

District 4 Board Meeting Minutes

May 11th 2013

District 4 Board Meeting		
5.11.2013	9:00 AM – 3:00 PM	Buffalo
Meeting called by	Lee Fogarty Governor District 4	
Type of	Board	
Facilitator	Lee Fogarty Call to order at 9:07	
Note taker	Lori Robinson	
Regrets	Kathy Kanaley , Kathleen Douglass, Laura Kopec, Carma Horner,	
Committees and ADs meet		
9:10 to 9:55		
Discussion	Individual group meetings held	
9:55		
Minutes be accepted as circulated		
<u>Moved by</u> Mary Yunker <u>Seconded by</u> Catherine Hardman Moved		
Lee Announcements : New District 4 Board members		
Amelia Earhart	Nancy McCulloch ZC of Rochester	
US Service	Alyce Van Patten	
Resigned	Mary Jo Sonntag, UN Committee chair for US	
North American Interdistrict Summit		
9:50 -	Sandra and Jill	
Discussion	170 members registered already	
Tours 30 people needed some tours not going Highlights of Niagara tour 15 -16 Zonta have booked to go so that this is going to run		
Tours to be personalized		
Action Items	Person Responsible	Deadline
Convention tour to be arranged by Buffalo Club	Vivian	June
Resource a wine tour	Donna	
Rules of Procedure		
10:00 –	Edna Silvernail	
Discussion	Rules have been sent out	
District Conference on page 2 added number 12 to follow the International Rules will carry the sum number of proxy votes as the club is able		
Understanding the committees - only the committee names have been changed to reflect the International convention in Italy		
Monies go to the individual to carry the proxy, not the club this has been the policy from 2002 back according		

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to C. Wheeler		
Conclusions		
<u>Moved by:</u>	Joanne Raymond, <u>Seconded by :</u> Charlene Huber	
<u>Motion:</u>	to Accept as presented	
Action Items	Person Responsible	Deadline
Item to be forwarded to be voted on at Conference in September	Edna Silvernail	Sept 2013
September		

Treasurer		
10:06to 10:20	Cathie Wheeler	
Discussion	Report will be on the web site June 1 st 2012 to May 31 2014	
Numbers for membership are different as no resignations are reported to Treasurer		
Guidelines for expenses for Spring Workshops as to presenter expenses to be clarified Nov board		
Conclusions	When new members join, clubs should send the info to ZI right away. That way they will be getting the information from ZI and have access to the website. <u>ALSO</u> that way the new numbers can match the reports done by the Presidents and presented by the Area Directors	
<u>Moved by:</u> Cathie Wheeler <u>Seconded by :</u> Catherine Hardman <u>Motion:</u> Spring workshops registration fees for Governor, Lieutenant Governor and Treasurer be paid for by District 4 Board.		
<u>Moved by:</u> Cathie Wheeler <u>Seconded by :</u> Mary Junker <u>Motion:</u> Registration fees for hosting ADS will be paid from the District 4 Board.		
<u>District Budget Jill Colburn Finance committee</u>		
Discussion for expenses ensued - Committee persons can use their budget.		
Budget for the next Biennium based on 960 members		
No interest income based on the past year so removed that line item		
10:40 to 10:50		
<u>Moved by:</u> Cathie Wheeler <u>Seconded by :</u> Joanne Raymond		
<u>Motion:</u> To accept the budget as presented by the finance committee.		
Action Items	Person Responsible	Deadline
To be put on the Agenda for November we need to revisit and make sure that the budget reflects these costs for next spring workshop	Cathie Wheeler/ finance	November 2013

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Budget to be added to the agenda for conference	Cathie Wheeler/ Finance committee	September 2013
Area Directors to remind the Presidents/ Treasurers to send the new members names and info to the District Treasurer, Governor and Lieutenant Governor Area Directors to remind the Presidents to have the new forms sent in to the Gov., and International	Area Directors	June 2013
New club officers names and contact information to be turned into governor and ZI by May 1 every year	Area Directors	Immediately

Discuss issues on strategic plan, how we are proceeding including historian

10:50 – 11:18

Lee Fogarty

Discussion

1. Increase member's knowledge of District 4 Board's goals and role.

Communications Webinar and Gov. Newsletters.

2. Increase membership in District 4

3. Increased opportunities for involvement in leadership

4. Alignment with Zonta International

I. Increased knowledge of ZIF projects and ZIF goals among the membership

II. Increased knowledge among membership of the Zonta international governing documents

III. Club Service project meet Zonta International goals

5. Visibility due to time, continued discussion of the Strategic Plan will be scheduled at the

November board meeting

Conclusions

Because of Time strategic plan discussion to be continued in November

Action Items	Person Responsible	Deadline
AD report to reflect alignment between clubs and ZI goals and to communicate to the clubs to encourage this alignment	Area Directors	June 2013
Maureen Hayman To be approached to take the history component for centennial committee	Gail	
Because of Time Strategic Plan will continued to be discussed in November	Lee	November Board meeting

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Area 5 Director report			
10:34	10:40	Frannie Runyan	
Discussion	Report on web site		
Fundraising is going well... Warren Women in Leadership Award			
Membership working on continued growth Looking forward using info from Spring workshop on the generation Gap			
Advocacy chairs are being encouraged to be in all Clubs Toni began this process at workshop with advocacy			
Chair table. This was well received by the group as they could discuss and share ideas.			
Conclusions	All working well and seeing positive things in Area 5 ??		

