



# Program Book

April 2015 – Griffiss Institute, Rome NY

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

NEW YORK STATE  
**women, INC.** 

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

---

## Table of Contents

Schedule .....	4
Board Meeting Agenda .....	5
Standing Rules for Board Meeting .....	7
Minutes Fall Board, October 5 <sup>th</sup> .....	8
President .....	11
President Elect .....	11
2 <sup>nd</sup> Vice President .....	12
Treasurer .....	12
Balance Sheet .....	13
Profit & Loss Statement .....	14
Region 4.....	15
Region 5.....	15
Region 11.....	15
Bylaws .....	16
Membership .....	16
Women’s Day at the NYS Fair.....	17
Youth Leadership .....	17
APPENDIX: Voting Items.....	18
Advocacy Statement .....	18
Manual of Instruction Changes .....	19



## CALL TO BOARD MEETING

CALL TO: April Board Meeting  
DATE: April 11, 2015  
LOCATION: Griffiss Institute, Rome NY

TO: Executive Committee and Members of the Board of Directors  
CC: All Members of New York State Women, Inc.

NOTICE is hereby given that the April Board Meeting of New York State Women, Inc. will be held on Saturday, April 11, 2015 at the Griffiss Institute in Rome, NY. Helen Rico, members of Region 5 and the Meetings Committee will be handling check in and meals for the day.

- The business session will begin at 2:15 p.m. on Saturday, April 11, 2015. All board members in good standing will be eligible to vote at this session. All members are welcome to attend the business session but will not vote at this meeting.
- Program book reports are due by **March 20, 2015**. Only standing committee chairs and region directors should prepare a report. Reports should include a list of goals for the year and a status update on the goals. The program book form is located on the NYSWI website in the Member's Only section under the State tab.
- The Youth Leadership program will be conducted at the Board meeting. Members will have an opportunity to meet with the YL attendees during lunch.
- There will be two seminars at the Board meeting, and all members are encouraged to come and participate in these workshops. The first seminar is "Technology Tips and Tricks of the Trade" and will be presented by Renee Cerullo and Robin Bridson. The second seminar is "What is Effective Advocacy?" and will be presented by Amy Kellogg, Government Relations Attorney & Partner at Harter, Secrest and Emery and Sarah Beaver, Legislative Director for Assemblywoman Helene Weinstein.

All members of New York State Women, Inc. are encouraged to attend and participate. See you in Rome (NY)!

Respectfully submitted,  
Colleen Ostiguy, President  
NYS Women, Inc.

## Schedule

### **Saturday, April 11, 2015**

9:00 a.m. – 4:00 p.m.

#### **Youth Leadership**

9:00 a.m. – 10:00 a.m.

#### **Registration and Continental Breakfast**

10:30 a.m. – 12:00 p.m.

#### **Technology Seminar: Technology Tips and Tricks of the Trade**

*Presented by Renee Cerullo, NYSWI President Elect and Robin Bridson, Region 5 Director*

Description: This seminar will provide you with a hands on experience on how to use the NYSWI website and members only area to promote your chapter and region. Furthermore, the seminar will provide you with tips on how to fix common computer and technology problems.

12:00 p.m. – 1:00 p.m.

#### **Lunch and Meet and Greet with Youth Leadership Attendees**

12:00 p.m. – 1:00 p.m.

#### **Regional Director and Assistant Regional Director Meeting**

1:15 p.m. – 2:00 p.m.

#### **Advocacy Seminar: What is Effective Advocacy?**

*Presented by Amy Kellogg, Government Relations Attorney & Partner at Harter, Secrest and Emery and Sarah Beaver, Legislative Director for Assemblywoman Helene Weinstein*

Description: Presenters will look at current NYS legislation affecting women to demonstrate how to effectively contact your NYS legislator in order to get your voice heard.

2:15 p.m. – 4:00 p.m.

#### **Board Business Session**

## Board Meeting Agenda



### BOARD MEETING AGENDA

**April 11, 2015 – 2:15 – 4:00 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	Colleen Ostiguy, President
Pledge of Allegiance	Renee Cerullo, President Elect
Opening Remarks	Colleen Ostiguy, President
Welcome from Meetings Committee & Region 5	Linda Winston, Sue Mager, Deb Carlin, Robin Bridson, Lois Force
Quorum Declaration/voting strength	Debra Carlin, Secretary
Adoption of Board Meeting Rules	Sue Fayle, Parliamentarian
Adoption of Board meeting agenda	Colleen Ostiguy, President

#### **Officer Reports**

Secretary report	Debra Carlin, Secretary
Actions of Executive Committee	
Minutes 10/05/14 October Board meeting	
President Elect report	Renee Cerullo
Treasurer report	Mary Stelley, Treasurer
2nd Vice President report	Linda Przepasniak
1st Vice President report	Theresa Fazzolari
President report	Colleen Ostiguy
Immediate Past State President Report	Amy Kellogg

Minutes 2014 Pre-Conference Board Meeting

## **Standing Committee Reports**

Advocacy

Joann Olbrich, Chair

- Advocacy Statement

Bylaws

Neale Steiniger, Chair

Finance

Diane Dinsmore, Chair

- 2015-16 Budget

Membership

Helen Rico, Chair

Personal and Professional Development

Gale Cohen, Chair

### **Other Committee Reports:**

Manual of Instruction

Neale Steiniger, Chair

- MOI changes

Women's Day at the Fair

Pat Ferguson, Chair

Unfinished Business

New Business:

Announcement of Annual Conference details

Adjournment

Colleen Ostiguy, President

## Standing Rules for Board Meeting

### 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.

## Minutes Fall Board, October 5<sup>th</sup>



Fall Board Meeting

Owego Treadway

October 5, 2014

President Ostiguy welcomed all and thanked the Meetings Committee, Region VI and the Susquehanna Chapter for putting this meeting together.

