

**ZONTA DISTRICT 4 BOARD MINUTES:
Saturday November 12, 2011**

Location: Hauptman Woodward Institute; 700 Ellicott St. Buffalo NY 14203/Office Dr. Vivian Cody
Attendees: Dr. Vivian Cody, Kate Wehrmeyer, Rosita Hall, Bonnie Clesse, Mary Yunker, Lori Robinson, Kathleen Douglass, Joanne Raymond, Lee Fogarty, Joan Westcott, Donna Ketchum-Colletta, Shirley Ellison, Edna Silvernail, Rosemary Pell, Cathie Wheeler, Sandra Cronk, Jill Colburn, Sylvia Stenander, Gov. Bonnie Crogan-Mazur, Pam Kilmer

9:27 AM	<p>Speaker: Governor Bonnie Crogan Mazur Called meeting to order and opened with "housekeeping remarks/bathroom/lunch/cell phone use"</p>
D4 Conference Evaluation Report	<p>Speaker: Dr. Vivian Cody Conference Co-Chair Complaints about Conference that need attention for future:</p> <ul style="list-style-type: none"> • Audio Visual (AV)problem with candidates speeches frustrating/unfair • Gov. Elect (Lee Fogarty) has AV Committee in place for next conference • Apple computer not compatible with most AV equipment caused problems • Hotel was slow to assist with AV problems • Improve instructions on voting from podium in future • Improve credentials and roll call reporting • Improve nominations form-one at conference difficult to understand <p>Additional Action:</p> <ol style="list-style-type: none"> 1. Sandra Cronk will send zip drive on conference planning from Hamilton Conference to Gov. Elect Lee Fogarty for ease of conference forms and planning. 2. AD3 Kate Wehrmeyer emailed proposed new nominations form to Board 3. More training in First Timers Orientation if they are also club delegates 4. More time in conference workshops
TRES. REPORT	<p>Speaker: Jill Colburn D4 Treasurer Treasurers Report attached separately and distributed to board some hardcopy</p> <p>Additional Action:</p> <ol style="list-style-type: none"> 1. Gov. Bonnie needs a copy Conference Financial Report for ZI report 2. Please fill out reimbursement forms for Jill to issue checks
CONFERENCE MINUTES	<p>Speaker: Joan Westcott (Service Chair/Canada) Minutes need to be written in past tense/Secretary Pam Kilmer so noted Speaker: Donna K-C (AD4) Credentials questions does p=proxy (resolved) Speaker: Cathie W (AD1) Request that awards be listed/already listed (resolved) Speaker: not sure:</p> <ul style="list-style-type: none"> • correct page 5 conference minutes Phyllis Dickinson represents Cheektowaga Lancaster Club (so noted) • Add Addendum for Z-Club Awards (so noted) <p>MOTION ACTION: Kate W (AD3) moved to accept minutes with corrections and addendum. Jill C (Tres.) second motion: Vote Unanimous. MOTION CARRIED</p>

**GENERAL BOARD
REPORTS
SUMMARY**

NOTE: D4 BOARD SUBMITTED WRITTEN REPORTS PRIOR TO BOARD MEETING AND REPORTS ARE AVAILABLE ON D4 WEBSITE:

1. Speaker: AD3 Kate W:
 - Highlights: Tonawanda Club Zing resulted 2 new members
 - Birthing Kit Activities planned in most clubs for Spring
2. Speaker: Gov. Elect Lee Fogarty:
 - Reminded us membership increase and retention vital to growth
3. Speaker: Gov. Bonnie C-M:
 - Confirmed with IR Kathleen Douglass that ZI deadline is March 31, 2012 for submitting names of members who recruited 2 new members this biennium and April 30, 2012 DUES date.
4. Speaker: Gov. Elect. Lee Fogarty
 - Suggestion each member contribute \$25 to ZI
 - Question was where send\$ /how send\$?
5. Speaker: Dr. Vivian Cody D4 Ambassador
 - Requested \$\$ to ZI send to Vivian she will forward to ZI from D4
6. Speaker: Bonnie C (LAA USA CO-CHAIR)
 - Members can also donate on-line or snail mail.
7. Speaker: Donna K-C (AD4)
 - Donations from AE cruises were sent as D4 project

ADDITIONAL ACTION:

Any further discussion on ZI donations ask Jill or Vivian during lunch

8. Speaker: Rosita H (AD2)
 - 6 clubs 150 members (presidents getting tired)
 - Many events planned/birthkits area wide planned
 - Clubs involved in service and advocacy events
 - New z-club organized/chartered -Hamilton 1 and 2
 - Susan Hunt (Oakville Club) Excellent Workshop @ Conference
 - Note: Women of Achievement Event good Zonta publicity
 - Service donations from clubs to worthy organizations
9. Speaker: Mary Yunker AE Co-Chair USA/Lori Robinson AE0Co-Chair Canada
 - Received AE wings for 2 clubs in D4 (excellent)
 - Presentation of wings at club events will be exciting
 - Butterfly fund raiser pins available \$5
 - Mary Y read about AE and introduced a DVD on AE
10. Speaker: Sandra Cronk (D4 ECP)
 - Owen Sound now has website/Cheektowaga-Lancaster & Rochester working on website.
 - 429 Conference photos taken will be on D4 website as Sandra finds time to upload.
 - Facebook use is worldwide and communication getting easier
11. Speaker: Joanne Raymond (current UN Chair)
 - Questioned if conference photos would be available for clubs
 - Sandra responded she will try

12. Speaker: Gov. Bonnie C-M

- Mentioned Niagara Falls NY Zonta Club had group photo from D4 Conference in local paper.
- Mentioned she not pleased that Conference Committee did not have local media present at D4 Conference when local TV station across the street from Conference site.

13. Speaker: Bonnie C: (LAA USA CO-CHAIR)

- She visited clubs in USA bringing LAA message from ZI
- Encouraging AD's to tell Presidents she available as program speaker at club meetings
- More LAA education needed in clubs
- Went to AE Museum in Oklahoma City and has zip-drive if anyone interested.

14. Speaker: Kathleen Douglass(IR and D4 Ambassador Canada)

- Summarized ZI Foundation report
- Summarized Fistula success rate 83%

15. Speaker: Kate W (AD3)

- Requested everyone read Nadia Sharam's book

16. Speaker: Mary Y (AE Co-Chair)

- Commented that PBS had special" Walk to Beautiful" worth watching.

17. Speaker: Joan Westcott (Service Co-Chair Canada)

- Birthing kits prepared D4 to date approximately 24,000
- Kits will be sent to Haiti.
- Australia interested in data collection on birthing kits

ADDITIONAL ACTION: Joan recommended new Service Chair continue to collect data on numbers of birthing kits and where they were sent to help Australian Foundation track our efforts in this project. Data is available from Sept 2009.

MOTION ACTION: Cathie W (AD1) Moved "That the Service Committee be the liaison with the Birthing Kit Foundation of Australia and provide updated data on the District 4 birthing kit project and the number of kits that have been assembled." Seconded by Lee Fogarty (Gov. Elect). Vote unanimous.

MOTION CARRIED

- Comments by Joanne R (UN Chair) collaboration has been wonderful on birthing kit projects throughout district
- Comments by Lee F (Gov. Elect) Alcoa does "Day of Caring" in support of birthing kits
- Comments by Gov. Bonnie CM Many banks in Niagara and Erie Counties have "Day of Caring" might be a good place for Zonta Advocacy and Service Collaboration.
- Comments by Rosemary Pell (By-Laws Co-Chair-Canada) Hospitals and Grants also made donations toward birthing kits projects in Canada.

18. Speaker: Joanne Raymond (UN CHAIR)

- Visited total 6 clubs to date. Good and enjoyable time
- Reminded us about the 16 Days of Activism and to see ideas at www.16dayscwgl.rutgers.edu Google Rutgers and 16 Days will come up on computer.
- 3 Women were awarded Nobel Peace Prize
- She is working with League of Women Voters in NYC to plan another trip to the UN in November 2012
- Rutgers website gives many details how to organize event

19. Speaker: Gov. Bonnie CM

- D4 clubs need to take advantage of the 16 Days of Activism as a way to raise Zonta awareness in communities
- Joanne R (UN) sent information to club ECPs September 2011 Club ECP's need to get message out.

20. Speaker: Kate W (AD3)Event by Niagara County Sheriff Office

- Human Trafficking event upcoming with Niagara County Sheriff Office.
- Comment: Lee F (Gov. Elect) 3 Rivers North had Trafficking film and discussion as awareness event.
- Comment: Gov. Bonnie CM we need people putting editorials and op-ed pieces in local newspapers on 16 Days Activism
- Comment: Rosita H (AD2) asked how can we keep information to ECP's succinct?
- Comment: Gov. Bonnie CM perhaps workshop training of ECP's may help.

