERV Developer*

Disasters or emergencies both large and small can happen anywhere to anyone. Even the most essential of emergency personnel find themselves personally unprepared. This fun workshop will help everyone learn why and how to personally plan and build disaster kits for themselves and their family. If we are personally prepared then we will be able to help others in case of a disaster or emergency. Hear stories that illustrate our personal and cultural denial.

**12 | Board Member Roles and Responsibilities***Kate Burbank and Norm Schwertfeger  
WVU Extension Service*

Have you ever wondered what your official role as a board member of a nonprofit organization is supposed to be? What is the relationship between the Executive Director and the Board? Do you have any financial and legal oversight responsibilities? These issues will be presented along with how to be an effective board member, handling board member disputes, characteristics to consider when selecting and nominating board members and much more!

**13 | Standards for Excellence: Nonprofit Management and Accountability - Part 2***This is a two-part workshop. Be sure to register for Part 1, workshop #4.***14 | Effective Group Facilitation***Peter Hille and Jane Higgins  
Brushy Fork Institute*

Have you ever lead a group and felt like topics got off track, the agenda was not covered, too much controlling conversation, challenging issues not addressed? This is the workshop for you! Learn how effective meeting strategies and advanced facilitation skills can make a difference in the community groups and volunteers you work with.

**15 | The Mystery of Foundations – It's Not So Secret***Shannon Cunningham  
WV Grantmakers Association*

Join a panel of foundation representatives as they talk about the ins and outs of working with grant seekers. Panel members will discuss preferred methods of communication, relationship building, the key to a successful project proposal, and the differences in how foundations operate. Significant time will be devoted to audience questions.

**16 | How to Discover, Develop and Deliver Powerful Stories***Jean Gatz  
Keynote speaker and author*

Using stories can help you create a powerful impact when you speak. If you're not a natural-born storyteller, there is good news! While storytelling is an art, it's also a learned skill. Learn how to develop a plan to create "aha" moments for every audience every time you speak. This entertaining and content-rich session will show you how to find and develop powerful stories from your program and your life and deliver them with impact.

**17 | Wear Your Rose-Colored Glasses: Part 2***This is a two-part workshop. Be sure to register for Part 1, workshop #8.***18 | Connecting with Your State Government***Mary Jo Thompson  
Director of Constituent Services  
Facilitator*

The purpose of government is to serve the people. However, citizens often think that state government and the Governor can easily solve community problems, but that's not usually the case. Government officials need and want engaged citizens to work with in partnership to address local needs. Volunteer service programs need to learn how to explain what they need and understand what is possible. Take this opportunity to learn how to be a good partner with state government, and meet the seven regional Governor's representatives.

**19 | Volunteerism is a Risky Business**

Shirley Eagan  
*Retired Volunteer Leadership Specialist  
 WVU Extension*

Leaders of non-profits need to be able to identify, evaluate, and control risks that might affect their organization, its volunteers, and clients. Learn what risk management is, and why you should be concerned. This session will help you evaluate your program and learn skills for developing a risk management plan.

**20 | Remember to Breathe!  
 Stress, Coping and Relaxation: Part 1**

Renée M. Verbanic  
*Life Long Learning*

This interactive workshop will help you understand the roots of stress and the skills required to assert, manage, cope and relax. Understanding stress and its toll on the body and mind is not enough to keep one healthy – learning skills to prevent and practice are the key! Prepare for an engaging session where you will gain new perspectives, assess behaviors and learn new skills that foster resiliency in the workplace and beyond.

**21 | Succession Planning: Transitioning Leadership in Your Organization**

Richard Gehring  
*Meals on Wheels; Buffalo, New York*

Why should your organization plan for a change in leadership? How should you go about it? Find out the key steps and processes that organizations must take to ensure that solid, effective, visionary leadership thrives. Discover how leadership change can be an opportunity to move an organization forward with a new understanding of its complexities and challenges. Planning helps improve the odds of successfully completing an executive transition.

**22 | Running on Empty:  
 What to Do When Conflict Interferes with Services - Part 1**

Frances P. Allen  
*WV Center for Dispute Resolution*

Conflict can be a thief that robs an organization of time, scarce financial resources, committed volunteers and sustained forward movement. Every organization can learn to better resolve conflict, and may even harbor hidden leader-peacekeepers. Skills can be learned, organizations can regain equilibrium, and people can return to serving the community. *This is a two-part workshop. Be sure to register for Part 2, workshop #31.*

**23 | Skilled Facilitation**

Peter Hille and Jane Higgins  
*Brushy Fork Institute*

This advanced workshop is based on The Skilled Facilitator by Roger Schwarz. This approach is based on a set of core values, assumptions and principles that when applied enables the facilitator to help groups learn to reflect on and change how members think in difficult situations so they can work more effectively together.

