

Zonta District 4 Retreat

September 19-21, 2014

Center For Renewal, Stella Niagara, New York

In Attendance: Joanne Raymond, Lori Robinson, Cathie Wheeler, Brenda Graham, Carma Horner, Julie Brown, Cairine Coulis-Brown, Laura Corey, Mary Jane Wajmer, Jill Coburn, Sandra Cronk, Kathleen Douglass, Kris Fletcher, Catherine Hardman, Valerie Beyer, Catherine Bobesich, Vivian Cody, Lee Fogarty, Connie Deckert, Bonnie Clesse, Karin Eckart, Shirley Ellison, Patty Feroz, Darlene Goertzman, Joan Hutcheson, Donna Ketchum-Colletta, Judy Labiak, Nancy McCulloch, Kathy Smith, Lucille DiSanto, Holly Anderson (present for Saturday)

Absent: Linda Orme, Lorene Vinski, Irene Majchrzak, Barbara Fera, Kate Wehrmeyer, Judy Powers, Doreen Myers

FRIDAY SEPTEMBER 19, 2014

- Introductions, dinner and team building with social time

SATURDAY SEPTEMBER 20, 2014

- Opening remarks and introductions
- Governor Joanne presented the agenda, with additional comment that there would be no skype with President Marie Jose at 11:30, as there was an International board meeting this weekend in Copenhagen. The skype will be rescheduled for the next board meeting on November 8th with Marie Jose and Gertraud, our International Director liaison
- Governor Joanne passed out buttons "Conviction, Commitment, Courage" from President Marie Jose, buttons were for all board members and committee chairs, as well AD's were given buttons to give to every club President
- Inductions of elected and appointed officers and directors of the 2014-2016 Zonta District 4 Board – Catherine Hardman and Patty Feroz elected to Nominating Committee, Brenda Graham appointed to Secretary, Cathie Wheeler elected to Treasurer, Lori Robinson elected to Lt Governor and the following Area Directors elected Area 1 – Julie Brown, Area 2 Linda Orme (ab), Area 3 Cairine Coulis-Brown, Area 4 Mary Jane Wajmer, Area 5 Laura Corey, Area 6 Lorene Vinski (ab)

Goals and Planning Session

- Role of the Board – Kathleen Douglass facilitated discussion
- We will be looked at as representatives of Zonta
- 1) Leadership – know your board members, 2) Be Accountable – to yourself, each other and the district, 3) Work as a team to ensure we reach established goals, need to support the decision once the board has made it, be accountable for the process, be kind and respectful to each other
- Business Strategic plan provides direction, perform your duties according to the bylaws, be loyal to advancing the status of women

- Cathie Wheeler passed around conflict of interest forms for signing, proposed putting it on the District 4 website under Resources
- Action: Sandra Cronk to put the form on the District 4 website under Resources

Quote #1 by Governor Joanne – The words you speak become the house you live in.

Quote #2 by Governor Joanne – Knowledge and enthusiasm yield success.

Goals for District 4, Goals and Planning 2014-2016 – Governor Joanne

- Focus Forward with Conviction, Commitment, Courage
- Pride in receiving three international awards... foundation – clubs donating over \$20,000 and having 6 clubs with 100% participation in foundation donations, service – Behind Closed Doors, Birthing kits district award
- Role of the Board – three B's – be informed, be inspired, be involved
- Zonta International Biennial Goals are below and posted on ZI website
 - 1) Service – ZI selects projects among proposals from UN agencies with focus on root causes. Service and Advocacy are integrated parts of all Zonta projects. Lasting impact is ensured through involvement of local and national governments and NGO's. Local projects are inline with our mission.
 - 2) Advocacy – All advocacy actions shall be inline with the strategic plan and shall have measureable impact. The activity of the UN and Council of Europe levels is increased utilizing our consultative and participatory status. Zonta influences UN and Council of Europe documents and actions. Districts and Clubs initiate advocacy actions in cooperation with like minded organizations when relevant.
 - 3) Resources – Clubs recruit and retain committed and skilled members. Leadership skills and competencies are increased at all levels and at Headquarters Zonta International. Foundation has sustainable resources and the sources of income are broadened.
- Brainstorming with board broken into three groups, one for each international goal

