

WING WISDOM

GOLD WING ROAD RIDERS ASSOCIATION LEADERSHIP TRAINING DIVISION

From the Director's Chair

Hello Team,

I have recently been asked on two separate occasions to clarify the "Senior" position as it applies to the Leadership Training Division (LTD). Within LTD, there is no such position as Senior Trainer - not at the District, Regional or International level. The key thing to remember is that LTD volunteers are not Officers and as such are not subject to the tenure rules, so we don't need the Senior status to continue in our roles as Trainers. (The Instructor role continues even after Trainer role ends.)

In our division, the title of Senior Instructor is awarded to an Instructor to signify that he or she has been a Certified Instructor for at least one full year, and has demonstrated their skills as a confident and fairly polished public speaker. This Instructor has given two or more seminars during that year AND has given a Horizon Program serving as the lead instructor. By functioning as the "lead instructor," this person organized the program, sent out flyers, assembled the participant list, arranged for the facility at which the program was held, arranged for all handouts and certificates (as well as bars and pins), delivered at least three of the five modules and moderated the activities (trivia game, re-enforcing exercises). Therefore, the Senior Instructor position in LTD is really and truly an "earned award."

Similarly, the Master Instructor position is an earned award that reward the next level of performance and participation within the LTD Instructor ranks. This award is earned by serving a minimum of one full year as a Senior Instructor, delivering at least one Horizon Program, as well as seminars from the most of the other programs (such as the Life Skills, Member Orientation, Knowledge Enhancement, etc.). In addition to co-delivering the Instructor Development & Certification Program under the guidance of a Master Instructor, the candidate must then coordinate and deliver that program to a class of students and follow each student through to certification, ensuring that all required paperwork is properly assembled and processed.

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From the Director's Chair *(continued)*

I know that this may seem like an awful lot of red tape and procedural minutia, but let me assure you that it really isn't all that bad. And the good news is that by following each of these steps, we are all helping to maintain the very high standards that have been put into place by the former Trainers and Directors of LTD. We can and should be justly proud of the caliber of the seminars and training delivered by our division. It is another piece of what sets us apart from other motorcycle organizations.

I'd like to take this opportunity to welcome our two new Region Trainers onto the LTD Team. Mike & Lynn Briggs have accepted the Region I slot and Dave & Ellen Hamilton have accepted the Region A slot. That only leaves one vacant Region Trainer slot in the USA to be filled, and I am hoping to have news for you on that one in our next newsletter (or before).

Our Canadian LTD Team is still looking for some additional volunteers to help out with delivering seminars and working directly with chapters to provide training. Once those additional folks are brought on board, maybe we can look to filling the vacant Trainer slots. Regions V and UK are facing similar problems due to the very small numbers of members. Maybe one of you District Trainers out there would like to "Adopt-a-District". I'm sure that the districts in Canada and Europe without trainers would welcome some long distance support such as writing articles for newsletters and establishing a Q&A e-mail support process that would give CD's another avenue to get questions about GWRRA answered. This is just a thought that I had. I'd appreciate some feedback on how or if this might work. Please give it some thought and drop me an e-mail.

I guess that's about it for now team. Until next time, remember to:

MAKE TRAINING FUN!

Best Regards,

CJ & Bo Karcanes
LTD Directors



Time Management Tips

By Amy Peterson, Region E Trainer

Sometimes fall brings a new sense of urgency to fit certain things into your schedule before winter. The good news is that there are 24 hours in a day. The bad news is that there are only 24 hours in a day! So how do we keep the *positive* view of that reality?

Completing your "to do" list items and projects in a reasonable amount of time is what time management is all about. It's not easy, so here are a few tips to fit all of the important everyday life and business tasks (both large and small) into your schedule.

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Time Management Tips *(continued)*

"When possible, make decisions now, even if action is in the future. A revised decision usually is better than one reached at the last moment."

~ William B. Given Jr.