President Ostiguy recognized Parliamentarian Susan Fayle and Credentials Chair Neale Steiniger.

Robin Bridson presented the Program book to President Ostiguy.

President Colleen Ostiguy called the meeting to order at 9:06am and declared a quorum with nineteen (19) board members present.

All stood for the Pledge of Allegiance.

The meeting agenda appeared on page 6 of the Program Book.

**MOTION 14-55 Made by Renee Cerullo, 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 8 of the Program Book, were accepted.

Secretary Carlin read the actions of the Executive Committee since the board meeting of June 1, 2014.

**MOTION 14-56 made by Secretary Carlin, seconded by Theresa Fazzolari, to approve the minutes of the June 1, 2014 Post Conference Board meeting as written. The motion carried.**

Treasurer Mary Stelley presented the financial reports as of September 30, 2014 and the report will be filed for audit.

2<sup>nd</sup> Vice President Linda Przepasniak gave an addendum to her report urging members to work to grow our chapters and to use the Manual of Instruction Toolkit tools and Facebook to promote the organization.

President Elect Renee Cerullo gave an addendum to her report and stated that she is working on her leadership team, members were urged to utilize the Manual of Instruction Toolkit and marketing materials are being developed.



President Elect Renee Cerullo assumed the chair for the purpose of the President's report.

President Ostiguy reported that the incorporation of chapters is going forward and chapter presidents will be contacted. The EC will continue to work to provide good programming and to increase membership.

President Ostiguy recognized Timekeepers Ramona Gallagher and Fran Vaughan; Pages Allyson Freyre and Kathleen Pernice.

**MOTION 14-57 made by Neale Steiniger, Bylaws Chair, that Bylaws Article V: Membership be approved to move to the Annual Conference – to be amended to include in Section 1 (C) Member at Large: individuals who 1) are a member of the State Organization or 2) are a member of the State Organization and a Region. The motion carried.**

**MOTION 14-58 made by Neale Steiniger, Bylaws Chair, that Bylaws Article VI: Local Chapter be approved to move to the Annual Conference – to be amended to add in Section 1 (c) it is, or is in the process of, becoming incorporated in the State of New York as a non-profit corporation; and in Section 2 (b) All members of the local chapter must also be members of the state and region levels. The motion carried.**

**MOTION 14-59 made by Neale Steiniger, Bylaws Chair, that Bylaws Article IX: Officers, XI: Elections, XII: Eligibility, XIII: Duties of Officers be approved to move to the Annual Conference – to be amended as follows:**

**Article IX: Officers – Section 1: the officers of NYS Women, Inc. shall be a president, a president-elect, a vice president, a recording secretary and a treasurer;**

**Article XI: Elections – Section 4: A president-elect, a vice president, a recording secretary and a treasurer shall be elected;**

**Article XII: Eligibility – Section 1: To be eligible for office, a candidate for the office of president, president-elect, vice president, recording secretary, treasurer...; Section 2: An interval of one year shall lapse before a member is again eligible for reelection to the office of president, president-elect or vice president; Section 3: term of office a) the president, president-elect, vice president shall be eligible to serve.....;**

**Article XIII: Duties of Officers – Section 4: the vice president shall serve...; The motion carried.**

Finance Chair Diane Dinsmore reported that her committee is working with the Membership Committee to allow money for membership expenses and adjustments will be made in the new budget to allow for those expenses.

Membership Chair Helen Rico gave a report with 524 current members, 97 lapsed members and 51 new members.

PPD Chair, Gale Cohen thanked those that attended the PPD workshop and urged members to use the program to recruit members. The revised manual is on the website.

Advocacy Chair, Joanne Olbrich has reached out to the League of Women Voters for a possible joint Lobby Day and handed out information for accessing legislative proposals. There is information on the website on how to contact legislators.

**MOTION 14-60 made by Neale Steiniger, MOI Chair, seconded by Allyson Freyre, that the following MOI sections be approved: MOI 2.04 Career Recognition Chair, MOI 2.13 Membership Chair, MOI 2.15 New Careerist Chair, MOI 3.06 Local Chapter. The motion carried.**

Special Committee Chair, Pat Ferguson reported that Women's Day at the Fair next year is September 2<sup>nd</sup> and thanked those who attended this year.

The next board meeting, to include Youth Leadership, will be April 11, 2015 at the Griffiss Institute in Rome. The 2015 Annual Conference will be May 29<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup>, in Buffalo.

Linda Winston, in a moment of Personal Privilege, asked those assembled to let the president know what their wishes are for programming.

President Ostiguy thanked Faith Sigler for securing speakers.

NIKE Editor, Katherine Smith urged those assembled to provide articles for the NIKE publication.

President Ostiguy also urged members to submit articles to the communicator.

Helen Rico stated the the Rome group supports National Business Women's Week by placing an article in the Albany Update, which gave NYSWI their byline.

With no other business the meeting adjourned at 10:09am.

