

District 4 Minutes : Stella Niagara Retreat September 17,18,19, 2010

Saturday, Sept. 18, 2010

Attendees: Gov. Bonnie Crogan-Mazur, Connie Deckert, Cathie Wheeler, Joan Westcott, Donna Ketchum-Colletta, Marnie Piggot, Rosita Hall, Bonnie Clesse, Shirley Ellison, Kate Wehrmeyer, Dr. Vivian Cody, Marcia Hopper, Joanne Raymond, Kathleen Douglass, Kendra Coats, Catherine Bobesich, Sandra Cronk, Lee Fogarty, Jill Colburn, Mary Yunker, Sylvia Stenander, Lori Robinson

9:10 Welcome from Gov. Bonnie Crogan-Mazur
Meeting called to order

9:15 Review of agenda

9:16 Treasurer's Report : Jill Coburn

- ~ \$60 to Zonta International District 4
- ~ (Jill talked about the adjective ebullient : overflowing with fervor)
 - ~ her personality trait is "guardian"
- ~ Budget report (2 years)
 - ~ 1070 members/969 pd. Members
 - ~ District website : use dues transmittal form due June 1
 - ~ Member resources: no password required
 - ~ May: e-mail to Club Treasurers for collection June, July
 - ~ still a few clubs not pd.
 - ~ Jill will take care of
- ~ Reimbursement Form:
 - ~ mileage 31.5 cents/mile IRS Guidelines
 - ~ lodging
- ~ Review Reimbursement Guidelines
- ~ In-Kind Form : not asking for re-imbusement
 - ~ donation made
- ~ Deadlines
- ~ Accountability
- ~ Questions refer to Area Director Manual
- ~ "Zings:" \$250 for biennium (under 20 members)
 - ~ membership growth
 - ~ financial need

Governor Bonnie : Encouraged all to download District Manual
~ Thank you to Jill for all her hard work and knowledge

10am : Sandra Cronk

- ~ Membership roster : D4
- ~ Suggest: Conference and Workshop info on website
- ~ Roster important for info.
- ~ Suggest: 1 per club
- ~ Sandra will try to have Membership Roster ready for January
- ~ D4 website: needs more updates
 - ~ pages needed – pictures and bios
 - ~ conference with forms
 - ~ set-up with Paypal
 - ~ calendar with district events
 - ~ club logo for each club page
- ~ Suggest : College Interns to set-up website
- ~ Sandra will do updates
- ~ Will do birthing kit updates today

- ~ Updates in programs in different clubs
 - ~ New websites : Kenmore, Hamilton 2, Stratford, Gr. Island, Pittsburgh
- ~ District business cards – forms available
 - ~ Sandra will order – district pays
- ~ ECP's – Electronic Communications Person
 - ~ will ask if ECP's still want to do the job
 - ~ job description will be circulated
 - ~ Gov.'s newsletter – circulating in district
 - ~ should print some for people without internet
 - ~ keep lists
 - ~ please send President and Treasurer info to Sandra
- ****~ Club officer report forms to Gov. Bonnie
 - ~ President, Treasurer, ECP, Secretary
- ~ Gov. Bonnie needs club roster from every club
 - ~ functions, valuable info, dates
 - ~ NF Club can e-mail if need example of booklet
- ~ Gov. Bonnie will discuss timeframes. She needs more timeframes.
- ~ Area Directors will look at club roster booklets
- ~ Standardization
- ~ Suggest : Picture of membership in roster booklets
- ~ Thank you Sandra for her hard work