1. Use a System. Everyone works in a different way. Whether you live by your Franklin planner, Outlook computer calendar, Palm Pilot or the paper calendar hanging on the wall, make sure you have a system for organizing your to-do lists. According to James Clark, co-founder of Room 214 (a marketing communications firm in Boulder, Colorado), "The hardest part is to dedicate yourself to a system and stick to it."

2. Schedule Important Tasks First. Projects will expand to the time available, or they may take longer than expected. To get any system to succeed, you'll have to make an effort to prioritize tasks. Whether it's family events your daily work-out, block that time out in your schedule. If you are most effective at handling difficult tasks first thing in the morning, for example, make sure you're making the best use of that time slot by planning in advance.

3. Take Action. Be realistic about the time it will take to complete each task. If you look at something in your e-mail inbox, ask yourself, "Can I complete this task in two minutes?" If so, do it, because it will take you longer than two minutes to file it. If not, take that time to file it and put it on your calendar. You may need to break down some projects into smaller tasks so they don't become overwhelming. Then you can schedule those smaller tasks in your calendar/system.

4. Group "Like Tasks" Together. If there are multiple projects that require similar actions, it is often more efficient to group those items together in your schedule. If you need to contact a number of people, set aside 15 minutes to make those calls or write those e-mails. Perhaps it's a matter of writing out bills, thank-you cards/notes and birthday cards in the same time slot while the stamps and return labels are handy.

And for those of you setting up events and meetings...

5. Make Your Meetings Efficient. Organize what you want to discuss, keep the meeting moving, and let everyone know what needs to be accomplished by the meeting's end. As the leader, you must run them smoothly--starting with defining what will be discussed. Also, have set start and end times, and stick to them. Make sure there is a defined action or set of actions at the end of the meeting for you and your team to follow.



By The Book

By Dave Barham, Region H Trainer

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 Guide Book.

Fundraising for Charities

During certain times of the year, fundraising is sometimes a very popular activity for some of our Chapters. Moreover, as a result, becomes a topic of much discussion. First, we should consider the Primary Purposes of our Association as stated in our Officer’s Guide Book (OGB). We touched on this subject briefly in last month’s article.

The Purposes Of Our Association [OGB—section B2]

- *GWRRA is an International Association of Gold Wing and Valkyrie motorcycle riders.*
- *GWRRA is a social organization formed for the pleasure, recreation, safety, exchange of information, coordination of common motorcycle efforts, promotion of camaraderie and friendship of its Members and chapters, without political or religious affiliations or influence.*
- *Other purposes include: assisting all motorcyclists in achieving and/or improving public acceptance of motorcyclists; member support of civic, local, police, charity, and government organizations; education of non-motorcycling public concerning motorcycling problems; dissemination of safety information relating to motorcycling and motorcyclists; supporting the Motorcycle Safety Foundation (MSF); being a family oriented organization.*
- *Promoting and enlarging the Association’s Membership.*
- *To publish and distribute Wing World and other media that will inform, entertain, educate and enlighten our Members and officers.*

Now that we understand that our primary focus is our own membership, a few more questions should be answered.

1. Is GWRRA a “charity” group?
 - No. GWRRA is NOT a “charity” group.
2. If my chapter collects donations for a fundraiser to assist a charity, do we provide proof of GWRRA’s non-profit status?
 - No. Donations to GWRRA (for any reason) may be a legitimate business expense, but they are not tax-deductible contributions.

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“Decide what you want, decide what you are willing to exchange for it. Establish your priorities and go to work.”

~ H.L. Hunt

By The Book *(continued)*

3. If my chapter's rally sponsors provide food and drinks for the rally, do we provide proof of GWRRA's non-profit status?
- No. The value of these items becomes a business expense for them, normally associated with advertising.

The information provided here is NOT meant to discourage fundraising for charities of any type. It is provided for guidance and information to be used at any level within GWRRA.