## President

Report Author	Colleen Ostiguy
Goals	<ul style="list-style-type: none"> <li>• Communicate with Committee Chairs.</li> <li>• Work with Committee Chairs on state initiatives.</li> <li>• Continue working on chapter incorporation.</li> <li>• Monitor state finances and maintain budget.</li> <li>• Apprise members of important NYS advocacy efforts.</li> <li>• Increase communication with members through Communicator and NIKE.</li> <li>• Plan Board and Conference meetings.</li> <li>• Create agenda and hold EC meetings.</li> <li>• Attend Region meetings as requested.</li> <li>• Respond to member inquiries.</li> <li>• Recommend MOI and Bylaws changes as necessary.</li> </ul>
Actions	

## President Elect

Report Author	Renee Cerullo
Goals	<ul style="list-style-type: none"> <li>• Increase communication</li> <li>• Learn what members want to see at meetings and the organization to do</li> <li>• Finalize leadership directory</li> <li>• Increase presence on social media</li> </ul>
Actions	<ul style="list-style-type: none"> <li>• Bi-monthly conference calls with Region Directors - This has been very helpful to learn what members want and where the issues are. Region Directors have found it helpful to get their voices heard, help addressing issues, and a great resource for ideas.</li> <li>• Leadership Directory is 95% complete</li> <li>• Oct board meeting schedule being worked on</li> <li>• Social Media presence increased with more content being published for social and political issues.</li> </ul>

## 2<sup>nd</sup> Vice President

Report Author	Linda Przepasniak, 2nd Vice President
Goals	<ul style="list-style-type: none"> <li>• To work with the Executive Committee to further the mission of NYSW, Inc.</li> <li>• To promote visibility and membership opportunities across the state.</li> <li>• To assist the Membership Committee as EC liaison.</li> <li>• To represent the state organization at regional and chapter meetings as requested.</li> <li>• To contribute articles to the NIKE and Communicator encouraging member recruitment and retention.</li> </ul>
Actions	<ul style="list-style-type: none"> <li>• Continuing to monitor Membership goals and activities. Participate in Executive Committee meetings</li> </ul>

## Treasurer

Report Author	Mary Stelley, Treasurer
Goals	<ul style="list-style-type: none"> <li>• Maintain accurate financial records; make timely deposits; prepare and distribute reports to EC, board and membership</li> <li>• Assist and mentor chapter treasurers</li> <li>• Send liability insurance invoices to chapters; issue certificates for special events</li> <li>• Assist membership committee to retain/obtain members</li> <li>• Assist finance committee with 2015-16 budget</li> </ul>
Actions	<ul style="list-style-type: none"> <li>• Attended EC &amp; October board meetings; distributed financial reports; sent monthly checks to chapters; chaired treasurer's workshop at October board meeting</li> <li>• Sent liability invoices to chapters; all payments received</li> <li>• Assisted chapter treasurers as needed</li> <li>• Assisted with preparation of 2015-16 budget &amp; sent to EC and board; Assisted with preparation of RFP for webmaster; replied to questions for RFP</li> </ul>

## Balance Sheet

	<u>Feb 28, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10110 Checking/Operating	9,658.25
10120 PayPal	1,327.50
10200 Unrestricted Savings	45,290.72
10300 Restricted Savings	10,705.32
10500 Certificate of Deposit	20,011.44
<b>Total Checking/Savings</b>	<u>86,993.23</u>
<b>Other Current Assets</b>	
14000 Prepaid Expenses	547.00
<b>Total Other Current Assets</b>	<u>547.00</u>
<b>Total Current Assets</b>	<u>87,540.23</u>
<b>TOTAL ASSETS</b>	<u><u>87,540.23</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Long Term Liabilities</b>	
20400 Personal/Professional Dev	7,688.00
20420 Interest	613.40
20430 Program	1,065.00
20460 Youth Leadership	2,330.00
20480 Nike	75.00
<b>Total Long Term Liabilities</b>	<u>11,771.40</u>
<b>Total Liabilities</b>	11,771.40
<b>Equity</b>	
30000 Fund Balance	44,143.63
Retained Earnings	28,442.43
Net Income	3,182.77
<b>Total Equity</b>	<u>75,768.83</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>87,540.23</u></u>

## Profit & Loss Statement

	Jul '14 - Feb 15	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
40000 Dues	11,207.00	12,800.00	-1,593.00	87.56%
40100 Fall Board Meeting	3,901.01			
40200 Winter Board	210.00			
40300 State Conference	0.00	0.00	0.00	0.0%
41000 NIKE Income	3,071.00	1,320.00	1,751.00	232.65%
44000 Interest Income	57.36	128.00	-70.64	44.81%
<b>Total Income</b>	<b>18,446.37</b>	<b>14,248.00</b>	<b>4,198.37</b>	<b>129.47%</b>
<b>Gross Profit</b>	<b>18,446.37</b>	<b>14,248.00</b>	<b>4,198.37</b>	<b>129.47%</b>
<b>Expense</b>				
50070 Misc. Cmte. Expenses	0.00	320.00	-320.00	0.0%
50100 Auditor	100.00	1,320.00	-1,220.00	7.58%
50200 Legal	1,761.50	2,000.00	-238.50	88.08%
50300 Insurance Expense	-1,745.00	664.00	-2,409.00	-262.8%
50500 Telephone	0.00	200.00	-200.00	0.0%
50910 PayPal Fees	81.69	64.00	17.69	127.64%
60100 Region Directors	525.00	1,440.00	-915.00	36.46%
60200 RD Field Service	0.00	328.00	-328.00	0.0%
60500 Past State President	0.00	75.00	-75.00	0.0%
60700 State Event PPD/NC/CR	0.00	1,000.00	-1,000.00	0.0%
60900 President	200.00	200.00	0.00	100.0%
61100 NIKE Editor	50.00	50.00	0.00	100.0%
61200 Other Officers	1,000.00	1,000.00	0.00	100.0%
61300 Parliamentarian	200.00	200.00	0.00	100.0%
61600 Standing Chairs	450.00	450.00	0.00	100.0%
61700 Treasurer expenses	189.23	200.00	-10.77	94.62%
70200 Membership promotion	1,184.92	664.00	520.92	178.45%
70400 Web Site	3,587.93	2,720.00	867.93	131.91%
80100 Fall Board	3,106.27			
80300 Annual Conference	500.00	162.00	338.00	308.64%
80600 NIKE Publication	4,072.06	6,000.00	-1,927.94	67.87%
<b>Total Expense</b>	<b>15,263.60</b>	<b>19,057.00</b>	<b>-3,793.40</b>	<b>80.09%</b>
<b>Net Ordinary Income</b>	<b>3,182.77</b>	<b>-4,809.00</b>	<b>7,991.77</b>	<b>-66.18%</b>
<b>Net Income</b>	<b>3,182.77</b>	<b>-4,809.00</b>	<b>7,991.77</b>	<b>-66.18%</b>