Area 4 Director report			
11:18 -11:24	Mary Yunker		
Discussion	Highlights as report is posted on the web site.		
Clubs continue making Birthing Kits and New Members have joined in several clubs. Clubs are producing good news letters. Longevity of membership recognition is coming up for a few clubs – The Rochester Club has a 50 year member. New Zontians are taking active roles in their clubs. Zontians are being recognized in their			
New Z Club before the end of Year.			
Conclusions	Struggling in receiving information from Presidents Some clubs still have some challenges with Advocacy		
Action Items	Person Responsible	Deadline	
Gavel to be ordered for New Z Club	Donna Ketchum-Colletta	September	
Advocacy committee report with focus on Zonta Says No campaign			
11:24 –	Connie	Toni	
Discussion	Canada	USA	
Canada Have committee chairs and names for Area 1 & 2 need to get Area 3			
Looking at getting a page on the D4 Website based on the one on the Guelph website			
Good spring workshop in Owen Sound need to focus on for Public Relations moving forward for Advocacy.			
USA areas are focused Spring Workshop AREA 3& 4 had a table for advocacy chairs			
Skype and e mail to connect the Areas to chat about the service projects Toni suggested re 16 days of Advocacy, that clubs work together to take part			

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Toni has not heard back from ZI approving buttons and magnets on ZI website looking for approval of our design. Connie has said that we can just do it

Looking for a District wide project We will be waiting for direction from the Board to do a District wide project. 16 Days of Activism good but time limited, need something that goes throughout the year

District wide project has to be a project to be done by all clubs in our district

District project could be branding the Zonta Says No With clubs doing individual projects

Action Items	Person Responsible	Deadline
District project could be branding the Zonta Says No Session at conference		September 2013
Zonta Says No on the web site and each club web site	ECPs D4 ECP	September 2013

Area Director 3 report

Kathy Kanaley absent

Spring workshop report

11:45 11:48

Frannie 5 & 6

49 registered 28 evaluation forms - s the sound needs to be fixed as the sound was the only challenge

12 first timers suggestions for next spring workshop: Membership and retention PR Advocacy great reviews \$208 raised

11: 48 11:50

Catherine 1 & 2

50 people No report on numbers yet Leadership panel was great..... Only one person did not like anything

YouTube : to have presentations from the day on line, Facebook or YouTube

No report from AD

Kathy 3 & 4

Action Items	Person Responsible	Deadline
At each spring workshop, a committee member will be present	Lee/ Joanne	Spring 2014

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Area 2 Director report	
11:35 – 11:45	Lori Robinson
Discussion	As posted on the web site
Each club is moving forward focusing on membership and building strong base foundations for each club	
We had an Area birthing kit build May 4 th Toronto and Mississauga Brampton-Caledon and Oakville each did 1, 000 kits Hamilton 1 and 2 are doing a joint build in September 2013 I have a Vice AD Clair Wallace President of Oakville –	
<u><i>ACTION: After the Nomination report, board decided to delay Vice AD appointment until after the election election, reconsidered at September board</i></u>	
<u><i>Break for 10 minutes to get lunch and then attend the webinar Working Lunch</i></u>	
Webinar on How to Attract Media Attention	
12:00 -12:35	Zonta International presentation
Discussion	
The board took part in the webinar	
Toni asked a good question and we learned a few new points and reinforced the things we knew.	
Conclusions	
2 nd speaker had some good points in eliciting media coverage	

12:35 to 1:00 group meetings and break

Nominating Committee	
1:00 - 1:23	Rosita Hall
Discussion	Report is on the Website
Slate for District 4 Conference in Pittsburgh was circulated and discussed. Discussion on the nomination process. For clarification on the process please see <u>addendum from nominating committee, attached</u>	
Slate will be added to the website 2 people running for most positions opening for nominations from the floor The committee also wanted to make sure that all delegates know that they will only be voting on the Area Director in their area.	
<u>Recommendation:</u> The Nominating committee has offered to put the ballot together for the District Conference. Discussion	

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-Committee also clarified that only club voting delegates vote for Area Directors, and while elected Board Officers have a vote, it is only for non-Area Director roles. Perhaps it should reference the appropriate by-laws (Article XIII, Section 6 (b) Officers and Section 11 (4) Voting Members), as that detail was requested at the meeting.

- Committee also explained the ZI Board Nominations process and that the ZI process asks for any nominations for the International Board to be directed to the District Nominating Committee, who will ensure the application, is complete before forwarding.

