



# Program Book

April 2016 – Griffiss Institute, Rome NY

[www.nyswomeninc.org](http://www.nyswomeninc.org)



Our Mission: To build powerful women personally, professionally, and politically.

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## BOARD MEETING AGENDA

April 9, 2016 – 2:00 p.m. – 3:30 p.m.

*Members of the Board and those assuming board member chairs need to check in with secretary prior to the start of each Board meeting.*

Call to order	Renee Cerullo, President
Pledge of Allegiance	Theresa Fazzolari, President Elect
Opening Remarks	Renee Cerullo, President
Quorum Declaration/voting strength	Debra Carlin, Secretary
Adoption of Board Meeting Rules	Sue Fayle, Parliamentarian
Adoption of Board meeting agenda	Renee Cerullo, President

### **Officer Reports**

Secretary report	Debra Carlin
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    Actions of Executive Committee

    Minutes October 2015 Meeting

President Elect report	Theresa Fazzolari
Treasurer report	Mary Stelley
Vice President report	Linda Przepasniak
President report	Renee Cerullo

### **Standing Committee Reports**

Advocacy	Joann Olbrich, Chair
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- Legislative Platform/Advocacy Statement

Bylaws	Neale Steiniger, Chair
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Communications	Katharine Smith
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Finance	Ruthann Rocque, Chair
• 2016-17 Budget	
Membership	Helen Rico, Chair/Sue Mager VC
Personal and Professional Development	Gale Cohen, Chair
<u>Other Committee Reports:</u>	
Women's Day at the Fair	Pat Ferguson, Chair
Manual of Instruction	Neal Steiniger, Chair
• See voting items on web site	
Strategic Planning	Linda Przepasniak
Youth Leadership	Hilary Egburtson
Unfinished Business	
New Business:	
Announcement of Annual Conference details	Renee Cerullo, President
Adjournment	Renee Cerullo, President

## Standing Rules for Board Meeting

- 1 All members shall keep registration badges in evidence throughout business and workshop sessions.
- 2 Main motions must be in writing and handed to the Recording Secretary.
- 3 All speakers shall state their name and the name of their chapter to which they belong.
- 4 When speaking to a motion, each speaker will declare if speaking in the affirmative or the negative and will be limited to two minutes.
- 5 Only members of the Board of Directors shall make and second motions and vote.
- 6 Members attending the meeting may speak to the motion, however, they may not vote.
- 7 A speaker cannot speak twice to the same motion until everyone else wishing to speak has done so.
- 8 Debate on each subject will be limited to ten (10) minutes inclusive of points of information, etc.
- 9 All guests granted permission to attend board meetings should sit in seats assigned by the Committee in charge of seating.
- 10 The privilege of the floor may be given to a visitor by majority vote of the Board of Directors.
- 11 There shall be a timekeeper at all business sessions.
- 12 The current edition of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for the conduct of business.
- 13 The President is empowered to make changes in the Business Agenda and Board Meeting Schedule to expedite the business of the Organization.
- 14 Reports not included in the Program Book will be placed on a separate table in the rear of the meeting room where they can be picked up by attendees. Pages will not be asked to distribute late reports.
- 15 All items of new business must be submitted to the Recording Secretary, in writing, on a Motion Form, prior to the start of the Business Session.
- 16 Anyone making an oral addition to a written report will be limited to three (3) minutes.
- 17 All personal communication devices such as, but not limited to, cell phones and pagers must be put on silent mode during business sessions, hearings and workshops, as well as other appropriate times such as guest speaker presentations. A \$5.00 penalty will be assessed for each violation; said penalty will be donated to NIKE.



**2015 October Board Meeting**  
October 18, 2015; Double Tree Hotel, Syracuse

President Cerullo thanked the Meetings Committee, Sue Mager, Linda Winston and Kathy Cerullo, for the preparations for this meeting.