Donna Ketchum-Colletta

- District directories handed out, some corrections made to information, all AD's given directories to be distributed to their club presidents
- Discussed and handed out pamphlets on Amelia Earhart fundraiser to Portugal
- Who is your speaker for January for Amelia Earhart?
- Ensure all address and email changes are reported to ZI as they occur as that is where the newsletter is emailed and the Zontian is mailed

Goals Discussion Continued

- Discussion on what goals we want to make, what actions to reach them, our timeline and our measurement of success
- Four goals identified, and then group broke into their committees to discuss two fold - initiative, specific action, timeline and deadline and measure of success and handed in to Governor Joanne that day or by September 30th and committee discussion in preparation of their presentation on Sunday, submitted to Governor Joanne

- District 4 Goals
 - 1) To ensure the development and implementation of D4 advocacy and service project
 - 2) To increase membership in D4
 - 3) Develop leadership skills and succession planning throughout D4
 - 4) Create a strong alignment with ZI, ZIF, district, clubs and individual members

Board Responsibilities Presentation

Principles of Communication – Kathleen Douglass

- Make communication a top priority, be kind, create a receptive environment, be respectful and provide deadline
- Email is top form of communication
- Are we effective, clarify expectations, welcome differences

Protocol for District Board – Lori Robinson

- Nametag right, Zonta pin on left
- Courtesy, respect, recognition of status
- Utilize Robert's Rules of Order
- Discussion on introductions, meal preferences, mission, toast, grace, club ceremonies – induction with candles, re-commitment ceremonies

Dates to Remember – Governor Joanne

- November 8, 2014 – next board meeting 9:30 in Buffalo
- January 24, 2015 – goto meeting at 9:00
- May 30, 2015 – 9:30 board meeting in Buffalo
- November 7, 2015 – 9:30 board meeting in Buffalo
- January 23, 2016 – goto meeting at 9:00
- May 14, 2016 – last board meeting 9:30 in Buffalo
- All board meetings are held at Hauptman-Woodward Medical Research Institute 700 Ellicott St Buffalo NY

Reports – Governor Joanne

- Always should be short and sharp
- **Action: Area Director summary reports due to Joanne and Sandra Cronk by October 30th, 2014 and full report due December 13th, 2014, summary reports due January 17, 2015 and full report May 2, 2015**
- Committee Chairs reports due at same time to Governor Joanne
- If you require the password to login to district website to review reports, please contact Governor Joanne – expectation is that you review all reports online prior to board meetings
- Governor Joanne would like to keep District Newsletter to two pages, please submit content to her by 20th of each month, newsletters will go out from September to June

- Input volunteered - October advocacy, November awards/nominating, December Amelia Earhart, January archivist/historian, February membership and UN, March ambassador, April UN, no volunteers yet for May and June, communications would like to submit info monthly

Saturday evening

- Roundtable/open discussion on retreat comments and evaluation
- Cathie Wheeler Treasurer outlined expense reimbursement procedures, which if completed by Sunday would be reimbursed immediately as she and Governor Joanne were both present

SUNDAY September 20, 2014

- Governor Joanne welcomed everyone and called the meeting to order
- Motion: to approve the agenda as amended, moved by Julie Brown, seconded by Cairine Coulis-Brown, Unanimously approved.
- Motion: to approve May's minutes, moved by Laura Corey, seconded by Cathie Wheeler, Unanimously approved.

Treasurer Report – Cathie Wheeler and Jill Coburn

- 850 paid members as at September 15, 2014
- 8 out of 38 clubs submitted their district dues by June 1st due date
- Treasurer's report as at September 15, 2014 - \$8,000 still to spend, biggest expense is convention expenses for Lee and Joanne
- \$9000.00 reserve - \$4,000 for 2015 conference and \$5,000 for emergency (eg couldn't collect dues and expenses owed)
- Discussion regarding which committees have travel reimbursement
- Motion: to use \$600.00 of the unrestricted reserve to go towards 8 committees, and add \$600.00 to other committee budget line, moved by Cathie Wheeler, seconded by Julie Brown, Unanimously approved
- Committees now covered with \$200.00 budget – Amelia Earhart, Advocacy, UN, Awards, Service, Ambassador, Z clubs and Nominating
- Copy of budget passed around, is attached to these minutes and is posted on the D4 website
- Expense reimbursement guidelines are also found on the website