## Region 4

Report Author	Colleen White Tyll, Region Director
Name of ARD or Committee Members:	Marie Johnson, ARD, Linda Provo, Treasurer
Goals	<ul style="list-style-type: none"> <li>• Complete final steps to dissolve Tech Valley Chapter.</li> <li>• Complete transition of Adirondack Chapter to Region 5.</li> <li>• Transfer balance of Region 4 treasury to Region 5.</li> </ul>
Actions	<ul style="list-style-type: none"> <li>• Meetings and voting for both Chapters is completed, final paperwork to be submitted to the State.</li> <li>• Attend one last meeting with Adirondack Chapter in May</li> </ul>

## Region 5

Report Author	Robin Bridson, Region Director
Name of ARD or Committee Members:	Helen Rico, ARD Denise Walker, Treasurer Maureen Fogerty, Secretary
Goals	<ul style="list-style-type: none"> <li>• Attend as many chapter meetings in the region as possible.</li> <li>• Schedule Fall and Spring Region V Meeting</li> <li>• Reach out to St. Lawrence Chapter</li> <li>• Increase membership in each of the Chapters by 25%</li> <li>• Promote PPD</li> </ul>
Actions	<ul style="list-style-type: none"> <li>• Attended (on average) two chapter meetings per month.</li> <li>• Fall Region 5 meeting was held. Great PPD presentation and visit from Colleen Ostiguy.</li> <li>• Still want to connect with St. Lawrence Chapter.</li> <li>• Mohawk Valley membership is up 36% and Rome membership is up 26%.</li> </ul>

## Region 11

Report Author	Marilyn Mannino, Region Director Region 11
Name of ARD or Committee Members:	Marie Illuzzi, Assistant Region Director
Goals	<ul style="list-style-type: none"> <li>• To retain and increase membership</li> </ul>
Actions	<ul style="list-style-type: none"> <li>• Saved Bay Ridge Brooklyn from dissolving.</li> <li>• Have been inviting new members to regular meetings and Fundraisers.</li> <li>• Trying to get motivational speakers.</li> </ul>

## Bylaws

Report Author	Neale Steiniger, Bylaws Chair
Name of ARD or Committee Members:	Margherita Clemento
Goals	<ul style="list-style-type: none"> <li>• Review NYSW State Bylaws and propose changes to Board of Directors and Members</li> <li>• Review Model Chapter Bylaws and update to conform to updated State bylaws</li> <li>• Contact Local Chapter Presidents and/or Bylaw Chairs and assist them in updating their Local Chapter bylaws</li> <li>• Begin process of obtaining information from Local Chapters to incorporate their Chapter</li> <li>• Update approved Bylaws after Annual Conference and send files to next year's Bylaw Chair</li> </ul>
Actions	<ul style="list-style-type: none"> <li>• Reviewed NYSW State Bylaws and, with input of the vice chair and committee, proposed changes to Board of Directors for discussion at October meeting</li> <li>• Reviewed Model Chapter Bylaws and contacted Local Chapter Presidents and Bylaw Chairs to obtain a copy of their chapter bylaws for the state files.</li> <li>• Began process of obtaining information to incorporate local chapters and submitted first few chapters' applications to the attorney for processing</li> </ul>

## Membership

Report Author	Helen Rico
Name of ARD or Committee Members:	Sue Mager, Vice Chair Renee Cerullo, President Elect Linda Przepasniak, 2nd Vice President Mary Ellen Morgan Joyce DeLong Robin Bridson, Region V RD Shirley Felder
Goals	<ul style="list-style-type: none"> <li>• To increase membership to our budgeted goal of 550.</li> <li>• To reach out to all lapsed member and welcome all new members via postcards and positive emails, letters and articles in NIKE and the Communicator</li> </ul>
Actions	<ul style="list-style-type: none"> <li>• Since Fall Board - Sent postcards to all new members - since June 1, 2014 NYS Women Inc has recruited 100 new members!!!!</li> <li>• Written articles for the Communicator and NIKE</li> <li>• Telecon with the Membership Committee to discuss "new approaches" to membership</li> <li>• We are contacting the members on the lapsed members list in hopes that they will rejoin ... all 59 of them</li> </ul>



## Women's Day at the NYS Fair

Report Author	Pat Fergerson
Name of ARD or Committee Members:	Cheryl Lavin
Goals	<ul style="list-style-type: none"> <li>• Participate in the annual event, Women's Day at the NYS Fair, always the Wednesday before Labor Day in Syracuse, New York.</li> <li>• Promote Women's Day at the Fair as an opportunity for members of NYS Women, Inc. to network and share our mission.</li> <li>• Promote NYS Women, Inc through Women's Day at the NYS Fair. Wednesday, September 2, 2015</li> </ul>
Actions	<ul style="list-style-type: none"> <li>• Morning program is set – Empowering Women and Volunteerism. Mrs. NYS, Jessica Lahr will present a motivational program between 10 and 11 am.</li> <li>• Booth in the pavilion planned – volunteers needed from 10 am to 4 pm to promote NYSW, Inc.</li> <li>• Luncheon and program from noon to 2 is in progress. No definite person, yet. Reservation forms will be available through the NYS Fair web site in July.</li> </ul>

