



**Southwest Conference
United Church of Christ**

Delegates and Visitors! Please read carefully!

This letter confirms your registration for the 2018 Southwest Conference Annual Meeting. We are glad that you are coming! Our Annual Meeting is being held at **Rincon Congregational UCC, 122 N Craycroft Rd, Tucson, AZ 85711 & Radisson Suites Tucson, 6555 E Speedway Blvd, Tucson, AZ 85710.**

Included with this letter are several important items:

- ✓ A **ballot**. If you are a Delegate, please bring the completed [printed] ballot with you and place it in the ballot box at the time of registration/check-in.
- ✓ The **Minutes** of the 2017 Annual Meeting (ballot item)
- ✓ **Agenda** for the 2018 Annual Meeting (ballot item)
- ✓ **Standing Rules** (ballot item)
- ✓ Common terms- **Robert's Rules Of Order**
- ✓ **Proposed Bylaw Amendment** for vote on Saturday, April 21st. Full markup and notations available on the Southwest Conference website at <http://www.swcucc.org/annualmeeting>
- ✓ A **New Delegate and SWC 101 Orientation** will be held prior to the first business meeting at 9:15 AM on Friday. Anyone is welcome to attend the New Delegate orientation for a refresher course. Additionally, a new orientation, SWC 101 presentation, will be available for non-delegates or attendees wishing to know more about the Southwest Conference and its Annual Meetings.
- ✓ If you registered with a **diet restriction other than** vegetarian, vegan, or gluten-free, please plan to bring some supplemental food with you to augment what is served. We cannot accommodate specific allergies, etc. We WILL accommodate those who registered as vegetarian, vegan, and gluten-free. If you didn't indicate one of these meals on your registration form and need one, please email, wgonzales@uccswc.org, asap.
- ✓ The **offerings** taken during both **the Friday morning and the Saturday morning** worship services will be used to defray the costs of supporting Youth & Outdoor Ministries of the Southwest Conference. We hope you and your church will be generous.
- ✓ The Annual Meeting Book will be available online prior to April 20th for your review so you may become familiar with the upcoming agenda items before you arrive. Please note, the Annual Meeting book will **not be included** in the materials dispersed at the Registration table. If you wish to have a hard copy please print and bring your own. Contact your local church for assistance. Visit <http://www.swcucc.org/annualmeeting> for more information and to download Annual Meeting materials.

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God is still speaking, 