

# NEW YORK STATE **women, INC.**



Building **Women** Professionally  
Personally, & Politically.

## 6<sup>th</sup> Annual Conference



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

May 29<sup>th</sup> to May 31<sup>st</sup>, 2015  
Millennium Hotel, Buffalo, NY

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## CALL TO ANNUAL CONFERENCE

CALL TO: Annual State Conference  
DATE: May 29<sup>th</sup> – May 31<sup>st</sup> 2015  
LOCATION: Millennium Hotel Buffalo, Buffalo NY

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

NOTICE is hereby given that the Annual Meeting of New York State Women, Inc. will be held from Friday, May 29<sup>th</sup> through Sunday, May 31<sup>st</sup>, 2015 at the Millennium Hotel Buffalo in Buffalo NY. A group of NYS Women Inc. members will be helping with registration.

- The first business session will begin at 8:15 p.m. on Friday, May 29<sup>th</sup>, 2015. All members in good standing will be eligible to vote at this session.
- Conference is the time for all members to interact and ratify the actions of the board over the course of the year. Conference is also when members will elect their new State officers and celebrate their elections with the Installation Dinner on Saturday night.
- All members will be asked to review and vote on the proposed 2015 – 2016 budget, the proposed 2015 – 2016 Advocacy and Legislative Platform and proposed State Bylaws amendments. These items will be available on the web site in the Conference section as well as in the Conference program book.
- There will be 2 workshops at Conference. The first workshop will focus on handling stress and will be presented by Nancy Weil. The second workshop will focus on accelerating your networking and will be presented by Althea Luehrsen. There will also be one workshop from CDO.

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

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

## Annual Conference Schedule



### 6<sup>TH</sup> ANNUAL CONFERENCE SCHEDULE

#### **VENDOR HOURS:**

Saturday, May 30, 2015 – 8:00 a.m. to 4:00 p.m. Reception Alcove

#### **Friday May 29, 2015**

3:30 p.m. - 6:00 p.m.	Conference Registration	Lobby
1:00 p.m. – 3:00 p.m.	Pre-Conference Executive Committee Meeting	Suite #TBD
4:00 p.m. – 5:00 p.m.	Pre-Conference Board of Director's Meeting	Kennedy
5:00 p.m. – 5:30 p.m.	Break	
5:30 p.m. – 7:00 p.m.	Dinner and Cash Bar	Preferred Travelers Club
7:15 p.m. – 8:00 p.m.	Hearings <i>Bylaws, Budget, Advocacy</i>	McKinley
8:15 p.m. – 9:30 p.m.	First Business Session <i>Bylaws &amp; Candidate Forum</i>	McKinley

#### **Saturday May 30, 2015**

7:30 a.m. – 9:00 a.m.	Breakfast	Courtyard
8:00 a.m. – 10:00 a.m.	Conference Registration	Lobby
9:00 a.m. – 10:00 a.m.	<i>Seminar: All Stressed Out and Ready to Blow</i> Presenter: Nancy Weil	Cleveland
10:00 a.m. – 10:15 a.m.	Break (coffee and muffins)	
10:15 a.m. – 11:30 a.m.	Second Business Session	Cleveland
11:30 a.m. – 12:15 p.m.	RD/ARD meeting <i>This meeting is for <u>outgoing and incoming RD's &amp; ARD's</u></i>	Cleveland
11:30 a.m. – 12:00 p.m.	Visit the Vendors	Reception Alcove
12:00 p.m. – 12:30 p.m.	Elections – Polls open at noon	Kennedy

1:00 p.m. – 2:15 p.m.	NYS Women, Inc. Awards Luncheon	Courtyard
2:30 p.m. – 3:30 p.m.	Third Business Session	McKinley
3:45 p.m. – 5:00 p.m.	<i>Seminar: Accelerate Your Networking</i>	McKinley
	Presenter: Althea Luehrsen	
5:00 p.m. – 6:00 p.m.	Break	
6:00 p.m. – 7:00 p.m.	Cocktail Reception	Courtyard
7:00 p.m. – 9:00 p.m.	Installation Banquet	Walden
9:00 p.m. – 10:30 p.m.	2015-16 President and New Officer Reception	Parlor

**Sunday, May 31st, 2015**

7:30 a.m. – 9:00 a.m.	Breakfast	Courtyard
8:30 a.m. – 9:15 a.m.	CDO Meeting	Cleveland
9:45 a.m. – 11:00 a.m.	Fourth Business Session	Cleveland
	Memorial Service	

**Post Conference Board Meeting** Cleveland

2015 – 2016 Board members (Executive Committee, Immediate Past State President, Region Directors and Standing Committee Chairs) will meet **immediately after the close of the Fourth Business Session.**

**Any changes to the Schedule will be announced at the start of the First Business Session.**

## Conference Business Agenda



### CONFERENCE BUSINESS AGENDA

*Badges must be in evidence for all members at all scheduled  
Business Sessions, events and during voting.*

#### Agenda

**Friday, May 29, 2015**

First Business Session – 8:15 p.m. – 9:30 p.m.

Call to Order	Colleen Ostiguy, President
Pledge of Allegiance	Renee Cerullo, President Elect
Memorial Moment of Silence	Theresa Fazzolari, 1 <sup>st</sup> Vice President
Registration Report	Debra Carlin, Registration Chair
Declaration of Quorum	Colleen Ostiguy, President
Adoption of Conference Rules	Colleen Ostiguy, President Susan Fayle, Parliamentarian
Adoption of the Agenda	Colleen Ostiguy, President
Welcome and Introductions	Colleen Ostiguy, President
Board of Directors and Committee Chair Reports	

*Only those Standing Committee Chairs and Special Committee Chairs, who have notified the President in advance, in writing, for time on the agenda will be called upon.*

Bylaws	Neale Steiniger
Proposed Bylaws changes	
Actions of the Executive Committee	Debra Carlin, Secretary
Ratification of Regional Elections	Colleen Ostiguy, President

Candidates Presentations

Ramona Gallagher,  
Nominations Chair

Announcements/Recess

**Saturday, May 30, 2015**

Second Business Session – 10:15 a.m. – 11:30 a.m.