**24 | Accessing Federal Funds: Part 1**

Alice Ruhnke  
*The Grant Advantage*

The federal government is increasingly looking to fund the important work done by community and faith-based groups. Every year they release millions of dollars to assist groups like yours in serving their communities. In the first part of this workshop you will learn how to research grant opportunities and outline a grant proposal. During the second section we will discuss a complete “Request for Proposals” to learn the different requirements of the federal government. *This is a two-part workshop. Be sure to register for Part 2, workshop #33.*

**25 | TNT: Training Not Telling**

Kelli Jo McNemar  
*WV Division of Personnel, Organization and Human Resource Development*

In this interactive session, you will practice innovative training techniques that produce results. Specifically, you will learn: how to develop a core message that enhances attention, interest, and learning; how to employ active training strategies that

engage, persuade, and inspire your audience; and how to avoid “data dumps” and “death by PowerPoint.” If you want to create dynamite training sessions, join us for *TNT: Training Not Telling!*

**26 | Fun with Dick and Jane – and Bob, Carol and Joe: Team Building with a Purpose**

Tim White and Students  
*Operation Right Choice  
 Huntington*

This hands-on, high energy, low impact teambuilding session will use games and activities that build communication and creative thinking skills. Participants will be challenged through activities and events to work together to solve problems, overcome barriers and complete tasks in a timely manner. Young and old alike will leave with a clear sense of how these events and activities can generate interest, keep and build attention, and give a burst of excitement to any group.

**27 | Building Strategic Partnerships: Part 1**

LeadershipPlenty Trainers

Building partnerships between diverse organizations and individuals marshals the community’s resources, talents, and assets for change. This highly interactive hands-on session will help participants understand partnerships better and engage in them more effectively as they strive to solve complex community problems. This session is a part of the LeadershipPlenty program. *This is a two-part workshop. Be sure to register for Part 2, workshop #36.*

**28 | Baby Boomers:  
The Next Generation**

Richard Gehring  
*Meals on Wheels; Buffalo, New York*

We've seen the age wave coming – the 77 million people, known as Boomers. At each life stage, Boomers have made their mark. Now the Baby Boom is fast becoming the Aging Boom. Boomers are redefining the meaning and purpose of the older years as a time of continued work, service, and learning. Is your agency prepared to receive the Boomers and realize the potential of their time, energy, skills and experience?

**29 | Remember to Breathe!  
Stress, Coping and Relaxation: Part 2**

*This is a two-part workshop. Be sure to register for Part 1, workshop #20.*

**30 | Tools for a Successful  
Planning Retreat**

Trudy Seita  
*Trudy Seita Associates*

A successful planning retreat will energize board and staff members, create an action plan, develop ownership, and move your organization into the future. Learn the tricks of the trade from a skilled professional facilitator. Topics include agenda planning, advance preparations, questions to ask, and facilitation skills to achieve your goals for success.

**31 | Running on Empty:  
What to Do When Conflict Interferes  
with Services - Part 2**

*This is a two-part workshop. Be sure to register for Part 1, workshop #22.*

**32 | Recognition with Ease and Flair!**

Patricia Gruber and Zona Hutson  
*WVU Extension Service*

Call it recognition, call it appreciation, call it what you will, but never leave it undone! Learn how to add caring, responsibility, and kindness to your appreciation efforts. This workshop will include a variety of ideas and suggestions that will spark solutions for your recognition needs. Participants will take home plenty of great ideas.

**33 | Accessing Federal Funds: Part 2**

*This is a two-part workshop. Be sure to register for Part 1, workshop #24.*

**34 | Speaking with Persuasion, Power  
and Pizzazz**

Wendy Tuck and Ellen Davison  
*Volunteer Action Center  
Parkersburg*

It is sometimes said that a person would rather be in the casket than giving the eulogy! Our words are the most powerful tools we have to persuade people to support us. Learn skills that help you overcome nervousness, organize speeches, and deliver them with power and passion. Participants will find out how to use voice and body to address an audience with authority and credibility.