10:25am.: Kathleen Douglass : International Representative/ D4 Ambassador Canada

- ~ Protocol
- ~ Protocol Manual downloaded – good professional manners –PowerPoint posted on District website
- ~ Thanks Gov. Bonnie for opportunity to speak
- ~ Set of guidelines and rules
- ~ All need appropriate protocol – all clubs not on same page
- ~ Important to recognize hierarchy
- ~ Spell names correctly
- ~ Proper hosting – shows respect
- ~ Gives pride to organization
- ~ Project good image with values and standards
- ~ Defines well structured organization
- ~ Use Robert's Rules of Order
 - ~ promotes courtesy
 - ~ well representation
- ~ Agendas on meetings – GREAT IDEA!
 - ~ agendas encouraged
 - ~ know who is doing what at meetings
 - ~ be prepared
- ~ Special dietary requirements
 - ~ displays kindness
- ~ Zonta pin – worn left side
 - ~ pin faces up in term
 - ~ out of term – lower – not same level
- ~ Gov., Lt Gov., Area Dir., Treas. Voting members
 - ~ guests - no votes
- ~ Informal vs. Formal :
 - ~ welcome – make people feel special
 - ~ “use Madame” – title for respect
 - ~ what are needs for meeting
 - ~ Platinum Rule : “do unto others as they want to be done to”
 - ~ does guest need accommodations/
 - ~ copyright : no images, references, diagrams – need permission to use
 - ~ internet : not always so

- ~ Possible Guests : Order of hierarchy
 - ~ International President or International Board Member
 - ~ Governor
 - ~ Area Director
 - ~ District Committee Chairs or District Officers
 - ~ Other Club Presidents
 - ~ Other Club Guests
- ~ Souvenir or donation to Zonta International always welcome
 - ~ thank you card appreciated

Starting the program:

- ~ Toast ? – to the office, not the country
- ~ Grace or invocation ? – non-sectarian – no reference to God or belief system
- ~ Anthem or pledge of Allegiance – create equity
- ~ Start meetings : need to be official
- ~ Induction new members – be welcoming
- ~ Installing board members – giving position
 - ~ Script in Manual : D4 website
 - ~ Candle lighting : more personal – emotional – sisterhood feeling
- ~ Don't lose protocol in meetings
- ~ Always be ready to speak
- ~ Challenges ? – none

Special Events :

- ~ Introduction : head table where to be seated or designated table
 - ~ AWARENESS IMPORTANT
 - ~ Designated person to introduce dignitaries

District Events:

- ~ Conferences
- ~ Workshops

Club Ceremonies ;

- ~ Induction of new members
 - ~ re-commitment of old members
- ~ Communicate with guests
- ~ Remember who you are as a Zontian
- ~ enjoy ritual and ceremony creates legacy, pride and history
- ~ platinum rule

Thank you Kathleen for your hard work and effort.

11:20am Marnie Piggot : AWARDS

YWPA – refer to handout

- ~ 16-19 eligibility – high school, jr. college, university
- ~ set standards for score sheet
- ~ need to stay in touch with award winners

Jane Klausman –

- ~ \$500 at club level
- ~ district scores applicant
- ~ \$\$\$ comes from foundation
- ~ nice to get involvement from clubs
 - ~ especially educators

Thank you Marnie for your input and hard work.

11:40am Amelia Earhart : Mary Yunker and Lori Robinson

- ~ Brought props about Amelia, her travels, Hawaii
- ~ TIGHAR – The International Group for Historical Aircraft Records

- ~ Clubs tell Mary and Lori about what's happening
- ~ Lori to go to clubs to promote AE
- ~ Cruise promotion January
- ~ Fund raising "Look ats" in clubs in new biennium
- ~ Brought books to enhance research on AE

Thank you Mary and Lori for your knowledge and hard work.

Noon : Gov. Bonnie officially closes this segment of meeting

Noon : Lunch

1:05 : Afternoon session opened by Gov. Bonnie

- ~ Introduction of Dr. Vivian Cody : Ambassador Report
- ~ Function – ZI Project – connection to clubs
- ~ clubs have lost connections
- ~ mission statement : connect to ZI
- ~ why are we doing this?
 - ~ critical project, need to be visible

International Service Projects:

- ~ Rose Fund, Amelia Earhart Fellowship, Jane Klausman, YWPA, International Service, ZISVAW, WHPPI,

Endowment

- ~ District 4 donated \$103, 633
- ~ Club service \$\$\$ go to International

Contributions...