## Youth Leadership

Report Author	Helen Rico
Goals	<ul style="list-style-type: none"> <li>• For NYS Women Inc to sponsor a Youth Leadership Conference at Winter Board</li> </ul>
Actions	<ul style="list-style-type: none"> <li>• Articles written for the Communicator explaining the Reality Store</li> <li>• Solicited volunteers from Rome Professional and Business Women Chapter as well as throughout the State to help with the Reality Store</li> <li>• Invited Jennifer Wegmann to present a workshop on Body Image</li> <li>• Requested Bernie Sunderlin and Mary Henderson to invite girls to attend.</li> <li>• Requested the EC use the money in the YL budget to pay for the participants - to allow the girls to attend</li> </ul> <p>A BIG THANK YOU TO EVERYONE THAT MADE THIS POSSIBLE - THE EC, THE HELPERS, AND THE GIRLS.</p>

## APPENDIX: Voting Items

### NEW YORK STATE WOMEN, INC.

#### Advocacy Statement

New York State Women Inc. will take actions needed on a local, district, statewide or national level to make a difference in the lives of New York women of every age and demographic, now and into the future through legislative, educational and service advocacy.

These **Advocacy Actions** may include, but are not limited to:

- Public Policy Resolutions
- Legislative Actions
- Educational Workshops
- Media Action
- Organizational Meetings (program, speaker, etc)
- Letter Campaigns (by various communication avenues)
- Coalition Work
- Celebratory Events (such as festival booths, parades, local fairs, State Fairs, Women's Equality Day, Women's History Month, Business Expos, Job Fairs, Women of the Year, Business of the Year, NYS Women in Business Month).

**Advocacy Topics** are diverse as our state geographical and demographic data and are not always predictable to forecast. Advocacy will be done in a timely manner in both proactive and reactionary situations.

Topics may include, but not limited to:

- Non-equitable situations
- Health (personal and family)
- Finance
- Education
- Professional impact
- Domestic Violence
- Civil Rights
- Work-life Balance
- Safety (personal, family and workplace)
- Situations that devalue women
- Political Campaigns \*

\*New York State Women Inc. will advocate for specific campaigns only through the New York State Women's Advocacy Committee based on the criteria set up by that committee. Outside of the Advocacy Committee, advocacy by members will be done through non-partisanship approaches (such as Meet the Candidates events). Individual members may advocate for a specific politician but not use their affiliation with New York State Women Inc. in their endeavors.

## Manual of Instruction Changes

# 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 June 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 books and conference program book and developing the budget for each meeting. Ideally, the same person would complete their tasked 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 June 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 below 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 – When the State Meetings are held in your area**

- 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

Samples:

- Business Agenda
- 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)

# Manual of Instruction

Request for Proposal – example to solicit bids from hotels

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

**Effective Date:** 10/13/12

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

Article XVI: State Conference

Article XII: Duties of the Officers, Section 1(a)

Article XIII: Board of Directors, Section 2,3

# Manual of Instruction

## COMMITTEES

### BOOK (Board or Annual Conference)

The Board Meeting Book (and Conference Annual Report) contains the reports of the members of the Board of Directors and Special committees. The Board Book Chair is responsible for:

1. Advising the members of the Board and special and sub-committee chairs of the format, deadline and email address for submitting material for the book
2. Develop, Print/Collate or email for posting on the NYSW website the Book which contains the following:
  - Table of Contents
  - Call to Meeting
  - Mission Statement, Collect and Benediction
  - Standing Rules of Board Meeting or Conference
  - Welcome from the President
  - Welcome from the Region
  - Schedule of Events
  - Business Agenda
  - Executive Committee Reports
  - Region Reports
  - Standing committee Reports
  - Special Committee Reports
  - Speaker Biographies
  - Advertisements
  - List of Places of Worship and Hours of Service
  - Registration Report (see TK sample)
  - Evaluation Form (see TK sample)
  - Other (vendor list, hotel information)
3. A copy of the book should be available for presentation to the President at the business session.

Since the Conference book is the organization's Annual Report, it may also include:

- Leadership Team
- Standing Rules of Conference (replaces Rules of Board meeting)
- List of Past State Presidents
- Year End Reports e.g., NIKE Business Report, Nominating Committee, NY Grace LeGendre Endowment fund, Inc. Annual Report

## FINANCE

The Finance Chair, in consultation with the meeting chair, shall:

- 1) Prepare the budget for the meeting (see TK sample).
  - The Budget is submitted to the State Executive Committee (EC) for approval. The deadline for submitting the Budget to the EC is 6 months prior to the meeting
  - After the meeting, the actual income and expense amounts should be entered to the budget under the column heading 'Actual.'
  - Within 30 days after the meeting, the budget (with actual amounts) is sent to the State Treasurer with receipts and expense report(s) (see TK sample) for reimbursement.