Treasurer's Report

Mary Stelley

Addendum to Reports of Officers

2nd Vice President

Linda Przepasniak

1st Vice President

Theresa Fazzolari

President Elect

Renee Cerullo

President

Colleen Ostiguy

Personal and Professional Development Competitions

Gale Cohen, PPD Chair

Credentials and Voting Procedures

Margherita Clemento, Elections Chair

*Motions for consideration under New Business must be presented in writing on an official motion form to the Recording Secretary prior to the beginning of the Third Business Session.*

**Saturday, May 30, 2015**

Third Business Session – 2:30 p.m. – 3:30 p.m.

Election Results

Margherita Clemento, Elections Chair

Personal and Professional Development Presentation

Gale Cohen, PPD Chair

Board of Directors and Committee Chair Reports - Continued

*Only those Standing Committee Chairs and Special Committee Chairs, who have notified the President in advance, in writing, for time on the agenda will be called upon.*

Finance

Diane Dinsmore, Chair

Proposed 2015 – 2016 Budget

Advocacy

Joanne Olbrich, Chair

Proposed 2015 – 2016 Legislative and Advocacy Platform

Other Committee requested to the President

Announcements/Recess

**Sunday, May 31, 2015**

Fourth Business Session – 9:45 a.m – 11:00 a.m.

Memorial Service

Members of Region 8

Board of Directors and Committee Chair Reports - Continued

*Only those Standing Committee Chairs and Special Committee Chairs, who have notified the President in advance, in writing, for time on the agenda will be called upon.*

Other Committee requested to the President

Items Rec'd Prior to 3rd Business Session

Debra Carlin, Secretary

New Business

Colleen Ostiguy, President

Roll out 2015 – 2016

Renee Cerullo, President Elect

Adjournment

Colleen Ostiguy, President

Announcements/Fundraising



## Post Conference Board Meeting Agenda



### POST CONFERENCE BOARD MEETING AGENDA

**May 31, 2015 – Buffalo NY**

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

Call to Order	Renee Cerullo, President
Declaration of Quorum	Renee Cerullo, President
Adoption of Board Meeting agenda	Renee Cerullo, President
Adoption of Board Meeting Rules	Renee Cerullo, President Susan Fayle, Parliamentarian

#### Report of State Officers:

Secretary Report	Deb Carlin
Treasurer's Report	Mary Stelley
1 <sup>st</sup> Vice President's Report	Linda Przepasniak
President Elect Report	Theresa Fazzolari
President Report	Renee Cerullo

1. October Meeting – Oct 16-18<sup>th</sup> in Syracuse
2. Women's Day at the Fair – Sept 2, 2015
3. EC Liaisons
4. Leadership Directory
5. Communicator Deadline – June 24, 2015

Board Member Reports:

Immediate Past State President's Report  
Bylaws  
Finance  
Membership  
Personal and Professional Development  
Advocacy  
Communications

Colleen Ostiguy  
Neale Steiniger, Chair  
Ruthann Roque, Chair  
Helen Rico, Chair  
Gale Cohen, Chair  
Joann Olbrich, Chair

Committee Reports:

Unfinished Business:

New Business:

Adjournment

Katharine Smith, Chair  
Renee Cerullo, President



**Best Wishes**

**from the Clarence Chapter of NYS Women Inc**



## Conference Standing Rules

### **Standing Rules for Conference**

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 Record Secretary.
3. All speakers shall state their name and the name of the 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. A speaker cannot speak twice to the same motion until everyone else wishing to speak has done so.
6. The privilege of the floor may be given to a visitor by majority vote.
7. All guests granted permission to attend the meetings should sit in seats assigned by the Conference Committee.
8. Debate on each subject will be limited to ten (10) minutes inclusive of points of information, etc.
9. There shall be a timekeeper for each business session.
10. Ballots resulting from all elections at the conference shall be destroyed at the close of the conference.
11. The minutes of this conference shall be approved by the Immediate Past State President and the incoming Executive Committee.
12. The current edition of Robert's Rules of Order, Newly Revised shall be the parliamentary authority for the conduct of business.
13. Reports not included in the Program Book will be placed on a separate table in the rear of the meeting room for attendees to pick up. Pages will not be asked to distribute late reports.
14. The President is empowered to make changes in the Business Agenda and Conference Schedule to expedite the business of the Federation.
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 reports of the State Conference that require a vote by the voting body must be distributed to the body before the First Business Session.
18. 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.

## Registration Report

	Report	Report	Report	Report
Time and Date Reported				
State Officers				
Immediate Past State President				
Parliamentarian				
Regional Directors				
Assistant Regional Directors				
Standing Committee Chairs				
Standing Committee Vice Chairs				
Special/Sub Committee Chairs				
Past State Presidents				
Members				
Guests				
<b>TOTAL</b>				



April 11, 2015 Board Meeting  
Griffiss Institute, Rome. NY

President Ostiguy introduced the Mayor of Rome, who welcomed the assembly and gave highlights of life in this city.

President Ostiguy welcomed everyone to the meeting and thanked Helen Rico and the Meetings Committee for coordinating this meeting and Robin Bridson for preparing the board book.

The Time Keeper for the meeting was Katharine Smith and the Page was Bernadette Sunderlin. Sue Fayle was the Parliamentarian and Credentials Chair was Neale Steiniger

Robin Bridson presented the April 2015 board book to President Ostiguy.

Secretary Carlin stated that 20 board members were present.

President Ostiguy declared a quorum and called the April 2015 Board meeting to order at 2:30pm.

The President reminded the assembly that only board members have a vote at this meeting. Ramona Gallegher will sit in for Region VIII.

All stood for the Pledge of Allegiance.