International Update – Governor Joanne

- President Maria Jose is very cognizant of pressures and demands on everyone, wants reporting to be short and sharp
- One initiative at the International Board meeting held September 19th weekend is re-districting Europe
- Bylaws, lots of suggested changes and removal at convention, takes a lot of time to update bylaws and ensure accuracy, to come up with a clean, updated version on the website, booklet coming for boards and Club Presidents shortly
- Updated mission and vision statements also being discussed, manuals need to be updated ASAP and will then be available
- Web ZI cleaning, had to go out for quotes

- We are very fortunate to have good representation at the International committee level from D4 – congrats to: Z Clubs – Lori Robinson is the International Chair, Amelia Earhart – Holly Anderson is the International Chair, Service – Joan is a committee member, Membership – Lori Robinson is a committee member, Membership – Barbara Fera is a committee member, Leadership Development – Kathleen Douglass is a committee member, Bylaws – Kathleen Douglass is a committee member, Nominating – Kathleen Douglass is a committee member, Centennial Anniversary – Vivian Cody is a committee member
- Commission on Status of Women CSW, starts March 9, 2015 for two weeks, open to anyone, Governor Joanne will send out more info as she receives it, Beijing + 20 year , unwomen.org

Area Director Reports

- Brief updates on their areas, please refer to website for AD reports
- Area 1 – Julie Brown
- Area 2 – Linda Orme, delivered by Governor Joanne
- Area 3 – Cairine Coulis-Brown
- Area 4 – Mary Jane Wajmer
- Area 5 – Laura Corey
- Area 6 – Lorene Vinski – NO REPORT

Committee Reports

Action – Area Directors please ask your club Presidents to submit to you the Chairs of all the committees in their club that match district committees eg. Service, Advocacy, Membership, UN, Amelia Earhart, Awards, Z Clubs, and then forward those names on to the district committee chairs

Advocacy – Lee Fogarty and Connie Deckert

- Advocacy and Service project, communication by October 1st to clubs, poster designs due by November 1st
- Advocacy/Service manual for clubs in progress
- UN piece, He for She initiative, goal one billion men supporting
- Missing aboriginal women in Canada, Zonta KW showing Highway of Tears at ZIFF
- Governor Joanne mentioned that words should be added to “Zonta Says No”...to violence against women

Service – Holly Anderson and Judy Powers

- Share local service projects
- Birthing kits are continuing, join with other clubs, invite Z club members, there are new locations for the kits to be sent in conjunction with a new relationship with Medical Women’s International Association, Holly is dealing with shipping issues
- Service award nominations, submit your projects for consideration

UN – Carma Horner and Doreen Myers

- 12 areas of critical concern brought up in Beijing sheet circulated

- Thursday November 13, 2014...visit the United Nations, tour and lunch for \$110.00, let Carma know if you are interested in attending, topic Water for Life
- October 24th is United Nations day, ensure your clubs do something
- November 25, 2014 to December 10, 2014 – 16 days of Activism
- Motion: \$250.00 donated to League of Women Voters, moved by Julie Brown, seconded by Laura Corey, Unanimously approved

Membership – Lori Robinson and Barbara Fera

- Lori reports to co-chair of ZI Membership Committee
- Focus on recruitment and retention, website toolbox for membership is being revamped
- Club chairs will get an invite for a skype call
- SOM – Sponsoring, Organizing, Mentoring held by Barbara Fera, international component
- International goal – Each district to grown by 2 clubs this Biennium
- Targets are London and Barrie Ontario, AD's if there are places within your district for a potential new club, contact Barbara
- Clubs close to potential new centres, will mentor the new club

Communications – Sandra Cronk, Valerie Byer, Catherine Bobesich and Judy Labiak

- Send any website updates or wishlists to Sandra Cronk
- Board members send in your picture to Sandra for the website
- Club websites, new programmer in Hamilton \$400.00 for training, 3 clubs so far have used him
- Valerie, big focus on social media, facebook and twitter, we have 113 likes on D4 facebook, encourage you to follow and like
- Communication piece will be in every district newsletter
- Looking at getting a LinkedIn D4 page, very professional vs facebook, reach out if you need help @ZontaD4
- Catherine, branding tips will be coming in the newsletter, ZI is looking at rebranding, check before you change anything or print