# Manual of Instruction

- Approved Budget Expenses are:

- (1) Registration Fees

- The Board of directors approves the Registration Fees.
- The Board Meeting Registration Fee is applicable to all members attending all or any of the Board Meeting Business Session, except invited guests and speakers.
- Exempt from the Annual Conference Registration Fee are the Speech Competition participants in the Career Recognition Program, New Careerist Program and Political Development Program, judges and those only attending meals

Note: the cost of the judges' meals is included in the state budget

- The approved Registration fees are:

- 1) Regular Registration: due date set by Meeting chair (recommendation: same date as deadline for Hotel Reservation)
- 2) Late Registration: all payments received after the regular registration date but before date of meeting
- 3) On-Site Registration

- October Board Meeting:

	<u>Current</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<b>Reg:</b>	<b>\$25</b>	<b>\$35</b>	<b>\$45</b>	<b>\$60</b>
<b>Late:</b>	<b>35</b>	<b>45</b>	<b>55</b>	<b>70</b>
<b>On-Site:</b>	<b>50</b>	<b>60</b>	<b>70</b>	<b>85</b>

- April Board Meeting:

	<u>Current</u>
<b>Reg:</b>	<b>\$25</b>
<b>Late:</b>	<b>35</b>
<b>On-Site:</b>	<b>50</b>

- Conference:

	<u>Current</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<b>Reg:</b>	<b>\$40</b>	<b>\$50</b>	<b>\$60</b>	<b>\$75</b>
<b>Late:</b>	<b>55</b>	<b>65</b>	<b>75</b>	<b>90</b>
<b>On-Site:</b>	<b>75</b>	<b>85</b>	<b>95</b>	<b>110</b>

- (2) Meals

- The cost of all meals are paid by those attending except guest speakers. The amount should be included in the budget
- A sum may be added to the hotel's cost of the meal when calculating the price of meals for members and guests
- The cost of the pre-board/conference planning Executive Committee lunch, if it is a working lunch, is included in the meeting budget

- (3) Rooms

- The cost of all rooms are paid by those attending except:  
State President and President – Elect (double-occ, shared)  
Meeting Chair and Vice Chair (double-occ, shared)



# Manual of Instruction

- Registration Chair and Vice Chair (double-occ, shared)
- To minimize the items on the Hotel Master bill, it is recommended that these rooms be paid by the individuals who then submit the receipt to the State Treasurer for reimbursement. The cost of these rooms is included in the meeting budget.
- (4) Also included as approvable expenses, as noted on TK sample, are registration materials, book and program expenses, decorations, page expenses, memorial service, room set-up and AV equipment.
- 2) Monitor income and expenses, to verify that expenses incurred have been approved in the meeting budget
- All Income (registration checks, etc) should be sent to the State Treasurer with a copy of the registration list.
  - All Expense receipts with accompanying Expense request form (TK sample) should be sent to the State Treasurer for reimbursement
  - If Income & Expenses are sent directly by the Committee Chair (e.g., Registration, Ads) the Finance or Meeting Chair should also be advised on the amounts being submitted, so they can be tracked for the final report.
- 3) Approve any expense that may be added to the Hotel Master Bill
- The Hotel Master Bill should be used only for the initial deposit, the cost of the meeting room and special guests
  - Before the final bill is paid, make sure the hotel has deducted the amount of the initial deposit from the total amount

## FUNDRAISING

The Fundraising Chair is responsible for preparing the form to solicit ads for the Board/Conference Program Book (see TK forms) and work with the meeting Committee to pursue other means of sponsorship and fundraising.

- 1) The Ad Form template should be updated to include the current venue, date and the name of the person to receive the ads and sponsorship checks.
- 2) This is an excellent opportunity for the host region to inform local businesses and legislators about NYS Women Inc. as well as solicit advertisement income
- 3) A final report of income (ad & sponsor checks) and expenses (paper, postage, etc.) should be prepared and sent to the Meeting Chair and/or meeting Finance chair
- 4) All monies received should be forwarded to the State Treasurer or via the Meeting Chair/Finance Chair

## HOSPITALITY / INFORMATION

The Hospitality committee is responsible for any activity that will welcome all members and/or guests. This could include:

- 1) Arranging pick-up at the local airport or train station
- 2) Meeting special guests and speakers and escorting them to the hotel/meeting place
- 3) Obtaining a list of Religious Services (usually available from the hotel) and a list of local Restaurants for use of early arriving members - - and send it to the Conference/Board Book Chair to include in the book

## Manual of Instruction

- 4) Creating an 'identifying attire' that can be worn by members of the host region and pages

# Manual of Instruction

## HOTEL SELECTION

At least one year prior to the meeting, a Request for Proposal (see TK samples) should be sent to hotel(s) that could accommodate the preferred dates, meeting space, breakout rooms, dining and special meeting facilities. The final venue is approved by the Executive Committee.

- 1) The Site must be able to accommodate the requirements as discussed with the State President or President-Elect, e.g,
  - Meeting space for general session, workshops and committee meetings
  - Sleeping rooms for attendees
  - Handicap Accessible
  - Dining area for all meals
  - Audio Visual – wifi, screens, Projector, microphones
  - Memorial Service (conference only)
- 2) Request from the Hotel a Contract to be sent to President Elect/ President and Chair
- 3) Arrange with the hotel
  - Space for the Registration table(s) (see Registration Committee)
  - Meeting Space and set-up (see On-site Committee)
  - Space for Vendor tables (see Vendor committee)
  - Meals dining room (see Entertainment/Dining Committee)
  - Audio-Visual Equipment (see On-site committee)
- 4) Using schedule from President-Elect/President, develop a meeting room assignment list showing time, room name, purpose, required setup, number of people per room, name of hotel contact person. This list should be given to the on-site coordinator

## MEALS/ENTERTAINMENT/SPEAKERS

The Program / Entertainment Committee is responsible for coordinating all dining events, speakers and entertainment *based on the President's wishes and vision for the meeting*. Chairs may be appointed to oversee each of the following:

- 1) Entertainment
  - In consultation with the President, the committee might plan evening entertainment.
  - Any costs incurred for the entertainment or decorations should be included in the meeting budget.
- 2) Meals
  - After receiving the catering menus from the venue, the committee will consult with the President for final approval.
  - The Registration Chair will supply the final list of paid meals; the list is used to verify payment if any questions arise during the meals or when final bill is paid
  - If meal tickets are required for the meal (varies by hotel) committee members should be available to collect them at the door. The Registration Committee will include the meal tickets in the member's registration packet.
  - Any costs incurred for Meals for guests, speakers, etc. should be included in the meeting budget.
  - If the Committee wants to have centerpieces or other decorations and Programs (listing speaker, menu, etc.), the cost should also be included in the meeting budget

# Manual of Instruction

Note: Saturday Lunch at Conference may be approved by the President as Grace LeGendre Endowment Fund (GLEF) Luncheon; if so, planning is done by the GLEF Board in consultation with the Conference committee

## 3) Speakers

- The President may request the committee to secure speakers for meals and workshops. Any costs incurred (lodging, meals, honorarium) is pre-approved by the Executive Committee.

