

LEADERSHIP SEMINAR 2011  
CLUB PROJECT MANAGEMENT

Revised June 3, 2011

1. CLUB PROJECT MANAGEMENT -ALL BEGINS BY MAKING THAT FIRST STEP.
2. SOME ONE IN YOUR CLUB MAY MAKE A SUGGESTION OR HAVE AN IDEA FOR A PROJECT.
  - We should build a play ground for our community
  - We should provide new play ground equipment for the community park
  - We should build a pavilion for the park
  - We should replace some or all of the out dated play ground equipment
  - We should enlarge the baseball or soccer pitches in the park
  - We should make it easier for the physically challenged to access the park or pool
  - We should see if the municipality will cover the cost to upgrade our park or pool.
  - The project may take many forms, it's up to you. You know your community needs better than anyone else.
3. NEXT STEP IS TO FORM A COMIITTEE TO DISCUSS WHICH PROJECT TO SELECT.
  - The first thing you need to do is to discuss the project or idea with a few members of your club and get their opinion and see if they support the idea. If you don't get their support the chances are the project won't likely happen. Case in point was the Pavilion in Breslau. At the MD"A" Council of Governors meeting in 2002 the project was defeated. After the meeting I met with most of the Governors and explained what I wanted to do. At the next meeting the project was approved.
  - The idea for the Pavilion came from talking to another Lion.
  - Start with a Committee of no more than three key club members.
  - The club President and Treasurer should also be invited to attend the committee meetings
  - Once the project seems viable you may need to add more people on the committee.
  - You will need to formalize a written plan and a budget
  - The committee should meet regularly and report their progress to the club members
4. BRING THE IDEA OR PROJECT TO THE CLUB EXECUTIVE
  - Speak to the club President and a few of the club Executive to see if they support the project or idea in principle. Note: You have not committed the club to anything yet!
  - Once you have your clubs support or commitment you can begin to prepare a budget and a description of the project or idea in more detail.

- Arrange a meeting with the club Executive and explain what the project or idea entails and see what their feeling is. If they think it is a good idea it should then be presented to the entire club membership as soon as possible.
- During the meeting with the entire membership a motion should be presented to proceed in principle with a plan and prepare a budget.
- Speak to other clubs in the District to see if they have completed a similar project.
- Contact your local municipal office to see if there is any funding available for the type of project you have in mind. They may also be able to direct you other agencies for support or funding.

#### 5. PREPARE A BUDGET

- Determine how much you estimate the project will cost. If you are unsure of the costs speak to the local contractors that will be needed for items such as engineered drawings, preparation of the site, a building contractor if a structure is required, if concrete is required how much will it cost, permits, etc?
- See if there is a company willing to donate things like land, soil preparation, lumber, concrete, steel or services such as masonry, electrical work, and roofing.
- Contact your local lumber supplier to see if they are willing to donate any materials.
- I contacted a firm that I had done business with and they donated 24 hot water tanks Lake Jo needed for their recent rebuilding project.
- See if any members in your club know of any people and/or companies that can provide the above.

#### 6. DECIDE WHERE THE PROJECT IS GOING TO LOCATED

- Check with the municipality to see if there are any limitations with the project you have in mind. At this point it would be wise to obtain some legal advice to protect your club.
- Discuss the location with your club members.
- Make sure that your club has adequate insurance coverage; if unsure call your local agent.

#### 7. WHAT APPROVALS DO YOU NEED TO OBTAIN FROM LIONS, MUNICIPALITY, OR OTHER SOURCES?

- Contact the municipality to see if they have any concerns.
- See if the municipality has budgeted for a similar project.
- Ask the municipality to see if they know of other sources you need to contact for approvals.
- Contact your insurance carrier to make sure that you are adequately covered
- See what building or other permits may be required.

8. PROVIDE STETCHES OR ENGINEERED DRAWINGS

- Hire a qualified engineering firm to approve the project.
- Hire a qualified building contractor
- Have all drawing stamped by a qualified Engineer.

9. SEE IF OTHER CLUBS HAVE COMPLETED A SIMILAR PROJECT

- Contact other clubs in your District to see if they have built a similar project.
- We did this in the case of the pavilion that was built in Breslau; Innerkip Lions Club had recently built a similar Pavilion.
- We were able to use the engineering drawing that they used and had them modified to meet our needs. This saved us considerable expense.
- When we planned to add wind curtains to the Pavilion in Breslau, I visited a Lions club in Seaforth in District A-9 and saw firsthand what they used as a wind break. We ended up using the same type of curtain from the same source.

10. IF IT'S A DISTRICT PROJECT IT FIRST MUST BE APPROVED BY THE DISTRICT CABINET

- If it's a District project it first must be approved by your own club then presented to the District Cabinet for approval since funding may be requested from other clubs in your district.

11. IF IT'S AN MD"A" IT MUST BE APPROVED BY THE DISTRICT CABINET AND THE MD"A" COUNCIL

- If it's a MD"A" project it first must be approved by your own club then presented to your District Cabinet and then presented to the MD"A" Council of Governors for approval since funding may be requested form other clubs throughout MD"A".
- The above was required for approval to fund raise to build the Pavilion in Breslau.

12. DETERMINE WERE THE FUNDING IS TO COME FROM, THE CLUB, DISTRICT OR PRIVATE

- Contact your local municipal Office to see if they can give refer you to persons or organizations that issue grants.
- Contact your local MP and make a presentation to them regarding the project.
- There could be infrastructure funding from the Federal government.
- Contact your local MPP and make a presentation to them regarding the project.

- There could be Trillium grants from the Provincial government.
- Search on line for grants that are specific, i.e. eco friendly, etc
- See if your project qualifies for an LCIF grant. I was able to get an LCIF grant to convert their pool to a sensory pool at the W. Ross Macdonald School for the blind in Brantford.
- Check to see if there is any private and corporate funding such as S.C. Johnson & Son, Pepsi, Coca-Cola, etc.

### 13. HAVE A DEAD LINE FOR COMPLETION

- It's important to have a deadline for completion. If it is a large project it may have to be done in phases such as is the case with the Lions Park in Paris.
- The overall project was estimated to be 2.4 million dollars
- The first phase was to make the park wheelchair accessible, install new playground equipment and build a children's area, this was completed in 2010. Estimated cost for this portion was approximately \$150,000.00
- The second phase is the repair of the swimming pool making it accessible for the physically challenged. It's hoped that this will be done by the end of 2011. Estimated cost for this portion is approximately 1,200,000.00
- The third phase is an amphitheatre and totem pole. Estimated cost is \$350,000.00
- The fourth phase is to provide a Community building relocate ball diamonds diamonds and lighting and landscape.
- Estimated cost is approximately \$700,000.00
- This project did not begin with a seasoned Lion, in fact it was the dream of a new Lion and her vision of how she thought the park should look. Her name was Lion Shannon McCracken a member of the Paris Lions Club. She is a single working mother with a 4 year old son.

### 14. WHATS NEXT

- Are you ready to take that first step???????????