21. Speaker: Sylvia Stenander: (AD5)

- Jamestown 90th Anniversary coming up November.
- Problem with Corry Club-President resigned and VP had to take over leadership.
- Olean needs some help with membership issues.

22. Speaker: Cathie Wheeler (AD1: D4)

- Presidents meetings have been scheduled and President Elects invited to join meeting.
- Membership Area 1 slowly increasing.
- Noteworthy Anniversaries Owen Sound 25 years
- Cambridge has 9 members holding a Zing
- Asked if Owen Sound can have slight name change to Owen Sound AREA?
- Comment: Kathleen Douglass (IR/Canadian D4 Ambassador) ZI trying to stay away from using word "area" in club names.
- Asked if possible for people to visit El Salvador Safe City ZI project?
- Comment: Kathleen Douglass: no -project stopped due to political unrest and area not safe.

23. Speaker: Donna K-C (AD4)

- Geneva Club reinstated by ZI
- Geneva has 4 new members

- Amherst had some early discouragement with loss members but recently added 3 new members.
- 185 members in A4
- 2 new Z-clubs chartered: Batavia and Hamburg-Orchard Park
- Service projects doing tear off slips in public bathrooms for victims domestic violence
- Hopeful that new guidance counselor in Cheektowaga Lancaster can keep Z-club alive and match Zonta mission and focus
- COMMENT: Kathleen Douglass Z-Club Manual on ZI website would help with mission and focus questions about z-clubs.

24. Speaker: Bonnie C (LAA-USA)

- Small clubs doing amazing fund raisers.
- Niagara Falls Club used empty seats at fund raiser to advocate for victims domestic violence. Not sure if intentional.

25. Speaker: Gov Bonnie CM

- The SILENT WITNESS PROJECT utilizes empty seats at fund raising events to remember the victims of domestic violence who will never again eat a meal with loved ones.

26. Speaker: Shirley Ellison (Z-Club/Golden Z-Club Chair)

- Z-clubs in USA on upswing but difficult to track.
- Need money to purchase gavel with charter dates engraved
- Banner for new clubs hand-made by Shirley E
- Can District donate gavels to Z-clubs
- COMMENT: Kathleen Douglas (IR/D4 AMBASSADOR)
Can Sponsoring Club donate the gavel for z-clubs
- RESPONSE: In the past Dist. Always donated gavels
- COMMENT: What is on banner Shirley makes for z-clubs
- RESPONSE: Name of club in Zonta Colors
- COMMENT: Sylvia S. (AD5) Can District and club share costs?
- RESPONSE: Cathie W (AD1) Check financial reports. Perhaps use workshop extra money to purchase gavels?
- COMMENT: Donna KC (AD4) I know someone who could make them will check on cost.
- RESPONSE: Sandra C (ECP) Confirm lowest gavel cost
- COMMENT: Bonnie C (LAA-USA) I know engraver will get prices

MOTION ACTION

Donna KC (AD4) Moved for District to continue to provide gavels to new Z-Clubs . Seconded by Cathie W (AD1) Vote Unanimous

MOTION CARRIED

- Goal is 30 Z / Golden Z Clubs for District. At 28(5 USA-23 Canada)
- Clubs need to send Shirley Z-club activities updates newsletters
- Shirley needs chartering information.

27. Speaker: Joann Raymond (UN)

- Correction on Rutgers contact its .ed not .edu as previously stated.

