



Zonta International District 4

Advancing the Status of Women Worldwide

District 4 Board meeting webinar

January 21, 2012

Attendees: Lt Gov Lee Fogarty, Treasurer Jill Colburn, AD1 Cathie Wheeler, AD2 Rosita Hall, AD4 Donna Ketchum-Colletta, AD5 Sylvia Stenander, AD6 Cheryl Hopper, Ambassadors Kathleen Douglass and Vivian Cody, AE chairs Lori Robinson and Mary Yunker, Bylaws Rosemary Pell, Communications Sandra Cronk, LAA Bonnie Clesse, Nominating Catherine Bobesich and Carma Horner, Service Joan Westcott and Marcia Hopper, UN Joanne Raymond.

Due to a technical problem, Gov Bonnie Crogan-Mazur, Secretary Pam Kilmer, and nominating committee member Kathy Smith were not able to access the webinar. Lee Fogarty agreed to chair the meeting and Sandra Cronk offered to take minutes.

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| 9::10 am | Lee called meeting to order. Sandra reviewed how the webinar would work. All attendees were muted, and Rosemary would mute/unmute as attendees asked to speak via chat. | | | | | | | | | | | | |
| Agenda | Added to agenda- Discussion on new quarterly AD report forms. | | | | | | | | | | | | |
| Minutes of Nov 12 Board | Correction: Item 30 Additional Action should read Rosemary Pell will check the Rules of Procedure to see if any mention is made of the method of accounting. Motion: Donna Ketchum-Colletta moved, Jill Colburn seconded, minutes approved as corrected. ACTION: Follow up at May meeting regarding accounting method. | | | | | | | | | | | | |
| Treasurers Report: | Jill pointed out that we now have 952 paid members in D4. Also gave breakdown of profit (\$3311) from past workshops. <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="padding-right: 20px;">Profit Area 3/4 Spring 2010</td> <td style="text-align: right;">555</td> </tr> <tr> <td>Profit Area 5/6 Spring 2010</td> <td style="text-align: right;">461</td> </tr> <tr> <td>Profit Area 1/2 Spring 2010</td> <td style="text-align: right;">390</td> </tr> <tr> <td>Profit Area 5/6 Spring 2011</td> <td style="text-align: right;">100</td> </tr> <tr> <td>Profit Area 1/2 Spring 2011</td> <td style="text-align: right;">319</td> </tr> <tr> <td>Profit Area 3/4 Spring 2011</td> <td style="text-align: right;">1486</td> </tr> </table> | Profit Area 3/4 Spring 2010 | 555 | Profit Area 5/6 Spring 2010 | 461 | Profit Area 1/2 Spring 2010 | 390 | Profit Area 5/6 Spring 2011 | 100 | Profit Area 1/2 Spring 2011 | 319 | Profit Area 3/4 Spring 2011 | 1486 |
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| AD Quarterly report form | Cathie Wheeler said that her Presidents found the form most useful. Donna Ketchum indicated that there were questions raised around exactly how much information should be reported on each club (we need consistency so that all AD's are giving the same information) OR should the report just be general in relation to the Area and not so much specifics about each individual club. Kathleen Douglass indicated that when Bonnie reports, she is speaking on behalf of the District so she really needs to know what is happening in the District overall - highlight the great work but not too many details. The Presidents will provide a lot of information to AD's in their reports but AD should only include those activities that are impacting the District in a good way or report major concerns. General consensus was that the form is working well. ACTION When Lee works with the AD's they will nail down the specifics of what each AD should report in their form to Governor so that all the reports are consistent. | | | | | | | | | | | | |
| Bylaws Report | Speaker: Rosemary Pell <ol style="list-style-type: none"> 1. Recommendation to purchase 11th edition of Roberts Rules of Order. Discussion whether motion required. Decided no. ACTION: Rosemary to purchase and submit the bill to treasurer. 2. Prior to destroying ballots of nominating committee, a list needs to be kept in case vacancy arises. MOTION: Cheryl Hopper moved, Donna Ketchum- | | | | | | | | | | | | |