President-Elect Cerullo made

**Motion 15-15, seconded, that the agenda be approved, with changes, with the understanding that the President is empowered to make further changes if needed. The Motion carried.**

The assembly wished that the Standing Rules not be read and with no changes these rules were adopted.

## **Officers Reports**

Secretary Carlin read the actions of the Executive Committee since the last board meeting. Secretary Carlin made

**Motion 15-16, seconded, to approve the minutes of the 2014 Fall Board meeting as presented. The motion carried.**

Treasurer Stelley presented the Financial Reports as of March 31, 2015. The report will be filed for audit.

Second Vice President Przepasniak thanked everyone for working to increase membership.

First Vice President Fazzolari stated that she works as liaison with PPD competitions and gave her report.

President-Elect Cerullo reported that the Fall board meeting will be October 16-18, 2015 at the Syracuse Doubletree and the 2016 Spring meeting will be April 9, 2016 at the Griffiss Institute in Rome.

President-Elect Cerullo assumed the Chair for the purpose of the Presidents report.

President Ostiguy spoke of the chapter incorporation process and that awards will be presented at Conference lunch.

President Ostiguy resumed the Chair.

## **Reports of the Board of Directors**

Advocacy Chair Joanne Olbrich made

**Motion 15-17 that the Legislative Platform and Advocacy statement be presented to the members of NYWS, Inc. at the 2015 Conference for approval. The motion carried.**

Joanne reported that NYSWI has joined with POWHERNY which is on our website. There is a fact sheet on the Equal Pay Bill which has been passed in the NYS Senate and still needs to pass the State Assembly. Equal Pay Day will be on April 14<sup>th</sup> this year.

Bylaws Chair Neale Steiniger requests that chapters submit their revised bylaws for approval

Finance Chair Diane Dinsmore reviewed the proposed budget and, after discussion, made

**Motion 15-18 that the 2015-2016 proposed Budget as presented be taken to June Conference. The motion carried.**

Membership Chair Helen Rico reported that there are 114 new members from June 1<sup>st</sup> to the present. Currently there are 524 members.

Personal/Professional Development Chair Gale Cohen reported that there are six candidates for the Conference and thanks everyone for their work.

MOI Chair Neale Steiniger made

**Motion 15-19, seconded, that the amendments to MOI section 3.07a be approved – board meeting and conference registration fee. The motion was defeated.**

### **Other Committee Reports**

Women's Day at the Fair Chair Pat Ferguson reported on the event which will be Wednesday, September 2, 2015.

Awards Coordinator Linda Winston reported on awards to be presented and asks for photos and information for a powerpoint presentation.

### **New Business**

**Motion 15-20 made by Diane Dinsmore to move \$400 from restricted funds for Youth Leadership training of 4/11/15. The motion carried.**

Sue Mager of Region VIII and the Future Meetings Committee shared information for the 2015 Conference and welcomed all to Western NY.

With no other business the 2015 April Board of Directors meeting adjourned at 3:43pm.

## President Report

Report Date	May, 2015
Type of Report	Conference Report
Report Author	Colleen Ostiguy, President
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>
Action on Goals	<ul style="list-style-type: none"> <li>• Held phone calls with committee chairs on presidential initiatives.</li> <li>• Proposed bylaws changes with Bylaws chair.</li> <li>• Proposed MOI changes with MOI chair.</li> <li>• Worked with Finance chair and Treasurer on RFPs.</li> <li>• Incorporated 3 chapters with Bylaws chair.</li> <li>• Held monthly EC meetings.</li> <li>• Planned October and April board meetings and conference.</li> <li>• Wrote articles for NIKE and Communicator.</li> <li>• Recommended changes to website.</li> <li>• Sent relevant advocacy information to PR for website.</li> <li>• Promoted chapter/region awards.</li> <li>• Promoted PPD awards.</li> </ul>

## President Elect Report

Report Date	May, 2015
Type of Report	Conference Report
Report Author	Renee Cerullo, President-Elect
Goals	<ul style="list-style-type: none"> <li>• Increase communication</li> <li>• Increase social media presence</li> <li>• Obtain more feedback from RDs</li> <li>• Increase brand awareness</li> </ul>
Action on Goals	<ul style="list-style-type: none"> <li>• Bi-monthly conference calls with RDs</li> <li>• Many more posts regarding political issues on social media</li> <li>• Aligned with PowherNY to increase social media material and fill the advocacy void. We can now lobby with them all across NYS.</li> <li>• Formed a marketing committee to increase brand awareness and we will be working with chapters on how to market their chapters</li> <li>• Booked Oct meeting hotel and started speaker planning</li> </ul>

## 1<sup>st</sup> Vice President Report

Report Date	May, 2015
Type of Report	Conference Report
Report Author	Theresa Fazzolari, 1 <sup>st</sup> VP
Goals	<ul style="list-style-type: none"> <li>• To serve and work with the Executive Committee as best I can</li> <li>• To continue to promote our mission to build women personally, professionally and politically</li> <li>• To support and assist the PPD Committee as the EC Liaison</li> <li>• To look for and encourage members to become future leaders in our Organization</li> <li>• To help increase our membership</li> <li>• Attend Region Meetings</li> </ul>
Action on Goals	<ul style="list-style-type: none"> <li>• Participated in EC Meetings; Attended October Fall Board Meeting &amp; April Board Meeting</li> <li>• Acted as Liaison to the PPD Chair &amp; assisted her &amp; her Committee</li> <li>• Represented the EC at both Region II's Fall &amp; Spring Meetings</li> <li>• Selected my Future Meetings Committee</li> <li>• Assisted in locating a venue for Conference 2016; selected Installation Committee 2016</li> <li>• Plan to continue with the work President Elect Renee Cerullo is doing by having Bi-monthly Conferece Call Meetings with RD'S &amp; ARD's in 2015-2016</li> </ul>

