

Session 2

D Workshops - 10:45 a.m.-12:05 p.m. (80 minutes):

D1. A Housing Toolkit: Prevent Real Estate Fraud and Foreclosure Scams - This session offers practical tools to prevent real estate and foreclosure modification scams. Attendees will have an opportunity to speak with an Attorney from the Orange County Bar Association about a court-ordered mediation program that offers an easier face-to-face connection with lenders. This workshop will also educate you on the Fair Housing Act that prohibits discrimination in housing.

D2. Operating Successful Mandatory Associations - Participate in a discussion addressing some of the most pressing concerns that may be keeping your mandatory association from operating efficiently and effectively. Interact with seasoned executives from The Continental Group who will share more than 20 years of experience and knowledge of best practices for successful association boards and committees, from building operations to cost-saving initiatives and legislative concerns to financial challenges.

D3. Partnering to Prosper - Does your organization develop and maintain strategic alliances to benefit and grow your organization? This workshop is designed to show you how to develop strategic alliances and use a comprehensive approach to achieve core business outcomes, even in the current economic downturn. Learn how to identify other organizations with whom you can collaborate. Participants will be provided the tools necessary to network effectively to strengthen their organization, avoid duplication of services and improve communication between partnering organizations.

D4. Running Effective Neighborhood Organization Meetings - Successful meetings are 80 percent preparation and 20 percent execution. Part of that preparation is focusing on what needs to happen to have a successful meeting. An experienced property manager with Leland Management will cover tips and tricks on how to run a successful meeting. Topics include agenda development, time management and member participation.

E Workshop - 10:45-11:15 a.m. (30 minutes): *(a F Workshop is required with this selection)*

E1. Ask Your Mayor - Since 2003, Mayor Buddy Dyer has been engaging residents in a community conversation that has helped bring about a renewed spirit of working together to get things done. During this session, Mayor Dyer will continue the conversation by leading a question and answer discussion focusing on topics that impact our City, our neighborhoods and our quality of life.

F Workshops - 11:25 a.m.-12:05 p.m. (40 minutes): *(the E Workshop is required with a F Workshop)*

F1. Connecting with Your City - Want to help your neighborhood stay informed, connected and involved? This workshop offers an overview of City services and programs that focus on enhancing the quality of life in your neighborhood. Participants will be provided with a toolbox that includes program highlights, contact information and best practices. Receive all the resources you need to make a difference in your neighborhood.

F2. Grant Writing to Win - It's all about knowing where to look! The most important part of writing grants is knowing how to find grant funding opportunities and resources that match the mission of your organization. Learn how to research grant opportunities and create lasting relationships with funders in this engaging workshop. Get the basics on how to write effective, successful grant proposals.

F3. Mayors Matching Grant Program for Neighborhood Organizations - Do you have an idea or solution that will improve the quality of life for residents in the City of Orlando? The Mayor's Matching Grants program provides resources to neighborhood associations to implement projects that address neighborhood needs and improve the quality of life in Orlando neighborhoods. This workshop will cover the guidelines and eligibility requirements for the Mayor's Matching Grants program for neighborhood organizations.

Mayor Dyer appreciates the following sponsors who made this year's Summit possible.



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ORLANDO MAYOR BUDDY DYER'S
neighborhood & community
summit
Informed • Connected • Involved

Saturday, May 14, 2011
7:30 a.m. - 2 p.m.

REGISTRATION
INFORMATION

Register by May 1st and Save!
cityoforlando.net/summit



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AT THE ENTRANCE TO UNIVERSAL ORLANDO

DoubleTree Hotel at the Entrance to Universal Orlando
5780 Major Boulevard, Orlando, FL 32819



Greetings,

Join me on Saturday, May 14th for the sixth annual Mayor's Neighborhood & Community Summit. Our theme this year is: **Informed • Connected • Involved**. This Summit brings together neighborhood, arts & cultural, civic, community and faith-based leaders and volunteers to learn and share best practices for community building and civic engagement.

Keeping you **informed** helps build a strong and sustainable City. The Summit provides an opportunity to learn more about City programs and resources, share best practices and trends and receive the information that will help guide your organization and make a greater positive impact in our community.

Helping you stay **connected** to your City, other leaders and volunteers is a goal of the Summit. Our program format will offer opportunities to meet City staff and network with your peers that share a passion for stronger neighborhoods and a vibrant community.

Bringing together our **involved** neighborhood and community leaders for a day of learning, exchanging and networking is what makes this Summit a must attend event.

I look forward to seeing you at the Summit. Together, we will keep our City on course for a better tomorrow.

Sincerely,

Buddy Dyer
Mayor, City of Orlando

7:30 a.m.	Registration, Continental Breakfast and Exhibits	10:20 a.m.	Break - Exhibits
8:00 a.m.	Opening Session	10:45 a.m.	Workshop Session 2
8:45 a.m.	Break - Exhibits	12:15 p.m.	Luncheon
9:00 a.m.	Workshop Session 1	2:00 p.m.	Closing

REGISTRATION FORM

Saturday, May 14, 2011 • 7:30 a.m. – 2 p.m.