Timekeeper-Fran Ferrari, Page-Donaldy Hover, Parliamentarian-Susan Fayle, Credentials Chair-Robin Bridson.

President Cerullo called the meeting to order at 10:15a.m. and declared a quorum with 17 Board members present.

Sue Mager moved up to Membership Chair.

All stood for the Pledge of Allegiance.

The meeting agenda appeared on page 7 of the Program Book.

**MOTION 15-62 Made by Theresa Fazzolari, seconded by Linda Przepasniak, that the agenda be approved, with changes, and with the understanding that the president is empowered to make further changes if needed. The motion carried.**

Board Meeting rules, on page 9 of the Program Book, were adopted.

Secretary Carlin read the actions of the Executive Committee since the board meeting of May 31, 2015.

**MOTION 15-63 made by Debra Carlin, seconded by Theresa Fazzolari, to approve the minutes of the May 31, 2015 Post Conference Board meeting as written. The motion carried.**

Treasurer Mary Stelley presented the financial reports as of September 30, 2015 and the report will be filed for audit.

President Elect Theresa Fazzolari gave an addendum to her report and awaits additional information for the Leadership Directory.

President Elect Theresa Fazzolari assumed the chair for the purpose of the President's report.

President Renee Cerullo stated that all meetings for this year have been scheduled. Reminds members to pay their dues and follow up with other members to do the same. Noted that help is needed for the Marketing and Social Media committee. Information offered at this meeting will be electronically available to members.

Bylaws Chair Neale Steiniger gave an addendum to her report. Thanks were extended to chapters that have submitted, and received approval, of their bylaws and to those chapters in the process.

PPD Chair Gale Cohen reported that information are out to the chapters.

Sue Mager reported that the free membership offered at the state fair was not taken. The bylaws changes that affect membership were reviewed.

Katharine Smith Communications stressed the importance of branding. Renee will set up Facebook pages for chapters when requested. Constant contact is available for use by local chapters.

**Motion 15-64 made by Katharine Smith that the Communications Committee recommends to the Board of directors that they choose one of the following three names - Achieve, Spotlight, or Women Link. The motion was referred back to the Communications Committee.**

**Motion 15-65 made by Linda Winston, Seconded by Ramona Gallagher, to refer current discussion regarding the naming of NIKE back to the Communications Committee for considerations and representing to the board in April. The motion carried.**

Diane Dinsmore spoke on promoting business sponsorships for state meetings to fund speakers.

**Motion 15-66 made by Sue Mager, seconded by Marilyn Mannino, to extend speaking time. The motion carried.**

Pauline Hofmann is working on the marketing plan.

Neale Steiniger reported that frequently asked questions regarding incorporation will be available soon. Incorporation protects the members and limits liability to the corporation and attracts donors. Incorporation costs are paid by NYSWI not by local chapters. Chapters are incorporated as 501 (c) 4, are non for profit and not tax exempt.

Pat Ferguson reported on the Women's Day at the Fair event. Senator Gillibrand was given a membership at large.

Nominating Committee member Ramona Gallagher gave information on how and when to submit application for candidacy.

Finance Chair Ruthann Rocque reported on the financial results of the October 2014 meeting and the 2015 annual conference.

Linda Przepasniak, Strategic Planning Committee, reviewed the progress of the current strategic plan and the need to prepare a new plan for subsequent years.

**New Business:**

**Motion 15-67 made by Linda Winston, seconded by Ruthann Rocque, that the Communications Committee submit names, for the renaming of the NIKE, to the Board of Directors at the April board meeting to be referred to the conference for vote. The motion carried.**

With no other business the meeting adjourned at 11:59am.



