**District 4 Board meeting**

Sunday September 25, 2011

Adams Mark Hotel (post conference)

**Attending:** Zonta International Director, Beryl McMillan, Gov Bonnie Crogan-Mazur, Lt Governor Lee Fogarty, Treasurer Jill Colburn, AD1 Cathie Wheeler, AD2 Rosita Hall, AD3 Kate Wehrmeyer, AD4 Donna Ketchum-Colletta, AD5 Sylvia Stenander, AD6 Cheryl Hopper

Committee Chairs: Finance Marcia Bliss, Webmaster Sandra Cronk, Service Joan Westcott, Marcia Hopper, AE Lori Robinson, Mary Yunker, Conference and Ambassador, Vivian Cody, UN Joanne Raymond, Nominating Carma Horner, Kathy Smith

Governor Bonnie called the meeting to order at 12:15

Positive Comments about conference:

* Sixty first timers
* Mary Yunker’s history presentation in hallway
* Excellent entertainment
* Workshops well received- Sandra to post summary of each on website. Presenters to supply information.
* Lots of member networking, sharing ideas, and fellowship

Constructive Criticism

* Longer first timers reception
* No public relations
* Credentials need proper forms- Sandra to supply Lee with forms used in past
* Credentials report needs to be part of conference minutes so can ascertain clubs that have not sent a delegate for two prior conferences- they are not entitled to a vote.
* Beryl suggested that no excuse for a club not to be represented at Conference. An incoming president should be told that attendance is a requirement.
* Voting needs a better procedure. Clubs need to check in, ballot should be better designed.
* Beryl pointed out that all of the procedures and rules are described in the District manual and all board members need to review.
* Need to record 4th place finisher in nominating committee race in case one person cannot complete duties.
* Always check spelling of names in program.
* Sandra to collect information about which clubs have not sent a representative to the last two conferences and forward this information to the area directors.
* In past, Governor awarded District winners for membership (plaque), Club award, individual- not done this time.
* If we have co-chairs- always list both names.
* Script- AD’s would like to see before sitting at table
* Disappointed that workshops changed times and length

Suggestions for November board meeting agenda

* Review AD Awards
* Spring Workshops
	+ April 14- areas 5 & 6- Pittsburgh
	+ April 21- areas 3 & 4- Cheektowaga-Lancaster
	+ April 28- areas 1 & 2- Hamilton 2
* Cathie W and Donna K-C have revised club reports to AD’s so they can report quarterly to the Governor. They will share suggestions with other AD’s, then share with committee chairs so a recommendation can be made at the November board meeting.
* Bylaws has some recommendations

Beryl has asked that AD’s follow up on her suggestions as follows:

* All clubs should complete the Club Achievement Report as posted on the ZI website
* All clubs should review and show the membership powerpoint on the ZI website
* All clubs must be encouraged to contribute to ZIF during this biennium
* Special recognition will be made to clubs where 100% of the members make a personal contribution to ZIF.

Gov Bonnie would like to produce a summary written report for all AD’s and committees to be distributed at the spring workshops. Sandra to email board with sample from a previous biennium.

Gov Bonnie adjourned the meeting at 1:15pm

Next meeting:

* Saturday November 12 at Vivian’s office