



ZONTA
INTERNATIONAL
DISTRICT 4
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

ZONTA INTERNATIONAL DISTRICT 4 BOARD and COMMITTEE CHAIRS
MEETING

November 17, 2018 at D'Youville College Montante Library

MEETING MINUTES

At 12:35 PM Governor Bonnie Clesse called the meeting to order and welcomed those in attendance.

ATTENDANCE: Bonnie Clesse, Janice Durmis, Marcia Bliss, Marianne Chiumento, Diane Balaban, Jill Colburn, Connie Deckert, Brenda Graham, Jenny Johnston, Nita McCown, Gina Orsini, Nancy Peacock, Sheena Poole, Judy Powers, Lori Robinson, Kathy Smith, Carol Spedding, Ann Marie West, Nancy Zilvytis
Guest: Irene Majchrzak

MINUTES: Diane Balaban made a motion to approve the September 14-16, 2018 Minutes. Nita McCown seconded the motion. Carried.

REVIEW OF THE AGENDA: NO CHANGES

TREASURER'S REPORT: Treasurer Marcia Bliss plans to have the report done soon and will email it to Governor Bonnie, and she will then email it to the Board. Marcia reported that all Clubs need to get the IRS Group Subordination update filled out and sent to Marcia ASAP as she needs to send it on by December 15th. Clubs need to fill out section 1. Section 2 needs to be filled out if they have a Foundation.

CONSENT AGENDA: Gov. Bonnie explained how this works. All reports were submitted except Area 4 Director, Amelia Earhart, Awards, History, and Leadership (Power Point from September 15 was posted.)

AREA UPDATES:

Area 1 - Brenda Graham gave an update of her area, including the fact that one Club has recently inducted 2 new members.

Area 2 - Nita McCown reported that the Oakville Club has 10 new members. Some Clubs are involved with "Free the Girls", an organization that is looking for bras to be donated in an effort to help survivors of sex trafficking.

Area 3 - Jenny Johnston gave an update on Clubs in her area, including the fact that the Fort Erie Club will disband in the future. Lockport is working on a "Survivors Kit" which will include flip-flops. Some clubs are collecting bras for "Free the Girls".

Area 4 - Gina Orsini reported that the Cheektowaga-Lancaster Club inducted 8 new members. She mentioned that there is a concern about birthing kits and where to send them. Diane Balaban has people who take them to Uganda on a regular basis. Canada sends them through World Vision.

Area 5 - Diane Balaban reported that several of her clubs have inducted, or will be inducting, new members. Jamestown has inducted 6, Olean has inducted 4, and Warren will have inducted 10 new members by Spring 2019.

Area 6 - Ann Marie West reported that the Washington County Club has added 6 members, and they, along with the Oil City-Franklin Club, are looking to start a Z Club. A suggestion for the Z Club would be to try "What would Amelia do?" as a unifying force in the Club.

MEMBERSHIP: Lt. Governor Janice Durmis reported that there are currently 806 members in District 4. ZI Membership Chair Lynn McKenzie wants to redo the Membership Award. There will be a "Zonta Talks" on December 1st at 2:00 PM CST.



ADVOCACY COMMITTEE: Efforts regarding child marriage have been okayed by USA Zonta Caucus. Many states do not have a law regarding this. Chelsea Clinton does have a website concerning this issue.

CONFERENCE COMMITTEE REPORT: Chair, Toni Majchrzak, reviewed the report she distributed to the members in attendance.

There are still openings on Committees such as Time Keeper, Workshop Monitors, Hospitality, AV, and Archive. There was discussion concerning the cost of the Conference. This will be addressed. Toni stated that the next meeting of this committee would take place on December 1st at Rich Products and all are invited to attend. Governor Bonnie thanked Toni and her committee members for their continued hard work. Sheena reminded Toni that the Communications Committee needs information about the Conference for the website.

*** See attached for the "Conference 2019 Overview" Toni distributed.

At 2:05 there was a break for lunch. Governor Bonnie thanked all those who contributed to the lunch.

Meeting resumed AT 2:30 PM.

NEW WEBSITE: Sheena Poole reported for the Communications Committee that the new website is still in development, is a work in progress, and content is needed from everyone. The site will not be launched until there is enough content. Area Directors can send pictures and blurbs, including a contact person, about what has happened. Club members can send information to Sheena and ask her to put the information on particular social media sites. The Communications Committee wants the information posted to be respectful, open, consistent, and clearly defined. The plan includes:

- - - EARLY - getting content one month in advance for events, and 2 weeks for social media
- - - FREQUENTLY - An email blast will be sent out weekly or biweekly. Urgent or pressing information will be sent out immediately at the Committee's discretion.
- - - CONCERN - Clubs need to report email changes to the Communications Committee.

The Strategies include:

- - - A generic email address, communications@zontadistrict4.org, must be used.
- - - The "from" email address must be from one account and used consistently, and that is the one that is on file.
- - - The subject line needs to be very specific, and the email must be as the writer wishes the information to go out.

The Communications Committee (CC) will be asking the other committees and Area Directors to plan out a year, so the CC has an idea of when to expect mass communication.

WORKSHOPS PLANNING: ideas for Table Topics:

- session on a leadership module
- social media
- IRS topics, e.g. How to set up a 501(c)3 (or perhaps a conference topic)
- how to navigate ZI and ZD4 websites
- PR: how to write a media release, who to contact
- setting things up so they will work (Nellie Brown)
- Membership: What can we do that would be new and different? How can we retain members?
Panel discussion?
- Scholarships/grants: exploring nontraditional - share what we are doing - best practices
- Centennial projects
- Check comments from previous Workshops.

Governor Bonnie displayed a Workshop registration form. This seems to work. An "Emergency Contact" name and number can be added. A "Save the Date" should go out in early January, and the registration form needs to be online in January. A Workshop Meeting needs to be held in early December, perhaps via SKYPE.



CLUBS' CENTENNIAL REPORT: There is a need to be sure that each club has decided upon some way to celebrate. There will be an online meeting of Club Centennial Representatives in January to report on what each is doing.

RISK INSURANCE: for next year - Governor Bonnie will look for something that can work for everyone.

NEW BUSINESS: Nancy Zilvytis (Z and Golden Z Clubs) gave a brief explanation of the Award Fund. A motion was made, and seconded by Jenny Johnston. Carried! The motion is as follows: "That the District Board approve the reallocation of funds in the amount of \$180 US per biennium to the Zonta Club of Brampton-Caledon to be used to fund the annual Z Club Conference. This is \$20 US per Z Club from the Award Fund."

Jenny Johnston suggested burying a Time Capsule under the "Spirit of Womanhood" sculpture. This metal box would contain a history (or something) from each Club President. She will work on a time line for this project.

Governor Bonnie thanked everyone for their time, reports, information, and input.

Marcia Bliss moved to adjourn at 4:15 PM. Ann Marie West seconded. Carried!

Respectfully submitted,
Marianne Chimento
Secretary, District 4