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

Report Date	May, 2015
Type of Report	Conference Report
Report Author	Linda Przepasniak
Name	Second 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>
Action on Goals	<ul style="list-style-type: none"><li>• Maintained contact with Membership Committee Chair</li><li>• Sent out postcards encouraging members to renew</li><li>• Attended and participated in Executive Committee meetings</li><li>• Assisted in advising on matters concerning annual conference in Buffalo.</li></ul>

## Treasurer Report

Report Date	May, 2015
Type of Report	Conference Report
Report Author	Mary A 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>• Prepare and send liability insurance invoices to chapters; issue certificates for special events and monthly meetings</li> <li>• Assist membership committee to retain/obtain members</li> <li>• Assist finance committee with 2015-16 budget</li> <li>• Prepare NIKE and website RFPs; submit to finance committee</li> <li>• File quarterly sales tax reports with NYS</li> <li>• Send info to auditor for annual 990 filing</li> </ul>
Action on Goals	<ul style="list-style-type: none"> <li>• Attended all EC and 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 proposed 2015-16 budget, sent to EC for presentation at April board meeting</li> <li>• Prepared NIKE and website RFP</li> <li>• Filed quarterly NYS sales tax reports</li> <li>• Submitted info to auditor for 990 postcard filing</li> </ul>

## Balance Sheet

Accrual Basis

**NYS Women Inc  
Balance Sheet  
As of April 30, 2015**

### ASSETS

#### Current Assets

##### Checking/Savings

10110 Checking/Operating	10,152.48
10120 PayPal	121.50
10200 Unrestricted Savings	45,298.17
10300 Restricted Savings	10,705.32
10500 Certificate of Deposit	20,011.44
<b>Total Checking/Savings</b>	<b>86,288.91</b>

##### Other Current Assets

14000 Prepaid Expenses	315.00
<b>Total Other Current Assets</b>	<b>315.00</b>

<b>Total Current Assets</b>	<b>86,603.91</b>
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<b>TOTAL ASSETS</b>	<b><u>86,603.91</u></b>
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### LIABILITIES & EQUITY

#### Liabilities

##### Long Term Liabilities

20400 Personal/Professional Dev	7,688.00
20420 Interest	613.40
20430 Program	1,065.00
20460 Youth Leadership	2,330.00
<b>Total Long Term Liabilities</b>	<b>11,696.40</b>

<b>Total Liabilities</b>	<b>11,696.40</b>
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#### Equity

30000 Fund Balance	44,143.63
Retained Earnings	28,517.43
Net Income	2,246.45
<b>Total Equity</b>	<b>74,907.51</b>

<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>86,603.91</u></b>
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## Profit and Loss

Accrual Basis

**NYS Women Inc  
Profit && Loss  
July 2014 through April 2015**

**Ordinary Income/Expense**

**Income**

**40000 Dues**

40020 Dues-State	13,759.00
40030 Dues - Local	-214.00
40040 Dues-MAL	560.00
40050 Dues-Student	90.00

<b>Total 40000 Dues</b>	<b>14,195.00</b>
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**40100 Fall Board Meeting**

40110 FB - Board Book	130.00
40121 FB - Early Registration	1,050.00
40122 FB Late Registration	70.00
40124 FB On Site Registration	50.00
40130 FB - Vendor Table	311.01
40140 FB - Friday Dinner	585.00
40145 FB - Saturday Breakfast	380.00
40150 FB - Saturday Lunch	935.00
40160 FB - Sunday Breakfast	390.00

<b>Total 40100 Fall Board Meeting</b>	<b>3,901.01</b>
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**40200 Winter Board**

40210 WB - Board Book	100.00
40220 WB - Registration	850.00
40222 WB - Late Registrations	35.00
40224 WB-On Site Registrations	150.00
40245 WB-Saturday Breakfast	-156.69
40250 WB-Sat Lunch	480.00

<b>Total 40200 Winter Board</b>	<b>1,458.31</b>
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**40300 State Conference**

40305 Conference Donations	25.00
40310 Conference Program Book	25.00
40320 Conference Registration	80.00
40330 Conference Vendor Table	50.00
40340 Conference Friday Dinner	30.00

40350 Conference Sat Lunch	50.00
40355 Conference Sat Dinner	100.00
Total 40300 State Conference	360.00
41000 NIKE Income	
41800 NIKE - Cell Phone Fine	10.00
41000 NIKE Income - Other	3,066.00
Total 41000 NIKE Income	3,076.00
44000 Interest Income	64.81
45000 Miscellaneous Income	
45300 Presidents Purse	335.00
Total 45000 Miscellaneous Income	335.00
Total Income	23,390.13
Gross Profit	23,390.13
Expense	
50100 Auditor	100.00
50200 Legal	1,761.50
50300 Insurance Expense	
50310 Treasurers Bond	100.00
50320 L/O Insurance Reimburseme	-1,087.00
50300 Insurance Expense - Other	-211.00
Total 50300 Insurance Expense	-1,198.00
50500 Telephone	63.00
50600 Postage	9.80
50910 PayPal Fees	91.47
60100 Region Directors	900.00
60500 Past State President	75.00
60900 President	300.00
61100 NIKE Editor	100.00
61200 Other Officers	1,500.00
61300 Parliamentarian	300.00
61400 Postage,Phone,Supplies	94.85
61600 Standing Chairs	900.00
61700 Treasurer expenses	189.23
70200 Membership promotion	1,239.30
70400 Web Site	3,714.43
80100 Fall Board	
80110 Fall Board Book Expense	80.84
80100 Fall Board - Other	3,025.43

