

Friendly Fifth Friday News February 26, 2016

In an attempt to help our lodge leaders become more familiar with resources, changes, deadlines and other information, I will compile a weekly "Friendly Fifth Friday News" email to our leadership. Some of the information you might already have, but hopefully it will be a good reminder for all of us (me included) of all the great resources that Sons of Norway has to offer. **Please feel free to cut and paste any of this information for your lodge's use!**

Darlene Arneson, District 5 Secretary

Retention and Recruitment Newsletter

As a lodge leader, you should be getting the monthly "Retention and Recruitment Newsletter". If you aren't, that probably means that your membership data does not contain a current email for you. I am forwarding you the one that came this week as I think it's such a valuable resource to use. So if you aren't getting it, go to your profile on the International website and update your information!

Also share the information with your members at your lodge and officer meetings, newsletters and social media.

A few reminders:

Due March 1:

- 1. Send your D17 Audit Report to the International Office and NOT ME! I will just put it in an envelope and send it to them! This change was made two conventions ago.**
- 2. Send your Lodge Achievement and Family Lodge of the Year forms to your ZONE DIRECTOR- not me! I will just send them to them.**

Due March 5: Your delegate election report!

The most asked items the past two MONTHS- so I'll repeat these!

2015 Lodge Achievement Form Activities

These are the events which lodges may list on their achievement form for 2015.

1. Completed and submitted D17, D63, and Form 990.
2. Provided cookies, funds or volunteers to Barnebirkie.
3. Provided funds, treats or volunteers to Wisconsin Regional Ski for Light.
4. Sponsored a child to Masse Moro Heritage Camp.
5. Attended a zone meeting, picnic or event.

- 6. Members participated in the Cultural Arts Competition, sporting events (like District 5 Bowling Tournament) or workshops.
- 7. Had a lodge member earn a Cultural Skills Medal.
- 8. Had a lodge member earn a Sports Medal.
- 9. Participated in a local or District 5 event celebrating Scandinavian or Scandinavian heritage; for example reading a saga, reviewing a book by a Scandinavian author, or going to a play by a Scandinavian playwright.
- 10. Established and/or maintained a lodge Web-site.

Hilsen,
Owen Christianson
District Five President

Lodge Achievement and Family Lodge of the Year forms should be completed and sent to your ZONE DIRECTOR. I'd suggest making a copy for your lodge records.

District 5 Lodge Assignments 2014-16

Updated: May 10, 2015

Zone 1	
David Hermundson	
Loven 29 Trygvason 220 Nordlandet 620 Viking 625 Ulseth 670	Norrona 27 Valkyrien 53 Dovre 353 Sjoland 635
Zone 2	
Ron Iverson	Owen Christianson
Wergeland 28 Jotunheimen 286 Solvang 457 Fossen 534 Fagernes 616	Rib Fjell 496 Elvedal 556 Norskeland 580 Myrmarken 609 Vennligfolk 627
Zone 3	
Duane Kittleson	Cheryl Wille-Schlesser
Nordland 544 Vakkertland 570 Norsemen of the Lakes 650	Mandt 314 Vennelag 513 Idun 74 Ostestaden 642
Zone 4	
Diane Hesseltvan Dinter	Joy Bashara
Fosselyngen 82 Norse Valley 491 Nordlyset 183 Hafrsfjord 206	H R Holand 549 Vennskap 622 Gronnvik 632

Zone 5	
Christina Fairchild	Kathy Secora
Valhall 168	Leif Erikson 97
Polar Star 472	Skjold 100
Cleng Peerson 525	Trollhaugen 417
	Elvesund 593
Zone 6	
Andrew Johnsen	Esther Charlton
Nordkap 378	Circle City 614
Samhold 473	Tre Elver 628
Sonja Henie 490	Knute Rockne 634
Sognefjord 523	Edvard Grieg 657
Christian Radich 568	Arcic Circle 662
Scandiana 600	Vikings of the Smokies 677
Askeladden 610	Music City Vikings 681

Convention related items:

The convention committee is meeting this Sunday and I'm hoping that I have more information to send out to you after that.

The District 5 Lodge Meeting will be held June 22-26 at Hotel Marshfield in Marshfield, WI. Hotel Marshfield: 2700 S. Central Avenue, Marshfield, WI 54449. Phone: [715.387.2700](tel:715.387.2700) or Toll Free: [855.583.2700](tel:855.583.2700). Room rates: Ask for Sons of Norway room block. \$109 for two beds (sleeps four) or king (sleeps 2), \$119 for studio suites and \$129 for two room suites. Delegate fee: \$65 and include Friday lunch and Saturday lunch, four coffee breaks, and registration materials.