Ambassadors – Kathy Smith and Irene Majchrzak

- Irene (Toni) and Kathy are open to coming out to club meetings, they have fundraising ideas
- Six clubs had 100% membership donating to Foundation in the last Biennium, always at race at the end, this Biennium we don't want clubs to wait to donate, start the focus now
- Support Amelia Earhart two scholarships
- Goals is to increase the number of individual Zontians who donate over last Biennium

Bylaws – Darlene Goertzman

- Many changes by International, once blessed will get information out in an understandable way to district and clubs
- They will communicate thru Governor newsletter

Awards – Karin Eckart and Bonnie Clesse

- Jane M Klausman judged over the summer, Jennifer Philpott Zonta Club of Niagara was the winner, the D4 presentation will be in January 2015
- They want to continue to increase clubs participating in YWPA's and JMK – for 2014, we had 12 YWPA winners submitted and 5 JMK

Z Clubs – Shirley Ellison, Lucille DiSanto, Joan Hutcheson

- Lost two Z Clubs in the past biennium 2 in Toronto, 1 each in Streetsville and St Catherine's
- Currently 22 Z Clubs and 2 Golden Z
- Eight more unchartered schools to review
- Share ZI and D4 goals with clubs, so their projects will line up
- Lucille is working with US clubs, Joan is re-activating two Hamilton clubs, and then focusing on new clubs
- If you would like more information, see one of the three above
- Z Club mini conference March 5, 2015 at Harold M Brathway school in Brampton

Nominating – Catherine Hardman, Patty Feroz and Kate Wehrmeyer

- They will work with Kathleen Douglass and will be touring to President meetings and various clubs
- Will have a slate of candidates by the May 4th board meeting, positions available Lt Governor, treasurer, six Area Directors and nominating committee
- If you know of anyone, or you are interested please contact Catherine Hardman

Archivist/Historian – Vivian Cody

- Still lots of clubs to report the two page short history document, attached to the minutes are a list of clubs and where they stand, **Action: AD's to contact your clubs for updates**
- Zonta needs info on archived records including those for disbanded clubs
- Reports due January 1st and July 1st, with updates and progress reported to ZI semi-annually
- By end of Biennium, must have history of all D4 clubs
- Discussion on 2019 conference

Amelia Earhart – Nancy McCulloch and Donna Ketchum-Colletta

- One AE fellow, from London Western University, presentation November 26, 2014 at the Kitchener Waterloo club meeting, presented by Governor Joanne
- Please contact Nancy or Donna if you would like a rep from Amelia Earhart attend your club meeting
- Reminder of Portugal webinar, funds raised from Portugal trip go to Foundation, Amelia Earhart

Spring Workshop Dates and Locations for 2015

- April 11, 2015 – Niagara Falls Ontario – Areas 3 and 4
- April 25, 2015 – Woodstock Ontario – Areas 1 and 2
- May 2, 2015 – Erie Pennsylvania – Areas 5 and 6
- Joanne has evaluations from 2014 workshops, has summarized herself, she will pass the info on to the 2015 clubs hosting

- Topics for the upcoming Spring Workshops will be discussed at the November 8, 2014 board meeting

Conference Update – Cathie Wheeler

- Date confirmed is September 25 – 27th, 2015 at the Waterloo Inn Conference Centre

Consent Agenda

- Important to read reports ahead of time
- Motion: to approve use of consent agenda for D4 board meetings, moved by Cathie Wheeler, seconded by Mary Jane Wajmer, Unanimously approved
- Bonnie Clesse clarified, any board or committee member can request that a report be removed and then it will be discussed individually, rather than approved in bulk with other reports

Old Business

- All district goal sheets were submitted, thank you
- Thanks to committees who have submitted your reports, for those who have not, please have them to Governor Joanne by September 30th

New Business

- Governor Joanne liked the set-up of Sunday's meeting
- Next meeting in Buffalo, different room and set-up than in the past
- Thank you from Governor Joanne, let her know any comments, questions, info you need
- She is excited about the new Biennium and the short and sharp reporting
- Next meeting Saturday November 8, 2014 at 9:30 am Hauptman-Woodward Medical Research Institute 700 Ellicott St Buffalo NY
- Motion: to adjourn the meeting, moved by Cathie Wheeler, seconded by Laura Corey

Attachments:

Treasurer report – as at September 15, 2014

List of clubs with Archivist information needed, to be sent to Vivian Cody

Retreat evaluation from Saturday evening