



# WING WISDOM

Gold Wing Road Riders Association  
Leadership Training Division Newsletter



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## Your Leadership Training Division International Staff:

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## Words from the International Directors



The seminar schedule for Wing Ding XXVI is coming together with many outstanding presentations. There will be contributions from areas such as: the Leadership Training Division, Rider Education, Member Enhancement, Trike SIG, Motorist Awareness Division (MAD), and many of the vendors just to name a few. Do you notice a *trend* here? YES - many different groups and individuals are excited about Wing Ding being held in Grapevine, Texas from July 4-8, 2004. It is refreshing to be around so many enthusiastic people, and we want to encourage as many Members as we can to attend Wing Ding this year – so spread the word every chance you get!

As a Trainer, or serving in any position of leadership, you are someone who others look up to, and who they go to for answers when they need help. It's not a guessing game; people don't follow others by accident. They follow individuals whose leadership they respect. Someone who is an 8 in leadership (on a scale from 1 to 10, with 10 being the strongest) doesn't go out and look for a 6 to follow—he naturally follows a 9 or 10. The less skilled follow the more highly skilled and gifted – that is the position you may be serving in for our Members of the Gold Wing Road Riders Association- a serious responsibility that we appreciate you doing.

Occasionally, a strong leader may choose to follow someone weaker than himself, but when that happens, it is for a reason. For example, the stronger leader may do it out of respect for the person's office or past accomplishments. Or, he may be following the chain of communication. In general, though, followers are attracted to people who are better leaders than themselves. This is one method that we use to learn new techniques and procedures, since every encounter with other people is an opportunity to learn from their experience and viewpoint. It is very helpful to listen and learn from other people.

When people get together for the first time as a group, take a look at what happens. As they start interacting, the leaders in the group immediately take charge. They think in terms of the direction they desire to go, and whom they want to take with them. At first, people may make tentative moves in several different directions, but after the people get to know one another, it doesn't take long for them to recognize the strongest leaders and to follow them. However, do not neglect those who may not take charge and seem timid at first. They have great ideas and contributions just waiting to be shared.

Usually the more leadership ability a person has, the more quickly he recognizes leadership in others. Use your ability in this area to look for future leaders to serve in our organization, and share that knowledge with others.

I remember hearing about a story that shows how people come to follow stronger leaders. It happened in the early 1970s when Hall of Fame basketball center Bill Walton joined Coach John Wooden's UCLA team. As a young man, Walton wore a beard. It has been said that the coach told him that his players were not allowed to have facial hair. Walton, attempting to assert his independence, said that he would not shave off his beard. Wooden's no-nonsense response was, "We'll miss you, Bill." Needless to say, Walton shaved the beard. But likewise, Coach Wooden recognized the contributions and suggestions that Bill Walton brought to the team, and the team was very successful because they worked together for a common goal.

What is our common goal? To make the Gold Wing Road Riders Association an enjoyable and fun group of people, to keep safety always on our mind, and provide the knowledge to make it all come together.

Remember to *"Promote the Experience - Share the Excitement"*.

Steve and Carolyn Cotton  
International Directors – LTD

*"Man is not the creature of circumstances. Circumstances are the creatures of men."  
- Benjamin Disraeli*

## **Curriculum Corner**

Do you have a seminar that you have put together and been delivering in your area? Has it been well received and would you like to share it with the rest of GWRRA? If the answer to these questions is yes, but you've been afraid to submit it because the requirements for inclusion in the official LTD Curriculum were either unclear or too much bother, have I got a deal for you.

We are desperately looking for more seminars to add to the Member Orientation Program or to populate a new program to be called "Especially For The Members" (actually that is a tentative name). And so, for a limited time only, I have been authorized to offer all of you a special deal. (I hope there are no used car salesmen out there that have been offended.) If you have a pet seminar that you would like to have added to the library, if you will send me whatever documentation you have, in whatever form, I'll play editor and put it into the "official" format and send it back to you for your approval. We will cycle the material back and forth until we are both happy with the results before I submit it to Steve and Carolyn for their official review. All credit will be yours as the author, my editing chores are free and will be kept in the background.

Here is your chance to really get involved in the creation of the curriculum and help everyone in LTD deliver more and better material to the members. I'm sure we have several "would be" writers out there so put your thinking caps on and jot down some notes, make up a couple of "story boards" and share your ideas. You'd be surprised how much fun it can be, and think of how proud you'll be when your name shows up on the screen as the author of one of the new LTD seminars.

Looking forward to hearing from you real soon,

CJ Karcanes  
Region N Trainer

*"The man who has no imagination has no wings."  
- Muhammed Ali*

## Seeking Acrobat and Publisher98 Help

The goal was to convert this newsletter format to Publisher software for a new look last fall. Unfortunately, this Editor does not have the Adobe Acrobat software to print the file in .pdf format. If anyone has access to both of these programs and would be willing to convert the newsletter file (then return it to me in .pdf format) on a monthly basis, please contact Amy Peterson at [amysescape@aol.com](mailto:amysescape@aol.com).