- ~ club donations : 1/3 annual fund sent to Int'l
- ~ Individual donations and tribute gifts
 - ~ annual donation – tax receipt for US
 - ~ donate to honor a living or deceased friend, relative, Zonta leader
- ~ Kathleen Douglass – comments – look at the bigger picture
 - ~ leave \$\$\$ in will
 - ~ front lines of global and local efforts
 - ~ same project : i.e. education, advocacy, legal rights
- ~ Guatemala, El Salvador, Liberia, Rwanda
 - ~ safe cities
 - ~ obstetrics fistula
 - ~ HIV in Rwanda
- ~ partnership in UNIFEM
 - ~ support projects in Columbia

Reminder : giving "in honour" of

- ~ message as "ambassador"
- ~ emphasize "go to website" download for club usage
- ~ DVDs are available

Gov. Bonnie's commercial to donate to ZIF : Personal donation from Board

- ~ Can do credit card transactions to bill credit cards every month for Zonta if want to donate.

Thank you to Dr. Vivian for her commitment.

1:25pm Legislative Awareness and Advocacy : (LAA) – Bonnie Clesse, Connie Deckert

- ~ wants to be user friendly
- ~ look at ERA
- ~ % of women elected- needs to be at 30% for elected officials
- ~ currently : 18% US, 23% Canada
- ~ club level buys into international mission
- ~ Denise Conroy – Australia
 - ~ all service projects should link into Int'l service
 - ~ going by Zontian rules
 - ~ improve status of women at local, district, levels

- ~ Area Director's link to local clubs and service projects
- ~ Public Relations very important
- ~ report on successful events
- ~ shadow reports
- ~ become leading advocate in status of women
- ~ Area Director's will get background info
 - ~ stress tools
 - ~ increased advocacy can do more and better
 - ~ legislation and public opinion
 - ~ event can be advocacy
- ~ Clubs have advocacy issues – different for different locations
- ~ Be aware of issues
- ~ Can be formal, or rotate around members to bring issues
 - ~programs
 - ~ research
 - ~ fit into Zonta framework
 - ~ qualified issue
 - ~ 50/50 not enough-approach differently
 - ~ think “out of the box”
 - ~ who do you know?
 - ~ partner with?
 - ~ use writing, art, petitions
 - ~ when doing anything – contact LAA committee, Gov., Area Director for permission
 - ~ no lobbying, no bribery
 - ~ does it meet Zonta criteria

Kathleen Douglass : Advocacy on website – tools on website

- ~ Committees at local level
- ~ Advocacy tools on website
- ~ Scorecard on LAA:
 - ~ education members – empower members
 - ~ womensnews.org
 - ~ clubs find out what's going on through back door
 - ~ how to project on website?
 - ~ ZIZVAW Grant

Sandra Cronk : Local leaders to advocate domestic violence against women

Kendra Coats : Person's Day Breakfast

Lee Fogarty : Birthing Kits

Kathleen Douglass : IWD Breakfast – focus on issues

- ~ suggests platform for uncomfortable issues

Lee Fogarty : Donation soap from ALCOA for birthing kits

Governor Bonnie : Lily Ledbetter and pay equity between men and women

Joan Westcott : Municipal Campaign School

- ~ women in politics

Mary Yunker : YWCA Power-up for Women”

- ~ resume writing, interview, taping, finances, budgeting, job search
- ~ go home with 2nd hand laptop

- ~ Candidates meetings

- ~ 95% of world does not live like us
- ~ partner with other similar organizations
- ~ "Half the Sky" – turning oppression into opportunity

Tips from Summit in St. Louis

- ~ Education – Zonta – LAA
- ~ poverty and violence
- ~ like-minded organizations
- ~ social activism vs political
- ~ get involved
 - ~ D4 website- LAA page/link
- ~ Committee chairs cc reports to Gov. Bonnie
- ~ Bonnie and Connie ready to do road show
- ~ hearts in it, run with it

Kathleen Douglass : November white ribbon campaign against violence. Men take stand In November. Need to find men.

- ~ San Antonio – initiate district award for LAA?

Thank you to Bonnie and Connie for their knowledge and efforts.