<b>Total 80100 Fall Board</b>	<b>3,106.27</b>
<b>80200 Winter Board</b>	
<b>80250-WB Sat. Lunch</b>	<b>1,425.00</b>
<b>Total 80200 Winter Board</b>	<b><u>1,425.00</u></b>
<b>80300 Annual Conference</b>	
<b>80315 Special Event</b>	<b>0.00</b>
<b>80300 Annual Conference - Other</b>	<b>500.00</b>
<b>Total 80300 Annual Conference</b>	<b><u>500.00</u></b>
<b>80600 NIKE Publication</b>	<b><u>5,971.83</u></b>
<b>Total Expense</b>	<b><u>21,143.68</u></b>
<b>Net Ordinary Income</b>	<b><u>2,246.45</u></b>
<b>Net Income</b>	<b><u><u>2,246.45</u></u></b>

## Communications Report

Report Date	May, 2015
Type of Report	Conference Report
Report Author	Linda K Provo, Communications Chair
Name	Karen Hunter, Vice Chair NIKE - Katharine Smith, Ramona Gallagher, Connie Smith
Goals	<ul style="list-style-type: none"> <li>• Improve statewide visibility</li> <li>• Review website (members only area) for - accuracy, clarity, ease of use</li> <li>• Consider recommendations for improvements</li> </ul>
Action on Goals	<ul style="list-style-type: none"> <li>• The Communications Committee have worked to promote and enhance visibility of NYSW, Inc. statewide.</li> <li>• Reviewed Website in concert with President Ostiguy to develop ease in accessing pertinent information.</li> <li>• Reviewed all articles submitted to ensure accuracy.</li> <li>• NIKE and Communicator publications sent in a timely fashion.</li> </ul>

## Finance Report

Report Date	May, 2015
Type of Report	Conference Report
Report Author	Diane Dinsmore
Name	Finance
Goals	<ul style="list-style-type: none"> <li>• Maintain watch on Organization finances.</li> <li>• Prepare budget for upcoming year.</li> <li>• Create and publish and RFPs</li> </ul>
Action on Goals	<ul style="list-style-type: none"> <li>• Prepared along with Treasurer budget for 2015-2016 for vote at Conference.</li> <li>• Put out RFP for Webmaster.</li> <li>• Put out RFP for NIKE</li> </ul>

## Membership Report

Report Date	May, 2015
Type of Report	Conference Report
Report Author	Helen Rico, Membership Chair
Name	Sue Mager, Vice Chair Linda Przepasniak, 2nd Vice President Shirley Felder Mary Ellen Morgan Joyce DeLong Robin Bridson Renee Cerullo, President Elect
Goals	<ul style="list-style-type: none"> <li>• To increase membership to 550 by June 2015.</li> <li>• To reach out to lapsed members and actively recruit new members</li> </ul>
Action on Goals	<ul style="list-style-type: none"> <li>• Met with the committee via telcons</li> <li>• Wrote articles for the Communicator and NIKE</li> <li>• Sent postcards, emailed and called to lapsed members</li> <li>• Sent postcards to new members</li> <li>• Sent letter thanking members for their years of membership when they have chosen not to renew.</li> <li>• Attended Women's Day at the Fair - worked our Booth and followed up with 32 potential members.</li> <li>• Followed up with Falls Region and Jamestown members several times to no avail</li> <li>• Attended the Southern Finger Lakes membership meeting</li> <li>• Thanks to everyone who has helped out with membership</li> </ul>

## Membership Yearly Report

Membership Monthly Report	As of Date: 5/26/2015					
Chapter Name	Region	New Members	Renewing Members	Totals as of 5/26/14	Totals as of 5/26/2015	% Growth
Adirondack Chapter	4	0	7	7	7	0.00%
Bay Ridge Brooklyn Chapter	2	0	13	18	13	-27.78%
Buffalo Niagara Chapter	8	27	36	49	62	26.53%
Capital Region Womens Network	3	1	20	23	21	-8.70%
Chadwick Bay	8	1	7	12	8	-33.33%
Clarence Chapter	8	4	18	19	22	15.79%
CNY Professional & Working Women	5	1	14	17	15	-11.76%
Emember, NY	13	0	0	0	0	0.00%
Grand Island Professional Womens Chapter	8	7	11	14	18	28.57%
Greater Binghamton Chapter	6	4	8	21	12	-42.86%
Jamestown Chapter	8	0	1	6	1	-83.33%
Lake to Lake Women	7	6	10	11	16	45.45%
Lakeshore Chapter	8	0	11	12	11	-8.33%
Member at Large	13	4	15	25	19	-24.00%
Mohawk Valley Chapter	5	13	21	25	34	36.00%
Niagara Frontier Chapter	8	1	16	18	17	-5.56%
Professional Business Women of Rome	5	7	16	18	23	27.78%
Professional Women of Sullivan County	3	15	24	37	39	5.41%
Professional Women of the Finger Lakes	7	11	15	31	26	-16.13%
Richmond County Chapter	2	2	22	31	24	-22.58%
Southern Finger Lakes Women	7	3	17	20	20	0.00%
Southern Tier Chapter	6	0	0	6	0	-100.00%
St. Lawrence Chapter	5	0	8	10	8	-20.00%
Staten Island Chapter	2	3	33	39	36	-7.69%
Steuben County Women	7	5	8	15	13	-13.33%
Susquehanna Chapter	6	5	8	12	13	8.33%
Tech Valley	4	0	2	4	2	-50.00%
Town & Country	3	0	13	16	13	-18.75%
Tri-County	6	1	9	12	10	-16.67%
Walton Chapter	6	0	14	16	14	-12.50%
Westchester Chapter	3	3	14	14	17	21.43%
Western Suffolk County	1	0	0	9	0	-100.00%
Yates County Women	7	2	6	10	8	-20.00%
<b>TOTALS</b>	-	<b>126</b>	<b>417</b>	<b>577</b>	<b>542</b>	<b>-6.07%</b>

## Region 2 Report

Report Date	May, 2015
Type of Report	Board Report
Report Author	Marilyn Mannino, Region II
Name	Marie Illuzzi
Goals	<ul style="list-style-type: none"> <li>To increase membership and promote better communication within the Region</li> </ul>
Action on Goals	<ul style="list-style-type: none"> <li>Visited Staten Island and Richmond County Chapters. Held Region meeting Wednesday, April 29, 2015 which was very well attended. Re-elected officers.</li> <li>Attended NYS Board meeting in April in Rome, NY. Will be present at Conference in Buffalo, NY</li> </ul>