**35 | Building Effective Business-  
Nonprofit Partnerships**

Bea Bocalandro  
*Points of Light Foundation*

Join the Employee Volunteer Program track for this session as businesses and nonprofits come together to develop plans for creating successful partnerships. Learn to develop partnerships with businesses based on your organization's strengths, build on the seven characteristics of successful partnerships and apply the five steps for beginning community partnerships. *Participation limited to 20 people.*

**36 | Building Strategic  
Partnerships: Part 2**

*This is a two-part workshop. Be sure to register for Part 1, workshop #27.*

*Remember, you don't fear people  
whose story you know.  
Real listening always brings us closer together.*

MARGARET WHEATLEY

**37 | Understanding the Millennial and Why They Volunteer**

Douglas J. Walters  
*Transformation Specialists*

The term ‘millennial’ refers to anyone born after 1982. This interactive workshop will address the characteristics of the millennial and how those characteristics impact their interactions with X'ers and Boomers and their involvement in community service. Participants will leave the workshop with strategies to maximize their relationships with millennials.

**38 | Developing Community Responses to Intolerance: Part 1**

Paul Sheridan  
*Office of the Attorney General*

Using stories, a short video, exercises, and small group discussions, this workshop will explore specific and practical ways for us, as citizens, to act to make communities more inclusive and less intolerant environments for people who too often experience persecution and discrimination. *This is a two-part workshop. Be sure to register for Part 2, workshop #47.*

**39 | Using AmeriCorps to Help Your Community**

Michelle Teare and Joyce Brown  
*WV Commission for National and Community Service*

Kathleen Roedersheimer  
*Corporation for National and Community Service*

What could your organization accomplish, with additional help? What critical issue have you wanted to address, but didn't have the people-power? What community problem cries out for attention, but there is no one to tackle it? Explore how AmeriCorps\*State and AmeriCorps\*VISTA might help you address those critical needs.

**40 | Effective Evaluation: Trade Secrets Revealed: Part 1**

Georgia Hughes-Webb  
*Edvantia*

What are the major purposes and tools of program evaluation? During this interactive workshop you will learn how to recognize a strong evaluation design, find a competent evaluator, and establish a collaborative working relationship with an evaluator. Explore strategies for using evaluation findings to support and extend programs. *This is a two-part workshop. Be sure to register for Part 2, workshop #49.*

**41 | Telling Your Story to the Legislature**

Cliff Moore  
*WV Legislature*

Learn the best ways to approach your local delegates and senators about your specific programs or projects. Delegate Moore from McDowell County along with other members of the legislature from throughout the state will participate in this discussion.

*Act as if what you do  
makes a difference. It does.*

WILLIAM JAMES

**42 | Accessing and Using Local Data: Part 1**

Andy Whisman and Melanie Jones  
*WV Prevention Resource Center*

Getting the data you need to understand how your community ranks does not have to be expensive to obtain, time consuming to gather, or involve sophisticated research designs and data analysis. Much of this knowledge is already available. Discover how and where to look for the information you need about your county. Learn how this readily available data can help with grant proposals and program development. *This is a two-part workshop. Be sure to register for Part 2, workshop #51.*

**43 | Making Connections for Your Organization: Networking 101: Part 1**

Jennifer Wagner  
*Mission WV*

Skip Lineberg  
*Maple Creative*

This highly interactive session will assist nonprofit leaders and volunteers in making connections with funders, potential collaborators, donors, the media, and others in the community. Get some hands on experience and get connected in this session! *This is a two-part workshop. Be sure to register for Part 2, workshop #52.*

**44 | Linking Families Together**

Krista Farley  
*Family Leadership First*

Find out how Family Leadership First works with individuals and groups to develop a network that links, supports and encourages families to speak for themselves and others in realizing their dreams. WV Family Link teams provide local support to families in need.

**45 | Shaping West Virginia's Children: Engaging Communities in Dialogue - Part 1**

Betty Knighton  
*WV Center for Civic Life*

Throughout the state, West Virginians from all walks of life are voicing their concern about the health and well-being of our children, and directing efforts toward improving their nutrition, physical fitness, and overall health. Find out about the current statewide series of public dialogue on childhood obesity and participate in a deliberative forum on *Shaping West Virginia's Children*. Learn more about moderating and convening similar community forums on this issue in your community. *This is a two-part workshop. Be sure to register for Part 2, workshop #54.*

**46 | Dealing with Volunteer Behavior and Misbehavior**

Patrick Nestor  
*WVU Extension Specialist*

This interactive presentation will introduce participants to a process for addressing volunteer behaviors. It will provide specific help and action steps for dealing with behavior and misbehavior. If you supervise volunteers, come share your ideas and learn from your peers.