2:30pm Service/UN/Parliamentarian – Joan Westcott, Joanne Raymond, Kendra Coats

- ~ school award: Outstanding Social Activism
- ~ SERVICE: Birthing Kits
 - ~ clubs getting on board with making kits
 - ~ co-ordinate clubs packaging
 - ~ 4 destinations : Nicaragua, Haiti, Honduras, Kenya
 - ~ maternal care : Haiti, Honduras
 - ~ enthusiasm among clubs
 - ~ already shipped 3,000 kits
 - ~ is a way to "hands on"
 - ~ need "Status of Women" Chair at club level

Lee Fogarty: working together to assemble

- ~ October 14: presentation to ALCOA
- ~ giving invitation to help
- ~ caveat to go with : no ties to a religious community
- ~Develop evaluation: Kenya – feedback positively
- ~come more readily for care
- ~ evaluation to everyone
- ~ district wide service project
- ~ we do less if everyone is on board
- ~ other districts getting on board

Donna Ketchum/McCollum: video

- ~ University of Melbourne on Birthing Kits

Joanne Raymond: UN Representative

- ~ UNIFEM, UNICEF combined into UN Women
- ~ if not on Internet, how do you get communication?
- ~ new lady in charge to bring consistency
- ~ "Unite Against Domestic Violence"
- ~ wants to send out communication once a month
- ~ UN Day – League of Women Voters
 - ~ go to NYC for experience – Nov. 9th
 - ~ tour UN, lunch, library and briefing on women's issues
 - ~ get advance info
 - ~ disseminate info

- ~ video on fistula : eyeopener
- ~ Rwanda – with US
- ~ volunteer and important role

Connie Deckert : Budget doubled

Bonnie Clesse: Road Scholar \$37.00

- ~ roadscholar.com – Wed. Oct. 13th
- ~ bclesse@hotmail.com
- ~ 65th anniversary

Kendra Coates: Parliamentarian

- ~ no district by-laws
- ~ new version of Roberts out any day
- ~ Zonta Int'l has material
- ~ District manual : 2008
 - ~ protocol – Feb. 2010
 - ~ distribute rules of proceedings
 - ~ int'l website has documents
- ~ Roberts Rules – use documents
- ~ 3 levels :International
 - District
 - Club – every club needs
- ~ International level – Parliamentarian was not a Zontian, also needs to be paid
 - ~ not happy with way she proceeded
 - ~ her role is to attend meetings and see that Roberts Rules are followed.
- ~ Has attended District conference
 - ~ sometimes strenuous, sometimes soft
 - ~ can be exciting, but mostly not
- ~ order – club, district, international
- ~ Suggest – educate new members at conference about Parliamentary procedures

Thank you Kendra for your interest and knowledge in this area.

4:05pm Lee Fogarty took Area Directors for Training

Governor Bonnie stayed with committee workers

Governor Bonnie : know your international liaison

- ~ need clarification on Service Committees and who reports to whom?
- ~ where does Birthing Kits fit in?
- ~ International Service
- ~YWPA Award Committee:
 - ~ Bonnie will send her scoring sheet to International
 - ~ Self-evaluation achievement form:
 - ~ Diane Curtis developing
 - ~ back to basics
 - ~ is it still developing?
 - ~ when will it be ready?
 - ~ who will use it?

Bonnie will put IMPORTANT in subject area if need response ASAP.

Committees:

- ~ Presidents. New names – who is committee chair?
- ~ Gov. Bonnie's zonta e-mail: bcm4zonta@gmail.org
- ~ Sandra Cronk will order new business cards
- ~ read International liaison's bio and make a connection

Thank you Gov. Bonnie for your communicating your needs.

4:45pm. Shirley Ellison – Z Club and Golden Z

- ~ thank you to District 4 for her support
- ~ won awards
- ~ history of excelling
- ~ Int'l committee met
 - ~ promote and disseminate information
 - ~ record changes to information
 - ~ encourage and support Z and Golden Z
 - ~ participate in Zonta events
 - ~ mentoring of Z and Golden Z
- ~ 28 Chartered clubs
- ~ 15 in Brampton alone
- ~ 6 in US
 - ~ 8-10 in the wings to start
 - ~ need more mentoring
 - ~ 7 more schools in Brampton
 - ~ Hamilton has 2 clubs
- ~ Shirley wants to help Board with Z Club beginning
- ~ need to get Golden Z going
- ~ mini-conference in Brampton: Mar. 4, 2011
- ~ 2 more awards : Emma Conlin Award
 - ~ apply and communicate with local clubs
- ~ applications given out at district conference
- ~ every Zontian should have a manual
- ~ duties of liaison with Z club
- ~ what is a Zonta Club?
 - ~ everyone should have a Z Club folder
- ~ communication important : teachers leave, need to find new advisors
- ~ adapt to own liking
- ~ each President should have its own pin
- ~ must communicate to Shirley about what is going on