## Region 5 Report

Report Date	May, 2015
Type of Report	Conference Report
Report Author	Robin Bridson, Region V Director
Name	Helen Rico, Assistant Region V Director Maureen Fogarty, Secretary Denise Walker, Treasurer
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>
Action on Goals	<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>Spring Region 5 meeting was held after the State Board.</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 3 Report

Report Date	May, 2015
Type of Report	Conference Report
Report Author	Jennifer Charron, Region 3 Director
Name	No Assistant Region Director Treasurer Vi McKaig Secretary Arlene Herzog
Goals	<ul style="list-style-type: none"> <li>• Find a replacement Assistant Region Director for new leadership of the Region. Mentor younger members to move up.</li> <li>• Participate in Local Chapter Leadership Meetings. Attend at least one meeting at each Local Chapter.</li> <li>• Host 2 Region Meetings.</li> <li>• Participated in regular monthly Region Director Conference Calls.</li> <li>• Attend all three NYSW state meetings.</li> <li>• Support Local Chapters in every way possible.</li> <li>• Conduct new officer installations.</li> </ul>
Action on Goals	<ul style="list-style-type: none"> <li>• Unsuccessful in finding an Assistant Regional Director. There is no interest from any of the local chapters.</li> <li>• No Region meetings conducted due to lack of quorum.</li> <li>• Attended the following Local Chapter Meetings: <ul style="list-style-type: none"> <li>○ Capital Region Women's Network: <ul style="list-style-type: none"> <li>▪ Attend all monthly board and program meetings</li> <li>▪ Conduct Installation Ceremony 5/20/15</li> </ul> </li> <li>○ Town &amp; Country Women's Network: <ul style="list-style-type: none"> <li>▪ 9/11/14, 2/12/15, 3/12/15</li> <li>▪ Attend funeral of member's husband 2/07/15</li> <li>▪ Conduct Installation Ceremony 6/11/15</li> </ul> </li> <li>○ Westchester Chapter: <ul style="list-style-type: none"> <li>▪ Planning Meeting 7/8/14</li> <li>▪ Attend funeral of member Ceil Ziegler 11/14/14</li> <li>▪ Conduct Installation Ceremony 5/19/15</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Professional Women of Sullivan County <ul style="list-style-type: none"> <li>▪ unable to attend due to conflicts with my Guilderland School Board meetings (elected office) and CRWN meeting duties.</li> </ul> </li> <li>○ Invited to Yates County Women Chapter to conduct marketing program 11/11/14</li> <li>• Attended NYSW Fall Board, Winter Board and Annual Conference</li> </ul>
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## Region 6 Report

Report Date	May, 2015
Type of Report	Conference Report
Report Author	Linda Winston, RD Region VI
Name	Faith Sigler, ARD Allyson Freyre, Secretary Candice Russell, Treasurer
Goals	<ul style="list-style-type: none"> <li>• To stabilize region leadership</li> <li>• Present educational programming at region meetings</li> </ul>
Action on Goals	<ul style="list-style-type: none"> <li>• Held three meetings</li> <li>• At each region meeting presented educational sessions</li> <li>• Continue to work on developing leadership at region level</li> </ul>

## Youth Leadership Report

Report Date	May, 2015
Type of Report	Conference Report
Report Author	Helen Rico, Youth Leadership Chair
Name	Helen Rico, Youth Leadership Chair
Goals	<ul style="list-style-type: none"> <li>To sponsor a Youth Leadership Conference at the April Board meeting</li> </ul>
Action on Goals	<ul style="list-style-type: none"> <li>The lesson we were teaching the students while they attended The Reality Store was whatever career they select will greatly influence their future life style. The young women from Proctor High School were sophomores, juniors and seniors and included: Moe Moe Aye, Natasha Maldonado, Ena Tricic, Ajla Isanovic, Majda Begic, Jesrubie Rodriguez, Muslimo Ali, Elvira Seferagic, Ciana Redmond, and Carmenin Rivera.</li> <li>Many thanks to the NYS Women members and volunteers to include: Bernie Sunderlin, Beth Ann Jones, Amy Kellogg, Sara Ayala, Jim Ayala, Audrey MacDougall, Patti Pollock, Heather Sullivan, Gale Cohen, Linda Przepasniak, Sue Mager, Sue Fayle, and Hillary Egburtson.</li> </ul>

## Bylaws Report

Report Date	May, 2015
Type of Report	Conference Report
Report Author	Neale Steiniger, Bylaws Chair
Name	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>
Action on Goals	<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 and membership</li> <li>• Reviewed Model Chapter Bylaws and contacted Local Chapter Presidents and Bylaw Chairs to assist in updating their chapter bylaws.</li> <li>• Many Local Chapters updated and submitted for state approval their chapter bylaws. With huge thanks, their status was published in Communicator articles</li> <li>• With State President, Colleen Ostiguy, began process of submitting information to the Attorney to incorporate the Local chapters.</li> </ul>

## Women's Day at the Fair Report

Report Date	May, 2015
Type of Report	Conference Report
Report Author	Pat Fergerson
Name	Pat Fergerson 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.</li> </ul>
Action on Goals	<ul style="list-style-type: none"> <li>• Obtain space at the 'mini fair' pavilion for NYS Women, Inc. to have a booth for Women's Day and membership promotion. 'Pay Day' mini candy bars obtained for promotion.</li> <li>• Work with the executive committee and membership committee to do promotional advertising with the NYS Fair.</li> <li>• Determine materials for distribution to women at Women's Day (NYS Fair) and other events throughout NYS are available.</li> <li>• Provide any assistance to Women's Day Manager in obtaining Women's Day program. Luncheon speaker is US Senator Kirsten Gillibrand. Morning program will be presented by Mrs. NYS, Jessica Lahr.</li> <li>• Keep NYS Women Inc. members informed of committee action.</li> <li>• Provide invitations to one and all for Women's Day at the NYS Fair via meetings, Nike and the Communicator.</li> </ul>



### **GRACE LEGENDRE ENDOWMENT FUND, INC ANNUAL CONFERENCE REPORT 2015**

We have had a wonderful year with many successes. Most importantly, thank you for the contributions you all make to the Grace LeGendre Endowment Fund so that we can continue to help NY women with their education goals. Also, thank you to NYSW President Colleen Ostiguy for appointing three NYSW members, Sue Fayle, Sue Mager and Mary Stelley, to our Board of Directors. Their contribution to our Board was very important as they provide a valuable link between our organizations.