# REPORTS

<b>President-Elect</b>	
<b>Name</b>	Theresa Fazzolari, President-Elect
<b>Goals</b>	<p>To work with the RD/ARD's for the 2015-2016 year</p> <p>Hold phone call meetings with the RD/ARD's during the year</p> <p>Have meetings with RD/ARD's at both Board Meetings &amp; Conference</p> <p>Work on Leadership Directory for the 2015-2016 year</p> <p>Prepare my Leadership Team for the 2016-2017 year</p> <p>Preparing for my term as President in 2016-2017</p> <p>Attend October &amp; April Board Meetings &amp; June Conference</p> <p>Participate in Monthly EC Meetings</p> <p>Assist the PPD Committee for the 2015-2016 year as EC Liaison</p> <p>Work with Future Meetings Committee in planning Board Meetings &amp; Conference for the 2016-2017 year</p>
<b>Actions on Goals</b>	<p>Held 1 phone call meeting with the RD/ARD's</p> <p>Held an RD/ARD Meeting at the October Board Meeting</p> <p>99% of Leadership Directory done and submitted for placement on website, updates throughout the year submitted to website for placement</p> <p>Continue to work in putting together 2016-2017 Leadership Team</p> <p>Worked on 2016-2017 Budget with State Treasurer &amp; State Finance Chair</p> <p>Attended October Board Meeting</p> <p>State Rep. at Region 2 Fall Board Meeting</p> <p>Participated in Monthly EC meetings</p> <p>Working with Future Meetings Committee in preparing for October Board Meeting 2016 in Staten Island &amp; April Board Meeting 2017 in Rome</p> <p>Working with Future Meetings Committee on date &amp; site for June Conference 2017</p>

<b>Treasurer</b>	
<b>Name</b>	Mary Stelley, Treasurer
<b>Goals</b>	<ul style="list-style-type: none"> <li>Participate in EC &amp; board/conference meetings</li> <li>Deposit funds and pay invoices timely</li> <li>Prepare financial reports for EC and NYS Women meetings</li> <li>File quarterly NYS sales tax reports</li> <li>Complete annual insurance audit</li> <li>Send chapters liability insurance invoices &amp; certificates</li> <li>Remit dues to chapters monthly</li> <li>Assist finance chair with 2016-17 budget</li> <li>Assist chapter treasurers as needed</li> </ul>
<b>Actions on Goals</b>	<ul style="list-style-type: none"> <li>Submitted quarterly NYS sales tax reports</li> <li>Assisted with preparation of proposed 2016-17 budget</li> <li>Attended EC meetings &amp; reviewed monthly financial reports</li> <li>All liability insurance premiums have been received</li> <li>Mailed chapter dues checks monthly</li> <li>Deposited checks and paid invoices when received</li> <li>Assisted chapter treasurers regarding dues</li> </ul>

<b>Region V</b>	
<b>Name</b>	Robin Bridson, RD, Region V
<b>Committee</b>	Helen Rico, ARD, Denise Walker, Treasurer, Maureen Fogarty, Secretary
<b>Goals</b>	Goals - to reach out to chapters, increase membership, improve communication.
<b>Actions on Goals</b>	Region V will be having an all day Spring Meeting on April 30th in Lake Placid. The Adirondack Chapter has just joined Region V so we will be holding the meeting in their area to welcome them. Breakfast, Lunch, Region Meeting and three speaker workshops.

<b>Region 7</b>	
<b>Name</b>	Jacque Shellman, RD, Region 7
<b>Committee</b>	Hilary Egburtson, ARD
<b>Goals</b>	To keep Region VII viable since resignation of Co-RD. Succeeded since all locals continue to be very active in their communities.
<b>Actions on Goals</b>	Held a very successful and supportive Fall Region Meeting in October. Spring Region Meeting to be held in May. Region Scholarship winner to be announced.