Delegates

The Sons of Norway District 5 By-Laws, Article 111, Paragraph 2 states: *Every local lodge in the District shall be entitled to two representatives for the lodge, and one representative for every 100 members or major fraction thereof, based on the last Semi-Annual Report prior to the election of delegates. All members in good standing are eligible representatives.*

Delegates should be elected using the formula above based on December 31, 2015 membership figures. You should also elect a corresponding number of alternates, on a priority basis, that will serve should any of your delegates be unable to attend. These elections must take place in the months of January and February 2016. Each lodge secretary is receiving a Report of Election included with this letter, which is to be completed and returned to the District Secretary immediately following the election. (Sons of Norway Constitution reads: "The Secretary of the Local Lodge shall prepare a report of election giving names and addresses of the duly elected Delegates and Alternates. This report shall be signed by the Local Lodge President and Local Lodge Secretary and forwarded to the District Secretary no later than five days after the election.") Please be sure the names are written plainly and spelled correctly! **I am asking that you include their membership number, address, city, state, zip, phone and email address on the form and return it to me postmarked no later than March 5, 2016.** Please send it to me at: Darlene Arneson, 2056 Skaalen Rd, Stoughton, WI 53589 or email a scanned copy to arnesonfamily5@gmail.com

Resolutions and Bylaw Changes

Your lodge may wish to propose resolutions to be considered at the District or International Conventions. These resolutions, along with any proposed changes to the District 5 By-Laws or International Constitution, must be submitted to the District Secretary no later than April 1, 2016. If your lodge is interested in hosting the 2018 District Lodge Meeting, you are asked to send a written notice of your intention to the District Secretary prior to April 1, 2016. Should your lodge wish to present a bid, we ask that you make arrangements for a "walk through" of the facilities by a District 5 Board Member. This should be done prior to the June convention in order to identify proposal merits as well as needed additions or changes.

Volunteers needed for the 2016 Convention

Please see the attachment from Judy Ghastin in regard to 2016 Convention volunteer needs.

Bidding for the 2018 Convention

Due April 1 for review at April Board Meeting of Convention Year

Information from the District Policies and Practices Book on Convention Bids

Convention Site: The convention site and facilities are of the utmost importance for the smooth operation of the District Lodge Meeting. The following shall aid in the site selection:

1. **Convention Bids:** Bids to host a District Lodge Meeting two years hence shall be submitted in writing to the District Five Board of Directors prior to the **Spring** Board of Directors meeting of a convention year.
2. **Site Review:** The site review should be completed prior to the District Board of Directors meeting, which precedes the District Lodge Meeting and a report prepared for delivery at that time to the District Lodge.
3. **Site Criteria:** The following shall be inspected to provide for the needs of a comfortable and efficient District Lodge Meeting:
 - a. **Dining Facilities:** They should be separate from the main dining room.
 - b. **District Lodge Meeting Room:** The District Lodge meeting room should be isolated from noise, have proper lighting, ample seating for delegates and guests, and an adequate sound system.
 - c. **Caucus/Committee Rooms:** Zones should have private caucus rooms, doubling as committee rooms.
 - d. **Sleeping Rooms:** A sufficient number of sleeping rooms for delegates and guests should be available.
 - e. **Parking:** Ample free parking is necessary.
 - f. **Exhibit Space:** Spacious comfortable areas are needed to exhibit the crafts of Sons of Norway members and guests demonstrating our culture and heritage.
 - g. **Air Conditioning:** Air conditioning is required for an efficient meeting and relaxing rest for delegates and guests.
 - h. **Public Transportation:** Consideration should be given to the availability of public transportation. Air, rail, bus, taxi and limousine services should all be reviewed

4. **Host Lodge Activities:** The host lodge Committee is responsible for arranging cultural, educational, recreational, shopping, dining, and entertainment opportunities that are available and accessible.
5. **Set Costs:** The Host Lodge Committee shall make available to the District Five Board of Directors a list of the set costs which those who attend the District Lodge meeting shall be responsible for paying. This shall be done by the Fall Board Meeting preceding the District Lodge Meeting.
6. **Registration Fee:** The assessment of a registration fee by the Host Lodge Committee must be approved by the District Five Board of Directors.
7. **Credentials:** The Host Lodge Committee shall verify the identity of delegates. A delegate packet shall be issued only upon presentation of a legal form of identification.
8. **Host Lodge Committee Funding:** During the month of January of the convention year; District Five will distribute to the host lodge monies collected and held in escrow the previous biennium.

Other criteria a bidding lodge should consider:

Hotel needs:

- Wednesday- 25 rooms
- Thursday- 100 rooms
- Friday- 100 rooms
- Saturday- 75 rooms

Sufficient break out rooms - Need for 5 committees on Thursday. Normally 2-3 workshops offered at one time.

- Thursday noon luncheon- 60 people (committee and spouses, board and spouses, convention committee and spouses)
- Friday noon luncheon- 150 people
- Saturday noon- box lunches - can be up to 150 people

Room for business sessions:

- Classroom seating for delegates- up to 135 delegates
- Seating in back of room for 30-40 guests and visitors
- Tables around room for Silent Auction
- Head table for board, International Director and Home Office representative
- Table in back of room for Vice President
- Microphones for delegates, front table, podium

Hallway space and rooms for:

- Displays and exhibits
- Convention registration
- Vendors

Bids should include the following information plus any supporting information:

- Price of rooms: \$_____
- Hotel name, location and features:
- Contact person (from bidding lodge/committee)

Bids need to be sent to Darlene Arneson, District Secretary, 2056 Skaalen Rd., Stoughton, WI 53589 by April 1. For more information, contact Darlene at arnesonfamily5@gmail.com or 608-873-7209