DoubleTree Hotel at the Entrance to Universal Orlando • 5780 Major Boulevard

Summit Fees: \$10 per person – Register by May 1 and pay only \$5 – Fee includes workshops, continental breakfast, lunch and conference materials. Seating is limited to 300. Reserve your seat and pay half price by sending in the registration form and fee by May 1. For more information, call 407.246.2500 or go to cityoforlando.net/summit.

Parking: Free parking courtesy of Towne Park. Follow the Summit parking signs at the hotel.

New this year - Online Registration at cityoforlando.net/summit

Name _____

Daytime Telephone Number _____ Email Address _____

Organization/Agency Name _____

Street _____

City, State, Zip _____

I need a vegetarian plate for lunch

Session 1 - A Workshop 1st Choice ____ 2nd ____ 3rd ____ **OR** B Workshop Ask Your Mayor and C Workshop 1st choice ____ 2nd ____

Session 2 - D Workshop 1st Choice ____ 2nd ____ 3rd ____ **OR** E Workshop Ask Your Mayor and F Workshop 1st choice ____ 2nd ____

Select your choices for each workshop session by entering the session number on the lines above.

If you choose not to register and pay online, mail registration form and fee to: **City of Orlando, Office of Community Affairs, P.O. Box 4990, Orlando, FL 32802-4990** or hand deliver to the Office of Community Affairs, Orlando City Hall, 2nd floor, 400 S. Orange Avenue, Orlando, FL 32801.

Please make checks payable to the City of Orlando. Register early and save!

WORKSHOP DESCRIPTIONS

Mayor Dyer developed this Summit for you and based on feedback from evaluations, we are offering more workshops. At this year's Summit you will have the opportunity to attend 30, 40 or 80 minute workshops based on your interest. The diagram below shows which workshops you can choose during sessions 1 and 2.



Session 1

A Workshops - 9-10:20 a.m. (80 minutes):

A1. 2011 Legislative Update for Mandatory Associations - If you are a board member of a mandatory association, this workshop is a must-attend. To effectively serve as a board member, you need to know about any changes to the Florida Statutes governing mandatory associations made during this year's Florida Legislative Session. It is the responsibility of every mandatory association's board of directors to comply with Florida Statute 617 "Florida Not-for-Profit Corporations" and Florida Statute 718 "Condominiums" or Florida Statute 720 "Homeowners' Associations". Attend this workshop and stay informed.

A2. Board Orientations Done Right! - Conducting effective board orientations helps members quickly develop a greater knowledge and understanding of the organization and their role as board members. When a board orientation is done right it will be motivational and produce members who will contribute to your organization's effectiveness and achievements. This workshop will outline board orientation topics and implementation strategy.

A3. Cultural Etiquette for a Diverse Community - How well do you know and understand the cultural make-up of our City? Learn how to celebrate this diversity by engaging citizens and cultural organizations to develop and strengthen relationships. This workshop will focus on the customs, etiquette and best practices for serving, communicating and engaging residents of diverse cultures.

A4. ORLANDO CARES – Volunteer to Help our Youth Succeed - Mayor Buddy Dyer's Cities of Service Initiative: ORLANDO CARES addresses community challenges – youth education and youth crime prevention - by mobilizing caring citizens as volunteers to be part of the solution. In March, Mayor Dyer announced ORLANDO CARES, an evidence-based, comprehensive volunteer service plan and began recruiting volunteers. Community stakeholders helped to design ORLANDO CARES and you can become an ORLANDO CARES Impact Volunteer. Learn how you can help a child succeed in school and plan for the future by volunteering just a few hours a month in one of ORLANDO CARES' six High Impact Volunteer Initiatives.

B Workshop - 9-9:30 a.m. (30 minutes): *(a C Workshop is required with this selection)*

B1. Ask Your Mayor - Since 2003, Mayor Buddy Dyer has been engaging residents in a community conversation that has helped bring about a renewed spirit of cooperation among residents and city government. During this session, Mayor Dyer will lead a discussion focusing on topics that impact our City, our economy, our neighborhoods and our quality of life.

C Workshops - 9:40-10:20 a.m. (40 minutes): *(the B Workshop is required with a C Workshop)*

C1. Events: Planning & Marketing - Well planned events are great ways to promote your organization and to build a strong sense of community in your neighborhood. Learn what it takes to host successful events, from being organized, to doing the right things at the right time, to understanding key steps to make events fun and memorable, leaving people wanting more.

C2. Mayors Matching Grant Program for Non-profit Organizations & Schools - Do you have a program or project that will engage our City's youth? The Mayor's Matching Grants program provides resources to schools and nonprofit organizations to implement projects that enhance the academic achievement of youth, promote youth crime prevention and support the well-being of youth and families. This workshop will cover the guidelines and eligibility for the Mayor's Matching Grants program for schools and nonprofit organizations.

C3. OPD: Your Safety Connection - The Orlando Police Department (OPD) has a number of resources available to keep our neighborhoods safe. This workshop will inform and connect participants with those key crime fighting tools and resources. Topics will include traffic enforcement, crime prevention services, Neighborhood Watch and online tools.

Session 2 Workshops on back.