*THE MEMBERSHIP COMES FIRST. Never forget that important point. Before sponsoring an event to fund a cause other than the chapter, make sure the needs of the Members are taken care of. A few elements that may require attention; a suitable meeting place, door prizes and gifts, the newsletter printing and mailing costs, a special fund for flowers, cards, etc. Once these financial requirements are accounted for, you can then direct your resources towards other avenues. **Charity begins at home.***

Note: More detailed information can be obtained by reviewing the *GWRRA Officers Guide Book* – Sections “B”, “D”, and “H”

New GWRRA Appointments

Last month Paul Hildebrand announced the appointment of Jim Hodge as the new International Director of Operations. All Directors reporting to Don Brock previously will now report to Jim.

Since then Paul announced the appointment of Melissa Nordeoff as GWRRA's first female Executive Director. “Melissa will form a close team with Jim Hodge, so that while Jim will primarily help the field officers, Melissa will team up with Jim on national and corporate issues,” Paul says. “She’ll ensure the processes and activities of the Home Office are seamless and friendly to our Membership.”

Please join us in supporting Jim and Melissa in their new responsibilities. Melissa can be reached by e-mail at mnordeoff@gwrra.org or by phone at 623-581-2500 X212.

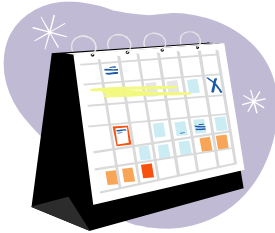


Member Scam Alert

By Diana McGuire, GWRRA Executive Assistant

A Member has notified GWRRA that a person called him to renew his Rescue Plus Membership over the phone. With the frauds and identity theft that have been going on these days, we would like to inform you that we do not call our Members to renew any Memberships. We may on occasion call a Member if a transaction was not completed for some reason, whether it was a Web order or an inaccurate credit card number. Please be careful what information you give out over

Training Calendar



Be sure to forward details of your upcoming training events and opportunities to amysescape@aol.com so they can be added to the calendar and the website! Here are the opportunities that have been forwarded thus far.

OCTOBER 2006

10/21: Knowledge Enhancement Program in Springfield, MO (Region E). Contact Tom and Beverly Richardson at 314-606-4498 or hawk252@centurytel.net.

10/21-10/22: Horizon Program in North Mankato, MN (Region E). Contact Jerry & Ann Rigney at 507-449-2682 or jerry1@iw.net.

NOVEMBER 2006

11/10-11/12: Fun Shop in Vernon, CT (Region B). Keynote Speaker Fred Rau, variety of seminars, Seminar Presenter and Instructor Certification Courses to be presented. Contact Ed & Dottie Bahrenburg at wingin-it@stny.rr.net.

11/11: Knowledge Enhancement Program in St. Louis, MO (Region E). Contact Tom and Beverly Richardson at 314-606-4498 or hawk252@centurytel.net.

11/18-11/19: Horizon Program in Seabrook, TX (Region H). Contact Ron and Magaly Griffis at 361-777-3670 or TxTrainer@gwrra-tx.org.

JANUARY 2007

1/19-1/20: Horizon Program in Morrilton, AR (Region H). Contact Larry Penepent at 479-970-0778 or ardistricttrainer@cox.net.

"The majority of the great historic accomplishments have been the final result of a persistent struggle against discouragement and failure."

~ Charles Gow

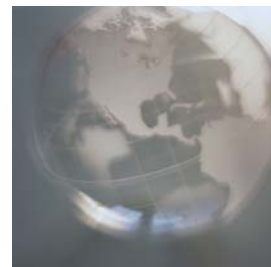
3rd Quarter Reports Are Due Today



Training reports are due to CJ Karcanes by **October 10, 2006**. This quarter's report covers training activities between July and September 2006. Reference the forms section of the *Trainer's Handbook* for a copy of this report. (An electronic copy can also be found on the curriculum CD for your convenience.)

[District Trainers: Please forward your district reports to your Region Trainer as soon as possible if you haven't already done so. Thanks for your help!]

Your International LTD Staff



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