Action Items	Person Responsible	Deadline
The Nominating Committee will be advised if they are required produce the ballot for conference if the conference committee would like to have the	Lee/conference committee	May 30 2013
Nominations for International positions go through Nominating Committee	Committee	September 2013

Area 1 Director report

1:23 1:26 Catherine Hardman

Discussion Report is on the D4 Web site

Cambridge membership is dropping; they have decided to keep going and not to fold at this time. Stratford had a very successful event for IWD
All clubs are having great meetings and speakers to keep things interesting

Conclusions Things are moving forward. Area 1 is also having challenges with membership

Action Items	Person Responsible	Deadline

Joanne and Mary Yunker re Geneva name change request

1:26 – 1:30 Joanne Mary

Discussion

Geneva wanted to change their name so that they are inclusive of the geographic area.

They had contacted Lee and this was investigated by Joanne and Mary – ZI does not want club names to have area or district in their titles since those words mean something else in Zonta.

Conclusions If they did want to change the name, it would probably be good to consider a different title. If they choose to continue name change process, they work through the Governor and then the International Liaison

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Action Items	Person Responsible	Deadline
Lee to return info to the President at this time no movement to make the change	Lee Fogarty	?????

Area 6 Director report

1:30 – 1:35	Charlene Huber
Discussion	Report on website
Focus right now on the conference	
Birthing kits 980 kits went to Kenya from Pittsburgh	
Glass slipper ball 65K was raised very successful club Three Rivers North	
Zonta says no is on some of the pamphlets increase membership	
Kathy Froehle has left and Charlene is doing well, moving from Vice AD to AD	
Having the same membership challenges Up 3 members, know several are leaving in next quarter	

1:35 – 1:45 **discussion on vice AD**

Vice AD Lee encouraged other ADs to consider using vice ADs to help with clubs and reports, but probably should wait until after elections in September, and then consider using the newly elected AD in that position. **After much thought and consultation, it is recommended that the term Assistant be used until/unless the district**

Votes on the idea of Vice ADs. Vice AD requested by Lori, Area2, to be voted on in September 2013 after conference so as to avoid providing unfair advantage to one candidate -

Board asked Lori Area 2 AD, to notify the Area 2 Club President that the Vice Area Director role will not be voted on by the Board until after the convention, so the role is not official at this time. Lori is also asked to contact the proposed Vice AD to remind her that she is not able to reference his role in her candidate bio or speech, as it is not yet official.

Discussion re using Vice ADs, the merit of having them as well as how they will be chosen, and whether to be elected or appointed can continue in further board meetings, and may not be continued in new biennium depending on 2014-2016 governor

Action Item	Person Responsible	Deadline
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On the next board agenda to vote on the Position of AD	Lee Joanne	September 2013
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Discussion re conference

1:45 -	Lee
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<u>Discussion</u>	<u>Reach</u> Strategic	<u>Responsibility</u> Plan map	<u>Reputation</u>	have the topics fall under the
<u>Ideas for workshops</u>	Membership	Service	Leadership	Protocol
	The difference between Fund Raising and Service			
	Differences between advocacy and service			
	CEDAW for the US presentation on Humor			
	workshops can be 1 hour or 1 ½			
Donna has agreed to oversee workshops and will liaise with conference committee				
Some highlights of the event were presented				
Action Items		Person Responsible	Deadline	
Have the UN flag displayed discussion				
Spring Workshop on Fund raising from a project management process		Lee/ Joanne	Workshop	
First Timers orientation to be held		Joanne Raymond	Conference in September 2013	
Workshop presenters to have presentation outline to Donna K-C.		Presenters	July 2013	
Leadership speakers Sylvia Stenander and Tara Locastral to be asked		Alyce Van Patten	June2013	

Z and Golden Z Club			
2:08	2:16	Shirley Ellison	
Discussion			
26 charter clubs			
10 clubs that are hoping to get started 1 in Woodstock			
Hamilton, St Catherine's and 8 in Brampton-Caledon 1 in Stratford.			
3 Golden Z clubs in Sheridan Mississauga and Oakville			
1 to be chartered in October in Batavia			
Would like to have the 3 rooms and reduced registration fee for the Z clubs			
Action Items		Person Responsible	Deadline
Training to be held for the students		Shirley Ellison	September 2013
Cost for participants, three rooms		Convention Committee	July 2013

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Wind up		
2:30 -2- 37		
Discussion		
<p><u>Membership Directory</u> Donna has a few left - cost is \$8.00 Thank you to Donna and Mary for all the hard work included in this project, it is an asset to the district</p>		
<p><u>Cruise</u> Donna says price has been reduced Flights can be arranged if you need watch for e mail</p>		
<p><u>Zonta Day at Chautauqua</u> Friday July 26th</p>		
Adjournment		
2:24	LEE	
Discussion		
NONE		
Conclusions		
Action Items	Person Responsible	Deadline
<u>Moved by</u> <u>CATHERINE HARDMAN</u>		