Gov. Bonnie : do Z club women apply for YWPA Scholarship?

- ~ all are encouraged to apply

Shirley : 195 Z and Golden Z clubs worldwide

- ~ records seem to be skewed at Int'l
 - ~ Int'l Chair : Verna _____ from Phillipines
 - ~ zero interest at Int'l level

Kathleen Douglas : Diane Curtis called her to ask what District 4 is doing right because always winning awards. WooHoo!!!

- ~ if want it done, it will happen!

Thank you Shirley for your commitment to Z and Golden Z Clubs.

Gov. Bonnie talked about impression 4H had on her life growing up with a sense of community; how organization and Parliamentary procedure has stayed with her.

Dinner

5:50pm Lee Fogarty

- ~ help AD's membership
- ~ mentoring new members
- ~ make others feel welcome
- ~ if conflict : contact Lee

- ~ goal to have one member more than have now
- ~ daughter lives in London : bickering at a Zonta meeting
 - ~ can't act that way in front of guests
 - ~ if have issues, do privately
- ~ share what works
- ~ encourage by camaraderie – willing to share
- ~ if under 20 members, get Zing money
- ~ all clubs need focus
- ~ people magnetize where people are energized
- ~ keep website updated
 - ~ striking good
 - ~ bring in young women, go where they are!

Kathleen Douglas : no failure if someone leaves

- ~ leave on good terms, can always come back
- ~ people like to be heard

Thank you Lee for your input.

6:10 Gov. Bonnie : Workshops:

- ~ 2011 Guelph
- ~ Nov. 6 : Board meeting : 9:30-2:30pm
 - ~ Dr. Vivian Cody's office
 - Hampton-Woodward Research Ctr.
 - 700 Ellicott St. Buffalo
 - Park on Washington St.
 - ~ use Vivian's cell to contact : 716-704-9679
- ~ Jan. 22 : 9:30-11:30am telephone conference. Board meeting
- ~ April 2,9,16, 30 : workshops, May 7
- ~ May 14 : Dr. Vivian Cody's office : Board Meeting
- ~ Conference : Sept. 23-25, 2011 Adam's Mark Bflo.
 - ~ Board meeting to follow.

6:20 Catherine Bobesich : Nominating Committee

- ~ AD's responsible to find people – Lt. Gov., Treas., 6 AD's and 3 Nominating
- ~ Catherine will personally interview for Lt. Gov position

Thank you Catherine for your efforts.

Kathleen Douglas : Do we have a strategic plan?

Gov. Bonnie : wants to move in way district says supposed to

Sylvia Stenander : update already establishing strategic plan

Donna Ketchum-McCollum : need new strategic plan because old regime is done.

- ~ will be focus of next meeting.

Group Picture

Sept 19, 2009

9:10 Governor Bonnie welcomed all back

- Reviewed "Policy on Use of Member Information" and distributed by email and copies made available to all board and committee chairs
- Gov Bonnie distributed Protocol Manual for all AD's and suggested they print copy for all Presidents
- Encouraged all clubs to have banner/sign at all events
 - Hamilton 2 and Kitchener-Waterloo have good pop up signs and we will offer to clubs- Rosita will bring their sign to next meeting- Sandra to price- Cathie Wheeler to provide details of KW sign
 - Zonta fabric would be great- Rosita to ask Dora to investigate obtaining bolts of cloth with the Zonta symbol when she goes to Africa- can be used to make table covers

Spring Workshop discussion (Lockport, Olean, Guelph- dates tbd)