<b>Bylaws</b>	
<b>Name</b>	Neale Steiniger, Bylaws Chair
<b>Committee</b>	Margherita Clemento, Vice Chair Linda Provo, Committee
<b>Goals</b>	<ul style="list-style-type: none"> <li>• Review NYSW State Bylaws and propose changes to Board of Directors and Members</li> <li>• Update Model Chapter Bylaws to conform to updated State bylaws</li> <li>• Committee members will assist every Local Chapter attain the goal of having updated bylaws by the end of the year</li> <li>• Update approved Bylaws after Annual Conference and send files to next year's Bylaw Chair</li> </ul>
<b>Actions on Goals</b>	<ul style="list-style-type: none"> <li>• Updated NYSW State Bylaws and Model Chapter Bylaws with changes approved at the NYSW Annual Conference</li> <li>• Vice Chair Margherita Clemento has contacted Capital Region Women's Network, Lake to Lake Women, Professional Women of Sullivan County, Steuben County, Town &amp; Country, Westchester and Yates County Women Chapter</li> <li>• Linda Provo has contacted Adirondack, CNY, Mohawk Valley, Professional Business Women of Rome, St Lawrence, Tri-County and Walton.</li> <li>• Neale Steiniger has contacted Buffalo Niagara, Chadwick Bay, Clarence, Grand Island, Greater Binghamton, Lakeshore, Niagara Frontier, Professional Women of the Finger Lakes, Southern Finger Lakes, Staten Island and Susquehanna</li> <li>• Thank you to Bay Ridge Brooklyn, Buffalo Niagara, Chadwick Bay, Greater Binghamton, Lake to Lake, Lakeshore, Niagara Frontier, Professional Women of Sullivan County, Richmond County, Southern Finger Lakes, Staten Island, Steuben County and Tri-County for submitting approved bylaws.</li> </ul>

<b>Finance</b>	
<b>Name</b>	Ruthann Rocque, Finance
<b>Committee</b>	Jill Johnson, Diane Dismore
<b>Goals</b>	<ul style="list-style-type: none"> <li>• Review Budget monthly</li> <li>• Supervise all NYS expenditures</li> <li>• Review and audit fiscal reports of state events</li> <li>• Review monthly bank statements and reports from state treasurer</li> <li>• Prepare 2016-2017 budget with treasurer and president-elect</li> </ul>
<b>Actions on Goals</b>	<ul style="list-style-type: none"> <li>• Working with state treasurer on above goals</li> <li>• Present 2016-2017 budget at April board meeting</li> </ul>

<b>Membership</b>	
<b>Name</b>	Helen Rico, Membership Chair
<b>Committee</b>	Sue Mager, Vice Chair Linda Przepasniak Robin Bridson Debra Carlin, Advisor Joyce DeLong Sue Kelly
<b>Goals</b>	<ul style="list-style-type: none"> <li>• To INCREASE membership</li> <li>• To reach out to lapsed members</li> <li>• To welcome all new members via NYS Women Inc postcards</li> <li>• To have a successful Womens' Day at the Fair Recruiting Event</li> <li>• To develop a best practice recruitment tool for chapters</li> </ul>
<b>Actions on Goals</b>	<ul style="list-style-type: none"> <li>• Womens Day at the Fair - we spoke to over 100 individuals</li> <li>• Since Fall Board meet with the committee three time via conference calls to discuss status of new mbrs, lapsed mbrs and best practices</li> <li>• Written articles for the NIKE</li> <li>• Post cards still being sent to all new members</li> <li>• Phone calls and emails being sent to lapsed members encouraging them to come back</li> <li>• Developing a template for a Best Practices Recruitment Tool</li> </ul>

## Nominations

<b>Name</b>	Amy Kellogg, Nominations
<b>Committee</b>	Ramona Gallagher, Margherita Clemento, Helen Rico, Linda Winston, Colleen Ostiguy, Neale Steiniger
<b>Goals</b>	Prepare 2016 - 2017 Slate of Officers for presentation at Annual Conference
<b>Actions on Goals</b>	<p>Slate of Proposed Officers for 2016-2017:</p> <p>President-Elect Debra Carlin Vice President Robin Bridson Treasurer Mary Stelley</p> <p>We will take nominations from the floor during the First Business Session at the Annual Conference for the position of Secretary.</p>