We have made some exciting changes in the fellowships that we give to help NYS women complete their post graduate degree work. This year we awarded 2 fellowships for \$3000.00 each to Raquel Soto Lara and Maura Tyrrell. These winners were announced at our GLEF Annual Meeting, and also at the NYSW Annual Conference, on the GLEF website, and in NIKE. The awards were given at a luncheon of the GLEF Board where we heard from each of the winners. They gave us some insight into their studies and their future goals. This luncheon is open to anyone who would like to attend and we would be very pleased to see some NYSW at the next luncheon in May 2016.

Our Board of Directors continues collect quarters in medicine bottles for the Rx Education program at all NYSW functions. We have raised enough funds so that we can now give a Special Grant Award of \$500.00 annually. We are sorry to report that we did not have any applications for the Special Grant this year. Please consider program, education or research ideas that GLEF can support for next year.

Another change that we made this year was to schedule our three meetings differently. It was decided to avoid the winter months for travel. Therefore our meetings are now in July, October and May. This worked out beautifully as we didn't have to travel during this rough winter we had in NYS.

Please check out our website. It has all the important information about Grace LeGendre Endowment Fund, Inc. including the Board of Directors, applications for the fellowship and Special Grant, and bios of our 2015 winners.

Thank you again for all the support you give to the Grace LeGendre Endowment Fund and most importantly women across all of NYS.

Elsie Dedrick,  
President GLEF Board of Directors



# NY GRACE LEGENDRE ENDOWMENT FUND, INC.

Donations Received

May 1, 2014 – Apr 30, 2015 (Page 1 of 2)

## Individual & Group Gifts

Eugenia Barnaba	
IHO Barbara Ziegler	50.00
IMO Cecelia Ziegler	100.00
Katherine Boland	
IHO Cecelia Ziegler (Birthday)	15.00
IHO Elizabeth Drislane (Birthday)	15.00
IMO Cecelia Ziegler	20.00
Ed & Maria Barnas – Benefactor	200.00
Nancy Church – Benefactor	350.00
Margherita Clemento	
IMO Thalia Pizzarello	20.00
Gale Cohen	10.00
Elsie Dedrick	
IHO Mary Stelley – Travel Companion	
IMO Cecelia Ziegler	50.00
Betty Drislane – Benefactor	
IHO 2014-15 GLEF Officers & BoD	100.00
IHO Vi McKaig	20.00
IHO Elsie Dedrick	20.00
IHO Kay Boland	20.00
IHO Linda Provo	20.00
IHO Barbara Ziegler	20.00
IHO Kay Boland (Birthday)	50.00
IMO Cecelia Ziegler	25.00
IHO Barbara Ziegler (Birthday)	25.00
Patricia Fanning	40.00
Susan Fayle	
IHO Sue Mager	20.00
Theresa Fazzolari – Benefactor	
IMO Veronica Kishel	300.00
Ramona L. Gallagher - Benefactor	
IHO Amy Kellogg presidency & 2014-2014 Officers/BoD	250.00
IMO Lucy Mysiak	250.00
IHO Elsie Dedrick	250.00
Carol Greenough	
IMO Cecelia Ziegler	50.00
Frida Hoooyberg	10.00
Marie Illuzzi	10.00
JoAnne Krolak	
IMO Betty Jane Loomis & Mary K.Fitzgerald who sponsored my membership in 1976	50.00
IHO Dixie Aniolek	50.00
Susan Mager	50.00
Marilyn Mannino	
IHO Theresa Fazzolari	20.00
IMO Michael Clemento	25.00
Vi McKaig	
IHO Barbara Ziegler	25.00
IMO Cecelia Ziegler	25.00
Mary Ellen Morgan – Benefactor	
IMO Rosemary McGuire	50.00
JoAnn Krolak	
IHO Mildred Denson and Rosanna Smith	50.00
Joann Olbrich	
IMO Jan Jones	20.00

Linda Przepasniak	
IHO Sue Mager	10.00
Faith Sigler	
IMO Mary Hastings	15.00
Kathleen Stagg	
IMO Cecelia Ziegler	25.00
Neale Steiniger – Benefactor	
IMO Cecelia Ziegler	25.00
IHO NYSW EC	100.00
Mary Stelley	
IMO Michael Clemento	25.00
IMO Harriet Krolak	25.00
Linda Winston	
IHO Gale Cohen, Christine DeLisa, Neale Steiniger	100.00
Barbara Ziegler – Benefactor	
IMO Virginia Canning	85.00
IMO Helen Long's Brother	25.00
IHO Kay Boland (Birthday)	25.00
IHO Betty Drislane (Birthday)	25.00
IMO Ed Young	25.00
IMO Jim O'Connor	25.00
IMO Betty Lamonic	25.00

## Regions

Region 3	50.00
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## Local Chapters

BayRidge Brooklyn	
IMO Annette Forti	25.00
Greater Binghamton	100.00
Lake to Lake	50.00
LakeShore	25.00
Mohawk Valley	100.00
Southern Finger Lakes Women	5.00
Webster BPW / Lois Bircher	
IMO Minett Mengel Scholarship Fund	3500.00
Westchester County	
IMO Cecelia Ziegler	125.00