28. Speaker: Kathleen Douglass (IR & D4 Ambassador Canada)

	<ul style="list-style-type: none"> • New Club Barrie Simcoe organizational meeting in September but a launch date of March is suggested. Lori R (AE-Canada) taking over logistics and planning <p>29. Speaker Gov. Bonnie CM</p> <ul style="list-style-type: none"> • Past District and ZI YWPA winner Bethany Saul attending Boston University . Bonnie tried finding Zonta club to help launch Golden Z but no luck. Bethany is already gathering like minded young women together at BU and operating service and advocacy activities very much like Zonta mission and focus. Could be a good Golden Z opportunity for a Boston area club. <p>ADDITIONAL ACTION: Can Kathleen Douglass check at ZI to determine if any Zonta clubs near Boston University Campus and hook them up with Bethany?</p> <p>30. SPEAKER: Jill C (D4 TRES)</p> <ul style="list-style-type: none"> • Presentation of D4 Treasurer’s Report (full biennium comparison) • COMMENT: Cathie W (AD1) questioned why Treas. Report not done on accrual basis? • RESPONSE: Jill C(D4 Treas.) Not sure, always done like this in past • COMMENT: Gov. Bonnie CM Can a transition to different accounting system be done in new biennium? • RESPONSE: Rosemary Pell (D4 By-Laws) Change requires by-laws change. It can be changed and she will investigate. <p>ADDITIONAL ACTION: Rosemary P will check the by-laws make recommendation how to change the current accounting procedure for D4 Tres. Reporting.</p> <p>MOTION ACTION: Lee F (Gov. Elect) Moved to adopt Tres. Report. Secunder was Kate W (AD3). Vote unanimous: MOTION CARRIED.</p>
LUNCH	11:47 Adjourned for Lunch
RECONVENE CONTINUE BD COMMITTEE/AD REPORTS	<p>31. Speaker(s): Rosemary Pell and Edna Silvernail (D4 By-Laws Chairs)</p> <ul style="list-style-type: none"> • Rules of Procedure on Dissolution plan at District level. • Plan should reflect same procedure as ZI would follow • Need to spell out procedure and plan in D4 Rules & Procedures • Rules of Procedure on Disbandment: Governor not on list of persons to be notified if club intends to disband. • QUESTION TO BOARD: Should Governor be added to notice list? • Recommendation by By Laws to add Governor and Lt. Gov to list of persons who should know if club is intending disbandment. • Recommendation by By-Laws Gov. and Lt.Gov should be member of all D4 Committees • Need to define “ex-officio” and align D4 wording with ZI definition. • By-laws committee will continue to evaluate D4 Rules of procedure to ensure compliance and report back. <p>32. Speaker: Gov Bonnie CM</p> <ul style="list-style-type: none"> • Delegates to International Convention need briefing before voting on issues. Suggest webinar.

	<p>ADDITIONAL ACTION: Kathleen Douglass (IR/D4 Ambassador) states that new members who join Zonta prior to March 1 qualify as delegates for International Convention.</p>
<p>SPRING WORKSHOPS</p>	<p>33. SPEAKER: LEE F.(Gov. Elect)</p> <ul style="list-style-type: none"> • Dates for Workshop are as follows: APRIL 14^t ?? 2012 Pittsburgh Club Host: Areas 5&6 April 21st 2012 Cheektowaga-Lancaster Club Host Areas 3&4 April 28th 2012 Hamilton 2 Club Host Areas 1&2 • Nuts and Bolts on Leadership as Theme • Workshop Subjects tossed around the table Conflict management in clubs Web use and development Cross club activities (collaborative activities) Club officer orientation Personal development Exploring ways to broaden “sisterhood” of Zonta Retention of membership Collaborative networking Re-energize membership with passion for Zonta • COMMENT: Kathleen Douglass (IR/A) How can Zonta skills improve me? • COMMENT: Rosita H (AD2) Examine volunteer vs paid staff issues • COMMENT: Kathleen D (IR/A) Examine business vs. not for profit. • COMMENT: Joanne R (UN) They may want more than leadership • COMMENT: Dr. Vivian (A) 60 first-timers at D4 conference they may want something to get them more involved in leadership. Foster leadership development for clubs and district. • COMMENT: Kathleen D (IR/A) How can we build a Zonta Team in a not-for profit sector organization • COMMENT: Joan W (Service) Zonta projects like birthing kits enable clubs to share information and join in collaborative efforts. • COMMENT: Gov. Bonnie CM...can we answer the question for members...what is my place in Zonta? • RESPONSE: Lee F. (Gov El) We need something interactive • COMMENT: Kathleen D (IR/A) Can we have format with breakout rooms. Move room to room like speed dating concept. With wrap-up at end. • COMMENT: Rosemary P (By-Laws) All that moving for Team building? • COMMENT: Lee F (Gov. EL) People talk more in small groups