**NYS Women Inc**  
**Balance Sheet**  
**As of March 31, 2016**

**ASSETS**

**Current Assets**

**Checking/Savings**

10110 Checking/Operating	11,071.02
10120 PayPal	1,633.14
10200 Unrestricted Savings	65,448.61
10300 Restricted Savings	10,011.28
<b>Total Checking/Savings</b>	<b>88,164.05</b>

**Other Current Assets**

14000 Prepaid Expenses	914.00
<b>Total Other Current Assets</b>	<b>914.00</b>

<b>Total Current Assets</b>	<b>89,078.05</b>
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<b>TOTAL ASSETS</b>	<b>89,078.05</b>
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**LIABILITIES & EQUITY**

**Liabilities**

**Long Term Liabilities**

20400 Personal/Professional Dev	7,388.00
20420 Interest	618.08
20430 Program	1,065.00
20460 Youth Leadership	1,180.00
<b>Total Long Term Liabilities</b>	<b>10,251.08</b>

<b>Total Liabilities</b>	<b>10,251.08</b>
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**Equity**

30000 Fund Balance	44,143.63
Retained Earnings	29,406.03
Net Income	5,277.31
<b>Total Equity</b>	<b>78,826.97</b>

<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>89,078.05</b>
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**NYS Women Inc**  
**Profit & Loss Budget Performance**  
**July 2015 through March 2016**

	<u>Jul '15 - Mar 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>			
<b>40000 Dues</b>			
40020 Dues-State	11,915.00		
40030 Dues - Local	880.00		
40040 Dues-MAL	385.00		
40050 Dues-Student	75.00		
40000 Dues - Other	0.00	14,445.00	19,250.00
<b>Total 40000 Dues</b>	<u>13,255.00</u>	<u>14,445.00</u>	<u>19,250.00</u>
<b>40100 October Board</b>			
40110 Board Book	140.00		
40120 Registration & Meals	5,729.00		
40122 Late Registration	175.00		
40124 On Site Registration	100.00		
40130 Vendor Table	415.00		
40135 FB Meals	-5,862.80		
<b>Total 40100 October Board</b>	<u>696.20</u>		
<b>40200 April Board</b>			
40210 Board Book	90.00		
40220 Registration	600.00		
40250 Sat Lunch	575.00		
<b>Total 40200 April Board</b>	<u>1,265.00</u>		
<b>40300 State Conference</b>			
40305 Conference Donations	25.00		
40310 Conference Program Book	40.00		
40320 Conference Registration	170.00		
40340 Conference Friday Dinner	90.00		
40350 Conference Sat Lunch	114.00		
40355 Conference Sat Dinner	202.00		
40300 State Conference - Other	0.00	1,494.00	2,000.00
<b>Total 40300 State Conference</b>	<u>641.00</u>	<u>1,494.00</u>	<u>2,000.00</u>
40500 Sponsorships	450.00	1,494.00	2,000.00
<b>41000 NIKE Income</b>			
41200 Nike-Bronze Boosters	408.16		
41210 Nike-Silver Supporters	280.00		
41220 NIKE-Golden Givers	250.00		
41230 Nike-Platinum Patrons	325.00		
41400 NIKE Ads	800.00		
41000 NIKE Income - Other	0.00	2,250.00	3,000.00
<b>Total 41000 NIKE Income</b>	<u>2,063.16</u>	<u>2,250.00</u>	<u>3,000.00</u>
44000 Interest Income	99.29	153.00	200.00
<b>Total Income</b>	<u>18,469.65</u>	<u>19,836.00</u>	<u>26,450.00</u>