*“Happiness is not a station you arrive at, but a manner of traveling.”*

*- Margaret Lee Runbeck*

## 1<sup>st</sup> Quarter 2004 Reports Due

Reports for January 2004 – March 2004 are due to Steve and Carolyn Cotton by April 10, 2004. There are forms on page 45 of the *Trainer’s Handbook* or you can send an e-mail to [cotton01@swbell.net](mailto:cotton01@swbell.net) with the same information.

*“Leaders are visionaries with a poorly developed sense of fear and no concept of the odds against them.”*

*- Robert Jarvick*

## Self Talk (Part 2)

As you may remember from last month, your “programming” (what you hear and what you tell yourself) establishes your beliefs and triggers a chain reaction:

1. Programming creates beliefs.
2. Beliefs create attitudes.
3. Attitudes create feelings.
4. Feelings determine actions.
5. Actions create results.

When you want to work toward goals and/or change yourself in some way, you are not just competing with your old programming. You are also competing with the requirements of daily living. Each of you has three “resources” which help you get through any given day: your time, your energy, and your mind.

Your desire to improve yourself competes with the time you spend working, taking care of your family, and taking care of the rest of your needs. It competes with the energy you consume doing everything necessary to just to keep your life in some reasonable order. Sometimes there is no energy left. Your desire to improve yourself competes with the demands that others have placed on you mentally (or you have placed on yourself) as well. There are so many things to think about and so many decisions to make. Unfortunately, you are often so busy taking care of first things first that you have no time, energy or thought left to take care of the of the one thing that could make all of the other things work better.

Silent self-talk can either be conscious or unconscious internal dialogue. It includes anything and everything you think about yourself and the world around you. It is that subtle shift in your attitude from looking at things in a negative way to looking at everything in a more positive, productive way. Since most of the things labeled as problems are really only perceived as problems, the way you look at them determines whether they really are or not. If that may sound a little too easy, try it for a day and see what happens. Remember that the old self-talk is

already a habit. It may feel natural and comfortable even if it is negative. By knowing what to expect, you can meet that old self-talk head on, override it, and begin building new and better habits.

Instead of waking up in the morning and telling yourself you wish you didn't have to get out of bed, your new self-talk should tell you that it's a great day to be alive - and it's the perfect time to make the most of it. Instead of telling yourself you are tired, find a way to tell yourself that you are full of energy and enthusiasm. Within a day or two you will start to notice the things you have been saying to yourself that could work against you. Make a mental note of anything that sounds negative and immediately rephrase it in the positive. For example:

"I can't seem to get organized today" becomes "I'm organized and in control, especially today!"

"I just can't lose weight" becomes "Losing weight is not a problem for me. I'm losing weight and looking great!"

"I really have a problem with this" becomes "I am a capable person that handles problems well. I can handle this!"

Be patient as you start to give your subconscious mind a whole new set of directions. Just keep doing it every chance you get and it will start to work for you. How you feel is mental and chemical, so start giving yourself the best physiological messages possible. Remember, the thoughts you think are electrical impulses which direct the brain to turn important switches in your mental control center on or off. By replacing your earlier negative self-talk with new commands, you are activating more healthy and productive chemical and control centers in your brain to start working for you rather than against you.

Good luck!

Amy Peterson  
Region E Trainer

*"Life is an unanswered question, but let's still believe in the dignity and importance of the question."  
- Tennessee Williams*

## **By The Book - Fiduciary Responsibility**

*The "By The Book" articles are intended to help familiarize Volunteer Leaders and GWRRA Members with the guidelines, policies, procedures, and information contained in the GWRRA Officer's Guidebook. Please feel free to reprint these articles in Region, District and Chapter newsletters.*

The International Headquarters has announced that they are taking aggressive steps to protect GWRRA from common fraud and misuse of funds. GWRRA is tightening up the process that involves Chapter, District and Region funds and property reporting. This policy protects each officer from undue scrutiny and also establishes a pattern that GWRRA is doing everything possible to prevent the potential for fraud, theft and embezzlement by those entrusted with a fiduciary responsibility in our organization. This policy was effective 1 December, 2003 and is reflected in the current Officers Guidebook. Changes to the Officers Guidebook include a real property statement, new verbiage added to the financial report, revised verbiage for District and Regional Director. Also, Region Directors are required to have a treasurer. Revisions to the Officer's Change of Status form and an Exiting Officer "Thank You" letter are included.

The yearly financial report from Chapters, Districts and Regions are required to have the financial report Cover Sheet and Equipment List completed and attached. The detailed Equipment Inventory list is now a required part of the Financial Report package. This year all District and Region financial reports must accompany a copy of

the bank statement for the entire date range listed on the report. Chapters do not require the bank statement this year. Look for that requirement next year.

