

ZONTA DISTRICT 4 OWLS
BOARD RETREAT
SEPTEMBER 23rd - 24th, 2016

Center of Renewal Retreat & Conference Center, Stella Niagara, NY, USA

MINUTES

In Attendance: Lori Robinson, Bonnie Clesse, Roxy Rapedius, Haydee Kocchui, Kris Fletcher, Sheena Poole, Karen Fritsch, Kathi Scanlon, Janice Durmis, Beth Zak, Alice Van Patten, Ellen Blahitka, Lorene Vinski, Mary Vacanti, Nancy McCulloch, Donna Ketchum-Colletta, Joanne Raymond, Kathy Smith, Ann Marie West, Mary Yunker, Vivian Cody, Sandra Cronk, Karen Grant, Kathleen Douglass, Julie Brown, Holly Anderson, Judy Powers, Kimberley Johnston, Doreen Myers, Doreen Thompson

Regrets: Claire Wallace, Karin Eckart, Jill Colburn, Laura Corey, Judy Labiak, Lucille DiSanto

Friday September 23rd

- Check-in and dinner out at local restaurants
- Governor Lori - Welcome, introductions and overview of weekend
- Secretary Haydee - Distribution of business cards and name tags
- Governor Lori - The D4 Directory will be published in the protected 'D4 Board' page of the D4 website. Member information for the directory is being collected from ZI's membership records. Board members and club presidents that need a hard copy of the directory will be able to print it in their own printer
- Kathleen Douglass - Ice Breaker
- Governor Lori – Presentation of the Centurion Pin to Dr. Vivian Cody in recognition to her many contributions to Zonta over the years. Vivian served as District 4 Governor in 2000-02, International Director in 2003-05 and is currently a member of the International Centennial Anniversary Committee

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Saturday September 24th

Governor Lori - Opening remarks, introductions and role of the Board

- Zonta's vision and mission

Mission

Zonta International is a leading global organization of professionals empowering women worldwide through service and advocacy.

Vision

Zonta International envisions a world in which women's rights are recognized as human rights and every woman is able to achieve her full potential

In such a world, women have access to all resources and are represented in decision making positions on an equal basis with men.

In such a world, no women lives in fear of violence

- 2016-2018 Governors are OWLS: Outstanding Women in Leadership and Service

Treasurer Roxy - Treasurer's update and conflict of interest

- Revenues from membership dues are lower than budgeted. The Finance Committee will look at ways to increase revenues, e.g. fees, fundraising event, etc.
- A main risk mitigation strategy for the Board is to implement the acquisition of Liability Insurance for Officers and Directors. The cost of the premium is estimated at USD 800.
- The cost of the Liability Insurance would be offset by avoiding the printing of the D4 Directory
- Board members are asked to submit to the Treasurer the Expense Reimbursement Form for their retreat "in-kind" expenses such as mileage and the USD 120 payment for accommodation and meals. In-Kind expenses will be reported at the Conference
- Conflict of Interest Policy
- Elected Board to sign Conflict of Interest forms

Kathy Smith and Ann Marie West - Foundation Ambassador's presentation

- 2016-2018 goal is USD 5'376,000
- Liberia Fistula Project – USD 1'000,000 to UNFPA
- Let us Learn Madagascar – USD 1'000,000 to UNICEF
- Delaying Early Marriage in Niger – USD 1'000,000 to UNFPA

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- Addressing Human Trafficking and Unsafe Migration in Nepal - USD 1'000,000 to UN Women
- Amelia Earhart Fellowships – USD 700,000
- Jane M Klausman Women in Business Scholarships – USD 232,000
- Young Women in Public Affairs Awards – USD 144,000
- Rose Fund – USD 300,000

Governor Lori - D4 goals

- ZI Biennial Goals for 2016-2018
 Goal 1: Zonta’s service programs reflect on and enhance our mission.
 Goal 2: Zonta International is a leading advocate for women’s rights.
 Goal 3: Zonta International builds and sustains a vibrant global membership.
 Goal 4: Zonta International maintains resources to support mission and vision fulfillment.
 Goal 5: Zonta’s Centennial Anniversary celebrations have visibility around the world.

- Area Directors to develop and record their goals in the ‘Area Director Goal Sheet’. D4 goals match ZI Biennial Goals. Presentation will be at the business meeting on Sunday, Sep. 25, 2016

Area ___ Director:	Name:		Date:	
Long Term Goals	Initiative	Specific Actions	Timelines/Deadlines	Measures of Success

- Committees to develop and record their goals in the ‘Committees Goal Sheet’. D4 goals match ZI Biennial Goals. Presentation will be at the business meeting on Sunday, Sep. 25, 2016

Committee:	Name:		Date:	
Long Term Goals	Initiative	Specific Actions	Timelines/Deadlines	Measures of Success

Kathleen Douglas - Protocol and rules

Sandra Cronk – Website: all board minutes and reports are published in the protected ‘D4 Board’ page. Ask Sandra for the password

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Governor Lori - Dates to remember and reports to Board

- Reports to Board are due 2 weeks prior to board meetings. Area Directors and Committee Chairs to submit their reports to Webmaster Sandra Cronk, Governor Lori and Lieutenant Governor Bonnie
- Report forms will be revised and will be available before the next board meeting
- Board meetings

Meeting Date	Attending	Report Due Date	Location
Sep. 25, 2016 @ 9:30 – 12:00	inclusive Board		Center of Renewal Retreat & Conference Center, Stella Niagara, NY
Nov. 19, 2016 @ 9:30 – 15:00	elected Board	Nov. 4, 2016	Hauptman-Woodward Institute, Buffalo, NY
Jan. 7, 2017 @ 9:00	inclusive Board	Dec. 23, 2016	GoToMeeting™
May 13, 2017 @	inclusive Board	Apr. 28, 2017	Hauptman-Woodward Institute, Buffalo, NY
Sep. 24, 2017 @ 12:00 – 14:00	inclusive Board	Sep. 9, 2017	Hilton Niagara Falls, ON
Nov. 18, 2017	elected Board	Nov. 3, 2017	Hauptman-Woodward Institute, Buffalo, NY
Jan. 6, 2018 @	inclusive Board	Dec. 22, 2017	GoToMeeting™
May 12, 2018 @	inclusive Board incoming Board	Apr. 27, 2018	Hauptman-Woodward Institute, Buffalo, NY

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- Area Workshops

Year	Areas	Host Club	Date
2017	1 & 2	Stratford	April 29, 2017
	3 & 4	St. Catharines	April 8, 2017
	5 & 6	Bradford	April 22, 2017
2018	1 & 2	Toronto	
	3 & 4	Aurora Area, NY	
	5 & 6	Washington County Area, PA	

- District 4 Conference
September 21 to 24, 2017 at the Hilton Niagara Falls, ON
Thursday, Sep. 21 – International Director Reception - ticketed event
New: training on rules relating to motions for delegates, reporting by Area Directors may include club members, etc.

Governor Lori – Skype session with Zonta International Director Liaison Judith Anderson

- Key issues are increasing membership and visibility around the world
- Looking forward to attend the District Conference in Niagara Falls

Governor Lori - Installation of District 4 Board elected members

- Nominating Committee: Kathleen Douglass, Julie Brown and Laura Corey
- Treasurer: Roxy Rapedius
- Area Directors: Area 1 – Sheena Poole, Area 2 – Claire Wallace (absent), Area 3 – Karen Fritsch, Area 4 – Kathi Scanlon, Area 5 – Janice Durmis, Area 6 – Beth Zak
- Lieutenant Governor: Bonnie Clesse