**47 | Developing Community Responses to Intolerance: Part 2**

*This is a two-part workshop. Be sure to register for Part 1, workshop #38.*

**48 | AARP Money Management Program – Volunteers Promoting Independence**

Gaylene Miller and Scott Adkins  
*AARP*

The West Virginia AARP Money Management Program (MMP) utilizes trained volunteers to offer daily money management services to help low-income older adults or people with disabilities who have difficulty budgeting, paying routine bills and keeping track of financial matters. The program goal is to prolong independent living for individuals who are at risk of losing their independence due to inability to manage their financial resources.

**49 | Effective Evaluation: Trade Secrets Revealed: Part 2**

*This is a two-part workshop. Be sure to register for Part 1, workshop #40.*

**50 | Something for Everyone**

Debbie Oleksa and Karen Akers  
*WV Public Broadcasting*

West Virginia Public Broadcasting is a statewide radio and television network that offers something for everyone. Community partnerships enable WV PBS to extend its reach beyond programming and enrich the lives of children, families and professionals with media literacy training, reading readiness activities, conflict resolution and more. Learn how the resources of WV PBS can benefit your community.

**51 | Accessing and Using Local Data: Part 2**

*This is a two-part workshop. Be sure to register for Part 1, workshop #42.*

**52 | Making Connections for Your Organization: Networking 101: Part 2**

*This is a two-part workshop. Be sure to register for Part 1, workshop #43.*

**53 | Once Upon a Time There Was a Group of Teens**

Terry Hutson and High School Students  
*Doddridge County*

Discover how all organizations can benefit from using youth to help meet community needs. Students, counselors, and principals are all looking for places where young people can serve. Doddridge County High School students will explain how they became civically involved. Experience the energy of these young people and take their enthusiasm back to your organization.

**54 | Shaping West Virginia's Children: Engaging Communities in Dialogue - Part 2**

*This is a two-part workshop. Be sure to register for Part 1, workshop #45.*

**Exhibiting at the Conference**

Take this opportunity to showcase your organization, program or products with an exhibit table at this year's conference. Each display area will have a six-foot skirted table. There is a nominal fee of \$25 per table for nonprofit organizations and \$50 for private sector exhibitors.

Call Katie Kostyo at (304) 558-0111 to register for a table.

**Reduce, Reuse and Recycle**

Celebrate service through service. Help make West Virginia a better place by:

- Reducing illiteracy by donating a book, books will be available for purchase.
- Reusing your life force by donating blood to the Red Cross blood drive and saving three lives. Register for the blood drive at [www.redcrosslife.org](http://www.redcrosslife.org)
- Recycling for a cleaner West Virginia. Recycling bins will be set up throughout the Civic Center for your cans and bottles.

If your program is interested in receiving books from the book drive contact Laurel Kirksey by June 21 at [laurel.kirksey@gmail.com](mailto:laurel.kirksey@gmail.com)

## CONFERENCE PLANNING COMMITTEE

### CONFERENCE COORDINATOR

**Moya Doneghy**, WV Commission for National and Community Service

### COMMITTEE MEMBERS

**Jean Ambrose**, WV Commission for National and Community Service

**Lynn Bennett**, Bennett Educational Services

**Tammy Boley**, WV Association of Senior Service Corps Directors

**Joyce Floyd**, Family Leadership First

**Marsha Geyer**, WV Main Street

**Jean Ann Goodman**, WV Association of Senior Service Corps Directors

**Janie Hill**, WV Department of Rehabilitation

**David Hoge**, WV Department of Military Affairs and Public Safety

**Susan Izzo**, WV National Guard

**Laurel Kirksey**, United Way of Central West Virginia

**Patrick Nestor**, WVU Extension Service

**Rod Poling**, WV Association of Senior Service Corps Directors

**Kathleen Roedersheimer**, Corporation for National & Community Service, WV Office

**Timberly Singley**, Sojourners

**Patty Snodgrass**, Adolescent Health Initiative

**Christine Spaulding**, United Way of Central West Virginia

**Jennifer Wagner**, Mission West Virginia

**Jayme Waldeck**, College Summit

**Doug Walters**, Transformation Specialists

## REGISTRATION NOTES

### Fees

Registration fees include all regular conference sessions and materials, meals listed on the registration form, and refreshments. They do not include lodging, or the additional cost of the *Civic Life Institute* on Monday, July 9, 2007.