## 4) Other programs

- The meeting chair/committee should contact and coordinate with the state chairs of programs that may require space and AV equipment
  - Youth Leadership Conference may be held in conjunction with a board meeting.
  - Speech Competitions by the Personal and Professional Development (PPD) Programs may be held at conference.
    - 1) The Conference chair/committee and the PPD (standing) Chair should coordinate on arranging the time and place for the year-end competitions
    - 2) The requirements will vary depending on the number of participants
    - 3) Participants should be reminded they are exempt from the Registration Fee
    - 4) The names and number of Judges who are staying for meals (if guests) should be given to the Registration chair for inclusion in the total number of meals ordered (cost of judges' meals is included in the state budget).

## ON-SITE COORDINATOR

The On-site Coordinator is responsible for checking that the meeting, dining, workshop rooms have the necessary equipment, are set up correctly and in working order. During the planning, the On-site Coordinator should familiarize herself with the schedule and the requirements of the President, the Chairs and facilitators/speakers.

### 1) Room Set up

- Before each meeting, the On-site Coordinator should check the meeting and workshop rooms for correct set-up, place cards and working AV equipment.
- Test the microphones; ideally for the business session, there should be one at Podium, one next to dais and one in the center of the meeting room.
- Podium and a bar-stool (if available), or higher chair should be requested and placed by the Podium for the President's use during business sessions
- Screen, LCD projector (to avoid rental fees, a projector might be available from a member)
- Placement of the NYS Women, Inc. Banner and the American Flag.
- Each table should have water, candy and 'PAGE' signs (see TK for sample Page sign)

### 2) Dais set-up

- Assist in setting up dais
- The Dais is set in the following order: Treasurer, Secretary, Parliamentarian, President, President Elect, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Timekeeper (during business session); speaker or other guests (during meals and non-business session)

### 3) Tent or Place cards

# Manual of Instruction

- Conference: Place Cards are prepared for NYS Women, Inc. State President, President Elect, First Vice President, Second Vice President, Secretary, Treasurer, Parliamentarian, Timekeeper and speakers and Guests
- Board Meeting: In addition to those listed above for Conference, Place Cards are prepared for each Region, Immediate Past State President and Standing Chairs ( Bylaws, Communications, Finance, Membership, Personal Development, Public Policy)

## 4) Timekeeper(s)

The Timekeeper is responsible for keeping track of both the time allotted time for each topic as well as time allotted for each speaker. When time has run out, the timekeeper signals the President and the speaker.

- The Timekeeper should get the stop-watch from the Chair (should be included in box from the prior meeting)
- The name of the Timekeeper(s) should be given to the President prior to the meeting

Note: For discussion of motions at the business session, the President will announce that each speaker is limited to 2 minutes each and there is a ten-minute time limit for the entire discussion.

## 5) Pages and Tellers

Pages are responsible for maintaining order during the business session. At least two members should be asked to be pages at each session. Tellers are responsible for counting votes when requested by the President. Often the Pages perform both roles.

- The names of the Pages should be given to the President prior to the meeting
- Pages should be seated in view of the membership and the executive committee and watch for attendees requesting a Page.
- Pages may be asked to deliver messages between members, provide motion forms to members and deliver completed motion forms to Recording Secretary and/or President
- Although Pages may be asked to distribute material during the meeting, unless this is urgent, materials should be distributed before the meeting begins or placed on a table at the rear of the meeting room.
- Pages should familiarize themselves with the Standing Rules of the meeting (see TK Standing Rules) e.g., pages should not be requested to distribute information that should be in the board/conference book
- During voting, Pages may be asked by the President to secure the doors and prevent anyone from entering or leaving until the vote is complete; as Tellers, count rising votes when asked to do so by the President and report count to President.

## PUBLIC RELATIONS

The PR Chair is responsible for promoting the event:

- Coordinate with the State Public Relations chair
- Issue a Press Release that may be used by local media and NYS Women, Inc. Local Chapters
- Arrange for a photographer
- Arrange for an on-site interview for the State President with the local media

# Manual of Instruction

## REGISTRATION

The Registration Chair shall select committee members sufficient to accomplish the following tasks:

### 1) Track Registrations

- Receive Registration forms and on-line registrations and registration and meal fees
- Create list (see TK Registration tracking worksheet) of Name, Chapter, Title/Position, Amount Received, Check #, Meals paid for, Dietary requests, other requirements
- Create a file containing a copy of the check and the member's registration form; The copy of check can be returned to registrant in their packet and the registration forms should be given to the State Treasurer, but until the meeting, they will be available to the registration chair for questions and problem resolution
- Compare list from Hotel of reservations with those registered. Contact members who may have reserved a room and not registered for meeting/conference and vice versa.
- Send list of registrations to the following:
  - (1) To State Treasurer – with checks, send updated registration list
  - (2) To State President and Meeting chair – periodically email list to keep them updated
  - (3) To Credentials chair – send list so membership can be verified;
  - (4) For Registrations Desk – a list to check off as attendees arrive and receive registration packets
- Prepare, from information on the list of registrations:
  - a. At Conference: Number of Chapters Represented – give to Parliamentarian and the State Secretary (note: determines quorum for the Annual conference)
  - b. At Conference: Number of voting strength Elections chair (note: the number is determined with Credentials chair)
  - c. List of attendees to Board/conference Book chair (optional)
  - d. List(s) of member and paid number of meals and dietary requests to give to Chair/Meals coordinator
  - e. Lists as requested by the President; including those registered and present - Region Directors, Asst. Directors, Standing Chairs, Sub-Chairs, Special Chairs, Past State Presidents, First Timers
  - f. Registration Report for (TK Registration Report sample) to be given by the Registration Chair (or designee) during the Business session

The Order of the Registration Report is as follows:

- |                                    |   |
|------------------------------------|---|
| 1. State Officers*                 | 11. Special Committee Vice Chairs                                   |
| 2. Immediate Past State President* | 12. Past State Presidents   |
| 3. Parliamentarian                 | 13. Members   |
| 4. Region Directors*               | 14. Youth Leadership (included if YL Conference is held)            |
| 5. Assistant Region Directors●     | 15. Personal/Professional Development Participant (Conference only) |
| 6. Standing Committee Chairs*      | 16. New Careerist Participant (Conference only)                     |
| 7. Standing Committee Vice Chairs● |   |
| 8. Sub Committee Chairs●           |   |
| 9. Sub Committee Vice Chairs       |   |
| 10. Special Committee Chairs       |   |

# Manual of Instruction

17. Career Recognition Participant  
(Conference only)

18. Guests

\* denotes voting positions

- Assistant Region Directors are counted as voting members when substituting for their Director
  - Standing Committee Vice Chairs are counted as voting members when substituting for their Chair
  - Sub-committee Chair is counted as voting member when substituting for the absent Standing Chair
- Registrants having more than one applicable title are counted only once, in the position of most relevance in the current year. (e.g., a Past State President who is also a Standing Chair, is counted as a Standing Chair)

## 2) Purchase supplies (e.g., envelopes and sufficient name badges, if needed)

- Prepare packet for each person containing name badge, meal tickets, special dietary requests to be shown to wait-staff, other information applicable to meeting/conference, the copy of the member's check
- Name Badges shall be worn by all attendees at all business sessions and workshops. Badge should contain registrant's name and chapter. At board meetings, the badge for Board (voting) members shall have distinguishing mark (e.g., color/dot) if not eligible to vote (see credentials chair). At Annual Conference, members not eligible to vote should have a distinguishing mark.
- Send expense report and receipts for any approved expense incurred to meeting or finance chair and/or State Treasurer

## 3) Set up Registration table

- Consult with State President to schedule times of registration
- Arrange sufficient committee members to enable efficient registration of all attendees
- Have at Registration table: Registration list for check-off, pens and calculator, envelopes for attendees (with name tags etc), Board/conference Books (if requested) other information as needed.

## 4) If Refunds are requested, they should be considered according to the following policy and with the approval of the Executive Committee:

- Registration Fee refunded on 72 hours advance notice
- Individual Meal costs refunded if canceled prior to hotel or restaurant deadline
- Hotel costs, if the contract and deadlines permit, would be requested directly by the member with the hotel.

## 5) At close of meeting/conference

- To State Treasurer, give all registration forms and send final Registration list/report
- Prepare final report for Chair/finance chair containing:
  - 1) Total income from Registrations
  - 2) Total number of meals and income (amount paid by attendees)
  - 3) Total Expenses (postage, name tags, etc.).

# Manual of Instruction

## **SIGHTSEEING (if applicable)**

The Sightseeing Tour Guide / Committee is responsible for developing Sightseeing opportunities and points of interest in the host region. For members who might want to see the sights in the host region, this information should be

- The Sightseeing information and form should be distributed to members via Web Site, Communicator and *NIKE*
- The cost of a tour may be added to the Registration Form or a separate Tour signup form may be prepared.

## **VENDOR (if applicable)**

The Vendor Committee is responsible for coordinating the vendors for the meeting/conference; sending Vendor invitations (see TK forms), arranging with the Hotel the placement of Vendor tables and being available to vendors during the meeting.

- The charge to vendors for the vendor table(s) is determined in combination with the amount that the hotel will charge for the use of tables
- Hotel Space might be limited and should be considered when inviting prospective vendors
- NYS Women, Inc. Region and Chapter fundraisers should be given consideration when determining the charge/gratis of the vendor table(s).

## **CONFERENCE**

In addition to the requirements for the Board Meeting, the Annual Conference requires the following additional committees:

## **INSTALLATION**

The Chair and Committee is chosen by the incoming President.

- The Installation Chair and Committee are responsible for planning the Installation and Reception of the incoming Executive Committee.
- Their plans should be shared with the Conference Chair to coordinate activities with the hotel. It should include reserved seating arrangements, invitation to special guests and other requests of the incoming President.

## **MEMORIAL**

The Memorial Service is planned to honor the lives of New York State Women, Inc. who we lost during the previous year.

The Committee is responsible for

- 1) Requesting the names of members who died since the previous Conference (see TK forms Memorial Service)
- 2) Arrange with the State President for time of Memorial Service
- 3) Plan and Officiate at the Service



# Manual of Instruction

## **PRESIDENTS' MARCH**

A march of the in-coming and out-going Chapter Presidents begins the opening ceremony at the Annual Conference

Plan with the President how and when the March will take place. A notice should be sent to all Chapter Presidents with the time and place of the start of the March.