**NYS Women Inc**  
**Profit & Loss Budget Performance**  
**July 2015 through March 2016**

	<u>Jul '15 - Mar 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Gross Profit</b>	18,469.65	19,836.00	26,450.00
<b>Expense</b>			
<b>50050 Membership</b>	600.79		
<b>50070 Misc. Cmte. Expenses</b>	0.00	378.00	500.00
<b>50100 Auditor</b>	100.00	747.00	1,000.00
<b>50200 Legal</b>	375.00	3,753.00	5,000.00
<b>50300 Insurance Expense</b>			
<b>50310 Treasurers Bond</b>	100.00		
<b>50320 L/O Insurance Reimburseme</b>	-1,132.00		
<b>50300 Insurance Expense - Other</b>	762.75	747.00	1,000.00
<b>Total 50300 Insurance Expense</b>	-269.25	747.00	1,000.00
<b>50500 Communications</b>	423.14	522.00	700.00
<b>50900 Other Expenses</b>			
<b>50910 PayPal Fees</b>	161.97	153.00	200.00
<b>Total 50900 Other Expenses</b>	161.97	153.00	200.00
<b>60100 Region Directors</b>	450.00	1,233.00	1,650.00
<b>60300 State Reps-Field Service</b>	0.00	378.00	500.00
<b>60500 Past State President</b>	0.00	75.00	275.00
<b>60700 State Event PPD/NC/CR</b>	0.00	1,125.00	1,500.00
<b>60900 President</b>	400.00	300.00	1,200.00
<b>61100 NIKE Editor</b>	0.00	50.00	200.00
<b>61200 Other Officers</b>	800.00	1,000.00	3,000.00
<b>61300 Parliamentarian</b>	200.00	200.00	600.00
<b>61600 Standing Chairs</b>	450.00	450.00	1,650.00
<b>61700 Treasurer expenses</b>	35.00	225.00	300.00
<b>70200 Promotion/Marketing</b>	285.00	2,250.00	3,000.00
<b>70400 Web Site</b>	1,785.00	2,997.00	4,000.00
<b>70500 Database</b>	492.00	747.00	1,000.00
<b>80100 Fall Board</b>			
<b>80110 Fall Board Book Expense</b>	140.16		
<b>80100 Fall Board - Other</b>	332.63		
<b>Total 80100 Fall Board</b>	472.79		
<b>80300 Annual Conference</b>			
<b>80315 Special Event</b>	500.00		
<b>80370 Committee Exp</b>	63.08		
<b>Total 80300 Annual Conference</b>	563.08		
<b>80600 NIKE Publication</b>	5,885.82	5,999.94	8,000.00
<b>80900 Miscellaneous Expenses</b>	-18.00		
<b>Total Expense</b>	<u>13,192.34</u>	<u>23,329.94</u>	<u>35,275.00</u>
<b>Net Income</b>	<u><u>5,277.31</u></u>	<u><u>-3,493.94</u></u>	<u><u>-8,825.00</u></u>



# Manual of Instruction

## Section Name: Structure & Organization

### Section Number: 3.07a

#### Title: State Meetings: Board, Conference on site

**Description:** The Board of Directors meeting shall be held either face to face or in electronic/technical format at least twice a year. The Annual Conference is to take place before the end of the fiscal year, June 30<sup>th</sup>. At least one year prior to the scheduled state meeting, the President-Elect begins planning location, theme and tentative schedule.

#### **Meeting Locations:**

A Future Meetings Committee will be appointed by the State President-Elect that will be charged with recommending the date and location of the two board meetings and the annual conference for the State President-Elect's year as President with advice and input from the Executive committee.

The Future Meetings Committee, as appointed by the President-Elect, will become the Meetings Committee when the President-Elect takes over as President. The Meeting Committee shall be responsible for coordinating and handling the creation of registration forms, the registration process, the two **board packets** and conference program book and developing the budget for each meeting. Ideally, the same person would complete their tasks for all three meetings (i.e., the same person would develop the budget for all three meetings.

Whenever possible, the Meetings Committee will work with the Region in which the meeting will be held to ensure as much local representation as possible.