Call (304) 558-0111 if you need to cancel your registration. A \$25 cancellation fee applies to all refunds. **No refunds can be made after June 29, 2007.**

### Special Needs

We will make every effort to meet the special needs of conference participants with disabilities. Please call (304) 558-0111 at least two weeks before the conference.

### Lodging

Rooms at the Marriott and at the Holiday Inn Express are being held for conference participants. **It is up to you to reserve your room.** Call the Marriott at (304) 345-6500 or the Holiday Inn Express at (304) 345-0600 to make your reservation. Please identify yourself as part of the *Conference on Volunteerism*.

### Continuing Education Units

The following professional organizations have designated the West Virginia Prevention Resource Center as an approved provider: West Virginia Certification Board for **Addiction & Prevention** Professionals; West Virginia Board of Examiners in **Counseling** (WV-508); West Virginia **Nursing** Board (WV2001-0366RN); the West Virginia Board of **Social Work** Examiners (490097); and the National Commission for Health Education Credentialing-**CHES** (MEP2479).

### Scholarships

Through a grant from the West Virginia Development Office, there are a limited number of scholarships for participants who live or work in the following West Virginia counties: Barbour, Boone, Braxton, Calhoun, Clay, Fayette, Gilmer, Lewis, Lincoln, Logan, Mason, McDowell, Mingo, Nicholas, Ritchie, Roane, Summers, Webster, Wetzel, Wirt, Wyoming. Call (304) 558-0111 for an application or e-mail [mdoneghy@mail.state.wv.us](mailto:mdoneghy@mail.state.wv.us) for an application.

**Design** Bryan Boyd Creative Group, Inc.

**Printing** Morgantown Printing and Binding



2007 WEST VIRGINIA CONFERENCE

# *Faces of* Leadership

*Telling Our Story*

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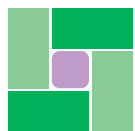
West Virginia Association  
for Volunteer Administration

West Virginia Business Volunteer Council

West Virginia Commission  
for National and Community Service

West Virginia Department of Health and  
Human Resources/Bureau for Public Health  
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# Faces of Leadership

Telling Our Story

## 2007 CONFERENCE REGISTRATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_

E-mail \_\_\_\_\_

County \_\_\_\_\_

Agency/Organization \_\_\_\_\_

This is my first time attending this conference:  Yes  No

Photographs taken of me during the conference may be used for publication:  Yes  No

Mail registration form and check to:

Volunteer West Virginia  
P.O. Box 6475  
Charleston, WV 25362

Please make checks payable to:

Volunteer West Virginia  
**NO REFUNDS AFTER  
JUNE 29, 2007.**

### WORKSHOPS

Using the workshop descriptions as your guide, please indicate, **by workshop number**, your choices. If you are attending an academy, **DO NOT** choose additional workshops.

Disaster Leadership Academy

Youth Service Leadership Academy

Session \_\_\_\_\_1 \_\_\_\_\_2 \_\_\_\_\_3 \_\_\_\_\_4 \_\_\_\_\_5 \_\_\_\_\_6

*(Please enter workshop numbers in spaces provided above.)*

### CEUs Requested

Social Work  Nursing  Counseling  Addiction/Prevention

There is a \$15 fee for CEU certificates.

### MEALS

Registration includes the meals listed below. Please indicate the meals you plan to eat.

Tuesday Lunch

Wednesday Lunch  Wednesday Dinner

Thursday Lunch

Vegetarian

Other needs \_\_\_\_\_

### FEES

All registration fees include conference sessions, refreshments and meals listed above. Early Bird discount valid until **Tuesday, June 5, 2007**. We **cannot** accept credit cards. We can invoice your organization.

#### Standard Registration

Early Bird | \$130

Regular | \$160

Youth | \$100

#### Single Day Rates

Tuesday | \$60

Wednesday | \$90

Thursday | \$50

#### Additional Costs

CEU Certification | \$15

Civic Life Institute | \$95

\_\_\_\_\_ \$ \_\_\_\_\_  
Check No. Total Enclosed

\_\_\_\_\_ \$ \_\_\_\_\_  
Total Enclosed