- Suggestion to just eat lunch, no speaker, but mix up attendees
- All liked a Presidents table
- Decided breakout rooms not necessary- too expensive and not always available- could have several discussion groups in a large room
- Need room for stores
- Will keep greening the day but not as a theme
- Taking care of ourselves could be part but must be a balance
- Speaker can discuss leadership and self care is part of that
- Don't be negative- going backwards- have good foundation- be positive, move ahead
- Build our pride in Zonta
- Theme and topics in alignment with conference- workshop is appetizer for conference
- Main topics to be LAA (now a mandatory committee) and Public Face of Zonta (PR) plus how each of these affects membership
- Membership will be mentioned- as part of each of the above, plus 15 minutes on its own (Get Them, Thank Them, Keep Them)
- Foundation Ambassador will present International Service
- Suggestions for Themes- Back to Basics, Touching Lives, Touching Hearts, Put the Joy back in Zonta, Changing Lives, locally and globally, Proudly serving women since 1919, Proudly Serving Women locally and globally
- Lee F has a pr person in Pittsburgh- she will ask her to help develop a theme and logo
- Dates, agenda for day, presenters to be finalized at Nov Board meeting

District Conference

- Sept 23 to 25th 2011 at the Adams Mark Hotel in Buffalo (\$129 per night plus parking)
- Host- ZC of Buffalo- Vivian Cody is chair
- Also assisting
 - ZC Niagara Falls NY (Kat Bunyan McClelland) is representative
 - ZC Hamburg Orchard-Park- (Judy Powers/Bonnie Clesse) (Memorial Service, store)
 - ZC Batavia-Genesee (Lee??/Mary Yunkers) (Workshops)
- IT needs- will need professional setup in main room but want Zontians to supply computers and projectors for breakouts and workshops
- Delegates need assistance reporting back to clubs- we should provide handout, powerpoint of key messages to take back to clubs
- What is the hook? First timers find out they are part of a larger group, but we need a hook to get them there.

- Friday night- (ZC NFNY)- music and dance from every decade (90 years of Zonta)- band- could dress as favorite decade- suggestion that dinner could be Italian theme- pizza, pasta, wine, decorations, invitation to Italy Convention, then entertainment and dancing
- Saturday evening- decided Diva by Diva (Mary Kate O'Connell)- Zontians could participate- skits/music/jokes could be personalized for our history, Zonta
- Key note speaker- will ask first woman Consul General for Canada
- Hospitality Suite- will be in Presidential Suite- Vivian will stay there and has booked the room
- Friday tours- golf, 3 Malls and the Falls, Origins of Zonta Tour, other historical sites
- Suggested Theme- Come to Where it All Began
- Need photographer- Sandra to ask Maria-Lynn (Zontian photographer from Hamilton conference)
- Z Club girls to be given meaningful roles again (Jamestown, Cheektowaga, Rochester?) Gabe S to be asked to help coordinate with Shirley.
- Sandra to set up page on D4 website for online registration, set up Paypal for D4
- Registration- ask Kat (ZC NFNY) -Sandra to email registration spreadsheet to Kat
- Protocol- suggest Vivian ask Daisy Waters
- Escort for Int Rep- Anna Parenti-Conn (maybe assisted by Sandy Travers who was Gov with Beryl McMillan- Australia)
- First timers reception- ask Kendra Coats to organize (in hospitality suite)
- Next meetings for conference planning at Vivians office- Oct 4, Nov 1, Dec 6
- D4 Board must organize all business sessions and workshops
 - Suggestion that general q&a period be scheduled- can seed some questions
 - Gov needs to invite award winners- Bethany Saul- D4 & Int winner- YWPA, Klausman winner, AE fellow (easiest if live near Buffalo) to speak- even if by YouTube for Sun am
 - We agreed to present committee reports and club awards interspersed on Sat afternoon as in Hamilton
 - Workshop topics- Club Officer training, Value of Z Clubs, Zonta 101 but needs a new title
 - Z Club attendees need to get together for a workshop but at a different time- maybe during one of business sessions

12:00 Adjourned until next meeting (Nov 6th, Vivian Cody's office)