**Structure of Committee:** The Meeting Committee chair shall decide the structure of the committee in consultation with the State President. Such structure may include members/chairs as follows: credentials (appointed by the President), finance, fundraising, hotel selection, hospitality/information, meals/entertainment/speakers, on-site coordinator, public relations, registration, sightseeing, vendor. Additionally, the conference meeting committee may include the following members/chairs as needed: elections (appointed by the President), installation (appointed by the President-Elect), memorial service, president's march.

#### **Duties of the State Chair**

After being appointed by the President-Elect, the Future Meetings Chair begins the process of selecting the venues for approval by the Executive Committee for the next year's two board meetings and annual conference. Such process may include:

- 1) Obtain from the President-Elect an idea of space requirements
- 2) Arranges for a site visit for the President-Elect or designee
- 3) Prepares and sends to the hotels, a request for proposal (see Toolkit RFP sample).
- 4) Presents hotel recommendations to the EC for approval

Once the President-Elect becomes President and the Futures Meetings Chair becomes the Meetings Chair, the Meetings Chair is responsible for coordinating the actions of all committees.

## Manual of Instruction

She shall appoint committee Chairs as are necessary for the planning and preparation for the Meeting/Conference, except those appointed by the State President. She shall confer with the President and keep her informed on activities and progress.

- 1) Obtains from the State President-Elect or President, a preliminary schedule
- 2) Prepares and sends to the hotels, a request for Proposal (see Toolkit RFP sample)
- 5) Prepares forms (see TK Hotel Reservation form, Board Meeting and Conference Registration form, Ad, Vendor and Memorial Service (conference only) for EC approval and posting to website and print publications.
- 6) Present invitation at the state meeting preceding the event
- 7) Select and coordinate with meeting chairs, e.g., the finance chair (to monitor income and expenses), registration chair and on-site coordinator. See Guidelines Toolkit for detailed role of meeting chairs.
- 8) At the end of the meeting, arrange for transportation to the next event any materials that can be used for future meetings – name tags, page slips, stop-watch, etc.

### Duties of the Region and Chapter Officers

- 1) Provide members with information about scheduled state meetings and annual conference
- 2) Be available to members, especially those attending for the first time
- 3) Encourage members to volunteer to help, especially when hosting

### Financial Implications

Financial goals for each meeting are contained in the state budget. Separate budgets for each meeting are prepared and approved by the NYSW State Executive committee

### For more information go to Toolkit section TK 3.07a:

Forms:

- Advertising in Conference/Board Book
- Exhibitor & Vendor Invitation
- Memorial Service: Annual Conference form
- Registration Form: Board Meeting
- Registration Form: Annual Conference
- Reservation Form: Hotel room only
- Reservation Form: Hotel package

Guidelines:

- Conference: Awards, Installation, Memorial, Region Director/Presidents March
- Conference Book / Board Packet
- Finance
- Hospitality: Forms, tours, meals, vendors
- Hotel Selection
- On-site Coordinator
- Program
- Registration

Samples:

- Business Agenda

# Manual of Instruction

Call to Meeting  
Evaluation Form  
Expense Reimbursement Request Form (TK 1.08)  
Motion Form  
Name Tag - Example  
PAGE Request Card  
Place (Tent) Card - Example  
Registration Report (for Board/conference book)  
Request for Proposal – example to solicit bids from hotels  
Script – State President Installation  
Standing Rules for Board Meetings  
Standing Rules for Annual Conference

## Worksheets:

Budget  
Registration tracking worksheet

**Date of Board Approval:** 10/13/12 amended 10/5/13, amended 5/29/15  
**Effective Date:** 10/13/12

\* Underlined passages denotes wording from the NYS Women, Inc. Bylaws

Article XVII: State Conference

Article XIII: Duties of the Officers, Section 1

Article XIV: Board of Directors, Section 2,3

## Rationale for Proposed changes

- 1) Change the name of board 'book' to board 'packet' to allow for flexibility in information required in the packet
- 2) Underline 'conference book' denoting it is required by the NYSW bylaws
- 3) Move detailed guidelines for duties of committee members (finance, registration, hospitality, etc.) to the Toolkit