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| | <p>Colletta seconded that a list shall be kept of the descending order of votes received for the Nominating Committee candidates.</p> <ol style="list-style-type: none"> 3. Suggested change "Nominating Committee must nominate at least 5 candidates for District Nominating Committee". MOTION: Sylvia Stenander moved, Donna KC seconded. Passed. 4. Funds for JMK award winner. Jill confirmed that District no longer pays this award. The entire \$1000 prize is paid by ZI. Suggestion to remove reference in Rules of Procedure about district payment. 5. Standing Committees; That our Rules be updated to reflect the list of required committees to match ZI. Cheryl Hopper moved, Donna KC seconded. Passed. 6. Chair/chairman/chairperson. Discussion that we should be consistent in our Rules by using Chair. Kathleen confirmed from her Roberts Rules that any of those terms are acceptable. MOTION: That we use Chair in our Rules. Rosita moved, Donna seconded. Passed. 7. Should Rules of Procedure be changed by vote of 2/3 of Board, or 2/3 vote of District Conference voting members. Discussion about transparency. Decision that should be vote of voting members of District Conference, or can be a mail ballot by clubs. MOTION: Cathie Wheeler moved, Jill Colburn seconded. Passed 8. Question about District reserve of \$5000. Jill Colburn confirmed that this amount is still adequate. 9. Question regarding ballots at Conference. Are they divided by area as delegates can only vote for the AD in their area. Kate has developed a new ballot which takes this into account. 10. Use of term District Governor. As there is only a Governor at one level, not necessary to use the term District Governor. This was an amendment to the bylaws at the last convention. MOTION: Rosita moved, Donna KC seconded that we update this in our Rules. |
| <p>Spring Workshops</p> | <p>Speaker: Lee Fogarty lead the discussion and will be go to person with questions, comments, requirements.</p> <ol style="list-style-type: none"> 1. LAA- Lee is checking to see if Susan Hunt is available for all three workshops for LAA. Otherwise, she will check on Peggy Schmedieke in area 6. Donna KC spoke about area 4 Family Justice Project. 2. Conversation Café- Kathleen and Rosita to lead. Kathleen suggests a presentation, then break into groups to discuss at tables, then come back together with results. 3. Service Projects Successes- Lori will pull this together, Kathleen to assist. Cheryl mentioned need good fundraising ideas to fund service projects. 4. Ambassador- presentation to be moved to top so money can be collected throughout the day. 5. Social Media; Suggestion to invite Z club girls, or savvy Zontians to assist attendees with Facebook privacy and/or setup during lunch. Mary Y will ask her Z club. New Hamilton Z club will be asked. Sandra C to coordinate. 6. Head table: Discussion about who sits here and is it used? Decided not consistent. Kathleen mentions protocol without formality. Decision is up to each hosting club. 7. Presidents Table to be set up for lunch. 8. \$5 discount for first timers. Discussion- Revenue comes from District so club does not need to consider in budget. MOTION: Donna KC moved, Rosita seconded, passed. 9. Registration of board members and presenters: Everyone pays their registration for all workshops and is reimbursed by the District. As in the past, board members presenting at a workshop out of their area are reimbursed reasonable expenses. 10. Lori agreed to do the flyer/registration form. |

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| Delegate training prior to Convention | Discussion that training is done at Convention. Rosemary pointed out that preparation is required before going to convention regarding discussion of bylaw changes with delegate's club. Kathleen mentioned that there will be major discussions about membership. It will be important for delegates to "hear" discussion before voting. Agreed that webinar is good idea but not likely that all delegates can attend. Suggestion to have it recorded and posted on the D4 website. Kathleen has agreed to facilitate. Sandra will set it up, Rosemary will assist. Since deadline to appoint delegates in the end of May, we can finalize details at May 5 board meeting. ACTION: Add this to May board meeting agenda. |
| Biennium Report of D4 | Each board member and committee chair is asked to submit a written report of summary of activities of this biennium. Deadline is March 15 th . Submit report to Sandra. A picture will be included in report. Can send new picture otherwise picture from D4 website will be used. Reports will be distributed a workshop. ACTION: Sandra to circulate an example from a previous biennium. |
| AD Report date | Discussion about when is next report due to Governor Bonnie. Governor's report is due in mid May. ACTION: Bonnie to send message to AD's confirming when next report is due.: |
| New board coming to May 5 meeting | Discussed purpose, value in inviting new board members. Sylvia suggested it makes for better transition. Rosemary thought September too late, too slow a start. Helpful to meet outgoing chair. Mary mentioned she and Lori will be there already. Joanne mentioned room size. Vivian said can use classroom instead of board room. Need more discussion time than just lunch. ACTION: Lee to make a plan for the May board meeting that will be useful and helpful for the new board members and pass it along to Bonnie. |
| Donations to ZI | Kathleen encouraged clubs to get donations in before March 31 st . Both Kathleen and Vivian have access to reports of which clubs and individuals have donated to date, and the amounts. This is confidential, but if AD's want some information so can encourage ALL clubs to make a donation, can ask- Canadians ask Kathleen, Americans ask Vivian. |
| Gavels for Z Clubs | Donna reported that she purchased two gavels for \$17.95 each including engraving for the two new Z clubs. She will submit the bill to Jill. |
| Announcement | Kathleen announced that Lori Robinson will be the next Z/Golden Z Club Chair for ZI in the next biennium. Holly Anderson will continue on AE. District 4 continues to show great leadership. |
| Adjournment: | Rosita moved, Jill seconded that the meeting be adjourned at 10:45 am. |
| Next Meeting | May 5 th , 2012 9:30 am to 3:00 pm. Vivian Cody's office |