Quote from the Officer's Guidebook, page B-3: "Each Chapter, District and Regional Director is responsible for the control of funds and property that belongs to his/her respective office. This includes property that may be in the possession of other officers or staff members, including officers in Rider Education. Any item that is purchased with Chapter, District or Regional funds, received from the previous Director or acquired by any other legal means belongs to that office. Under no circumstance will any of this property or monies ever become your personal property or the property of another officer or staff member. Items purchased with official funds for the use of the Director, another officer or staff member must be noted and forwarded to the new Director when a change of officer occur. A record must be kept to log items such as computers, printers, fax machines, software, file cabinets, visual aids and other major items of office equipment. As a minimum, this record will include the nomenclature, serial number if applicable, date of purchase, cost and disposition. The disposition will provide information as to the status of the item. If the item becomes inoperable that should be noted. If the item was discarded that should be noted along with some justification. This information must be kept up-to-date and passed on to the new Director with a copy to your appointing officer when you leave office. A copy should be kept in your file as well. If appropriate financial records are kept there should never be any question concerning those items purchased during the tenure of any Director. The annual Financial Report is the prime document used to report all income and expenditures. Should there be any requirement to justify income, expenditures or the status of any property it is the responsibility of the officer to produce the necessary receipts or other backup to explain any inquiries. It is also the responsibility of each officer to maintain this financial backup as a matter of record after he leaves office."

These aggressive steps to tighten up the process that involves Chapter, District and Region funds and property reporting is necessary to establish a process that ensures the integrity of the Association

Harry Dollarhide  
Region H Trainer

*"The greatest healing therapy is friendship and love."  
- Hubert Humphrey*

## **More Tools in the Officer's Guidebook**

We hope you are using the information presented in this series of articles to refresh your familiarity with the *Guidebook*. This month, we would like to delve further into Section D (Especially for the Chapter Director). We will start with "members" versus "participants." You've all heard that Chapters have no members, just participants. If you look at your participants, and other GWRRA members in your area, you may find that some folks living near your chapter elect to participate with another chapter farther away. Conversely, some of your participants may live much closer to another chapter. This reflects the idea that as GWRRA members, we can choose if, when, and where we participate. A chapter has to attract and retain its participants. *For more information, see section D2 in the Guidebook.*

Let's look at chapter staff. There are only two positions absolutely required in a chapter. They are the Chapter Director, and a Treasurer. What about an Educator? Every Chapter needs an Educator...and maybe a Newsletter Editor... In fact, a CD and Treasurer are the only two positions **required**. In the absence of an Educator, the Chapter Director is responsible for fulfilling that function. It is also the Chapter Director's responsibility that a newsletter is distributed monthly (not a minimum of bi-monthly as it had been). So without these staff positions filled, a chapter can exist, but the burden on the CD is humongous. Please note that the Treasurer cannot be a family member of the Chapter Director or an Assistant Chapter Director. *If there are questions here, read the*

*top of D-6 in the Guidebook.* On the other extreme, is the CD limited to 1 ACD? Depending on the size of the Chapter, it may be appropriate to have multiple ACDs. *If you have questions about the ACD appointment details, read the bottom of page D-5 in the Guidebook.* CDs recommend ACDs, but the District Director actually appoints ACDs.

The topic of Newsletters commonly brings up three questions. Who is supposed to get a newsletter, how long do we need to continue sending newsletters to participants that have “disappeared”, and how often do newsletters have to be distributed? First, all participants desiring a newsletter are entitled to one **at no charge**. You should also send a hard copy to the District Director, the District Newsletter Editor, the District Educator, the Region Director, the Executive Director, GWRRA headquarters. If you distribute the newsletter by e-mail or other electronic media, also send hard copies to any participants who do not have electronic capability to receive the newsletter or who specifically request a hard copy. You might also consider including nearby chapters on your distribution list (hard copy or electronic). For **inactive** participants (those who haven’t been around for a while), the general rule is for the staff to contact them after 90 days to determine if they have lost interest, are dissatisfied, or have been away for another reason. If they remain inactive for 120 days, it is acceptable to drop them from distribution. Three things to note here. First, if they are dissatisfied, the CD or staff should find out why and try to reconcile differences. Secondly, if distribution is electronic, there is no financial benefit from dropping them from the distribution list. Third, if they miss meetings but participate on rides and/or events, they are **not** considered **inactive**. Finally, newsletters are required to be assembled and distributed on a **monthly** basis. Previously, this had been a minimum of bimonthly, but that has changed. *Reference the section on Newsletters beginning on page D-7 in the Guidebook if you have additional questions.*

In closing for this month, we’d like to discuss Chapter Staff meetings. Has a Member asked to attend a Chapter Staff meeting? *Per the 6<sup>th</sup> paragraph on page D-6 in the Guidebook, everyone is welcome to attend.* Perhaps if they have the desire to attend, they may seriously consider a position on the Chapter Staff.

John & Bonnie Simonick  
Texas District Trainers

***“A strong positive mental attitude will create more miracles than any wonder drug.”***  
***- Patricia Neal***