April 9, 2016

<b>NEW YORK STATE WOMEN, INC.</b>			
	<b>2016/2017 Proposed Budget</b>	<b>Explanations</b>	<b>2015/2016 Adopted Budget</b>
<b><u>Income</u></b>			
40000 Dues	\$19,400.00	550 @ \$35 (MOL/MAL) 10 @ \$15 (SOL)	\$19,250.00
40100 October Board			\$0.00
40200 April Board			\$0.00
40300 State Conference	\$2,000.00		\$2,000.00
40500 Sponsorships	\$2,000.00		\$2,000.00
41000 NIKE Income	\$3,000.00		\$3,000.00
44000 Interest Income	\$200.00		\$200.00
<b>Total Anticipated Income</b>	<b>\$26,600.00</b>		<b>\$26,450.00</b>
<b><u>Administrative Expenses</u></b>			
50070 Committees	\$500.00	PPD Committee, WHM, WBM, etc.	\$500.00
50100 Auditor	\$1,000.00	Review	\$1,000.00
50200 Legal	\$1,000.00	Chapter incorporations	\$5,000.00
50300 Insurance	\$1,000.00	Treasurer Bond, Liability Ins	\$1,000.00
50500 Communications	\$500.00	Postage/Constant Contact	\$700.00
50900 PayPal/Other	\$300.00		\$200.00
<b>Total Administrative Expenses</b>	<b>\$4,300.00</b>		<b>\$8,400.00</b>
<b><u>Leadership Expenses</u></b>			
60100 Region Directors (6)	\$1,800.00	ARD if RD not present \$100, \$75, \$125	\$1,650.00
60300 State Reps - Field Service	\$500.00	6 Region Mtgs \$83.33 per meeting	\$500.00
60500 Immediate Past State Preside	\$300.00	Mtg stipend: \$100, \$75, \$125	\$275.00
60700 State Event - PPD Speakoffs	\$1,500.00	State conference awards PD, NC, CR	\$1,500.00
60900 President	\$1,200.00	Expenses and mtg stipend	\$1,200.00
61100 NIKE Editor	\$200.00	Mtg stipend: \$50, \$50, \$100	\$200.00
61200 Other Officers EC (4)	\$2,400.00	Mtg stipend: \$200, \$100, \$300 - EC	\$3,000.00
61300 Parliamentarian	\$600.00	Mtg stipend: \$200, \$100, \$300	\$600.00
61600 Standing Chairs (6)	\$1,800.00	Mtg stipend: \$100, \$75, \$125	\$1,650.00
61700 Treasurer	\$300.00	Supplies/postage	\$300.00
<b>Total Leadership Expenses</b>	<b>\$10,600.00</b>		<b>\$10,875.00</b>
<b><u>Membership Expenses</u></b>			
70200 Promotion/Marketing	\$2,000.00	Promotion \$1,000/Marketing \$1,000	\$3,000.00
70400 Web Site	\$3,000.00	Hosting/Web page updates	\$4,000.00
70500 Database	\$1,000.00	Maintenance	\$1,000.00
80600 NIKE	\$8,000.00	Online/hard copy/postage; net \$5,000	\$8,000.00
80900 Misc-meeting committee	\$600.00	Board packets & conference book	
<b>Total Membership Expenses</b>	<b>\$14,600.00</b>		<b>\$16,000.00</b>
<b>Total Anticipated Expenses</b>	<b>\$29,500.00</b>		<b>\$35,275.00</b>
	<b>\$2,900.00</b>	Appropriated Fund Balance	<b>\$8,825.00</b>
<b>Total Anticipated Income</b>	<b>\$26,600.00</b>		<b>\$26,450.00</b>