	<p>as evidenced in last workshop during interactive part.</p> <ul style="list-style-type: none"> ● COMMENT: Joanne R(UN) Members need clear picture of roles at club and District Board levels ● COMMENT: Sandra C (ECP) agrees to present Social Media at all three workshops ● COMMENT: Lee F. (Gov. EL) need to include LAA piece ● COMMENT: Rosemary P (By Laws) Need to explain shared mission in team concept presentation ● COMMENT: Kathleen D (IR/A) What does advocacy mean to you? ● COMMENT: Joanne R (UN) Give them a tool-kit to help. ● COMMENT: Kathleen D (IR/A) Tweak fundraising ideas. ● COMMENT: Dr. Vivian (A) Need piece on foundation and team building 	
	<p>34. Speaker: Gov. Bonnie CM Need to wrap up with concrete ideas for Spring Workshops summarized her desires as follows:</p>	
<p>WORKSHOP SUMMARY GOV. BONNIE WISHES/DESIRES</p>	<p>THEME: Building Our Zonta Team HOW: Through Collaboration WORKSHOPS TOPICS:</p> <ul style="list-style-type: none"> ✓ SOCIAL MEDIA ✓ LAA/Ambassadors ✓ Birthing Kits (Collaboration/Membership Recruitment) ✓ Interactive leadership “adventure” <p>ALL REGISTRANTS PARTICIPATE IN EACH WORKSHOP TOPIC. NO MOVING AROUND FROM ROOM TO ROOM. SMALL GROUP DISCUSSION OK. Need brochure and save the date notice developed</p>	
<p>WORKSHOPS WHO DOES WHAT?</p>	<p>35. Speaker: Lori R (AE) Already working on Save the Date brochure 36. Speaker: Cathie W (AD1)we will have something in 14 days to Gov) 37. Speaker: Mary Y (AE) first timers should get the \$5 off registration</p>	
<p>NEXT BOARD MEETING And REPORTS DUE</p>	<p>38. SPEAKER: GOV BONNIE CM</p> <ul style="list-style-type: none"> ● JAN 21 webinar (Sandra Cronk will notify connections and time) ● All reports due to Gov. Bonnie by Dec. 6th 2011 for her report to ZI ● Send copy of report to Sandra Cronk (D4 ECP) for D4 Website 	

<p>MISCELLANEOUS BIRTHING KIT MATTERS</p>	<p>39. Speaker: Joan W (Service) raised a concern about a website titled Zonta Birthing Kits which was set up to raise funds for the Tonawanda and Kemore clubs. Two major concerns: almost all clubs in our district are working on birthing kits and attempting to raise funds to support this project so it did not seem right that two clubs should use such a website to raise funds which might be misleading for people wanting to support other clubs' efforts, and secondly, birthing kits were first started by Zonta Clubs in Australia not in our district so we should not be assuming it is appropriate for clubs in our district to set up a Zonta birthing kit website.</p> <p>40. Speaker: Kathleen D (IR/A) does not comply with Zonta International regulations.</p> <p>41. Speaker: Lee F (Gov. El) She will talk with President Tracey to correct problem</p> <ul style="list-style-type: none"> • We need list of where people are getting Bk supplies
<p>MISCELLANEOUS AGENDA AND REPORTS FOR NEXT BOARD MEETING</p>	<p>42. SPEAKER: Gov. Bonnie CM</p> <ul style="list-style-type: none"> • Board Agenda will be on D4 Website 48 Hours before meeting which is scheduled January 21 • All Committees and AD's need to have their reports also sent to D4 ECP for website • ANY REQUESTS by Board Members for special item on Board Agenda must MAKE REQUEST TO GOV. BONNIE before January 16
<p>MISCELLANEOUS SET MAY 2012 MEETING</p>	<p>43. SPEAKER: Cathie W (AD1) Requested to set May 2012 meeting NOW?</p> <p>44. SPEAKER: Gov. Bonnie CM: MAY D4 BOARD MEETING WILL BE MAY 5th</p> <ul style="list-style-type: none"> • AD and Committee Reports due to ECP with copy to Governor April 30th. • Location: Woodward Hauptman Research Buffalo 9:30-3PM • Reminded Lee to get New Board Retreat set-up for Sept. 2012
<p>MISCELLANEOUS CONVENTION PREPARATION AD's</p>	<p>45. SPEAKER: Kathleen D (IR/A) Stated she will work with Sandra Cronk to do Webinar session with club delegates</p> <p>46. SPEAKER: Gov. Bonnie CM to AD's Get clubs to select delegates ASAP be prepared for webinar session on delegate training with Sandra and Kathleen in March/April to be announced</p> <p>47. SPEAKER: Mary Y (AE) Convention Registration deadlines?</p> <p>48. SPEAKER: Donna KC (AD4) Before April 1 hotels getting booked by Europeans</p>
<p>ADJOURN</p>	<p>49. SPEAKER: GOV BONNIE CM requested Motion to Adjourn Bd meeting MOTION ACTION: Cathie W (AD1) moved to adjourn Board meeting. Seconder was Donna K-C (AD4) Vote unanimous. MOTION CARRIED Time: 2: 30 PM</p>