**A. Total Individual & Group Gifts \$ 7215.00**

**B. Bequests - Corporate Donors \$ 150.00**  
Pfizer Corp. – Betty Drislane

**Total Donations Received \$ 7,365.00**

## **SUMMARY**

**Total Funds Paid –  
April 30, 2014 \$ 375,051.12**

Individual & Group Gifts	\$ 7215.00
Bequests & Corporate Gifts	\$ 150.00
Total Funds Paid –	\$ 382,416.12
Benefactor Pledges Unpaid	\$ 5449.00

**Total Funds Raised \$ 387,865.12**

**FOUNDERS**

Albany BPW	1
Beverly Baker	1
* Eugenia M. Barnaba	2
Bay Ridge BPW	1
Elizabeth A. Benham	1
Diane Bergmanson	1
Lois Bircher	1
Elizabeth Ann Brown	1
Rita M. Burrell	1
IHO BPW/NYS	1
Mary E. Chisholm	1
Mildred E. Clark	1
* Marie E. Creel	1
Alyce Daly	1
Elsie Dedrick	1
District III	1
District IX	1
Dewella J. Dobson	1
Elizabeth A. Drislane	1
Miriam T. Elkins	1
Franklin of Malone BPW	1
GLEF Board of Directors	1
Gotham BPW	1
Dr. Meryl R. Grayer	3
* Carol B. Greenough	1
Toni Grossi	1
Joyce R. Hart	1
* Mary C. Hastings	2
Virginia M. Heines	1
Ithaca BPW	1
Janet M. Jones	1
Jane M. Klausman	1
Barbara Leonard	1
Betty P. Lomonaco	1
Viola McKaig	1
Northern Dutchess BPW	1
Betty O'Connor	1
Mildred E. Olsen	1
Catherine H. Raycroft	1
Rochester BPW	1
Dolores S. Schultz	1
Louise A. Sienko	1
Patricia Stella	1
Ruth Foster Sturm	2
* Helen Swank	2
White Plains BPW	1
Gladys S. Wiedrich	1
Barbara Lynn Ziegler	1
Total FG Pledges	54
Total FG Donors	48

\* Five Founding Mothers: Barnaba, Creel,  
Greenough, Hastings, Swank Completed – 34

**BENEFACTORS**

Completed - 47

June Aulik	1
Margaret Barry	2
Katherine E. Boland	1
Eugenia Barnaba	1
Alyce Daly	1
District IX	4
Elizabeth Drislane	4
Susan M. Fayle	1
Theresa Fazzolari	1
First Union Bank	1
Carolyn Frazier	1
Ramona L. Gallagher	1
Carol B. Greenough	1
Harriet L. Hurlburt	1
Janet M. Jones	6
Viola McKaig	1
Nassau County	2
NBT Bank, NA	1
Rochester Chapter	3
St. Lawrence County BPW	1
Mary A. Stelley	2
Neale Steiniger	1
Clare Sullivan	1
Helen Swank	2
Wachovia Bank	1
Yonkers BPW	1
Barbara Lynn Ziegler	4

**In Progress –12**

Ed & Maria Barnas	200
Nancy J. Church	325
Elsie Dedrick	130
Theresa Fazzolari – 2 <sup>nd</sup>	300
Betsy Forkas	494
Carolyn Frazier – 2 <sup>nd</sup>	475
Helen Long	480
Mary Ellen Morgan	700
Linda K. Provo	520
Neale Steiniger – 2 <sup>nd</sup>	875
Linda Winston	100
Barbara Ziegler – 4 <sup>th</sup>	850
	\$5449

**TOTAL PLEDGES 1986 – 2015**

Founders Group	54
Benefactors	59
	113

**113 pledges @ \$1,000 = \$113,000.**

## Workshops

### All Stressed Out and Ready to Blow: Presenter Nancy Weil

Saturday, May 30<sup>th</sup>: 9:00 – 10:00 AM



Are you stressed out? Stretched thin? Sick and tired of being sick and tired?

#### **It doesn't have to be that way!**

Imagine a meaningful and lasting solution to stress. Nancy Weil teaches people how to counteract the negative effects of stress before they set in. With simple, effective tools you can stress less, laugh more and feel better now. So grab a drinking straw, blow some bubbles and get ready to leave stress behind and look forward to creating positive connections through laughter.

Speaker, Nancy Weil is known for her energetic, entertaining and content-rich programs. Through her company, The Laugh Academy, she has helped thousands of people across the country get in touch with their inner happy. She is the author of **If Stress Doesn't Kill You, Your Family Might.**

### Accelerate Your Networking: Presenter Althea Luehrsen

Saturday, May 30<sup>th</sup>: 3:45 – 5:00 PM



Althea Luehrsen, executive director of Leadership Buffalo, will share dynamic networking tips and techniques and discuss the importance of connections in today's business world. After Althea's presentation, there will be time for attendees to implement these networking techniques as they meet with each other.

Prior to her appointment to Leadership Buffalo, Althea was with the University at Buffalo where she held positions as executive director of UB's Center for Entrepreneurial Leadership and assistant vice president for Corporate and Foundation Relations. She holds an extensive background in business and leadership that include management positions within the University at Buffalo, Abbott Laboratories, and Marriott Corporation. In addition to spending the last several years in higher education, her expertise encompasses sales, marketing, strategic planning and entrepreneurship with the latter being gained through directing the center and as a business owner.

## APPENDIX: Voting Items

### Legislative Platform & Advocacy Statement

#### **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.

#### **Legislative Platform**

##### **Preamble**

- The New York State Women, Inc. pledge their support of specific legislation and policy that addresses civil rights, health and economic opportunity for all women.
- Establish a pro-active position by identifying and supporting issues selected by members of New York State Women, Inc. Notify candidates of these issues that we feel will advance our New York State Legislative Platform.

##### **Civil Rights**

- Work to enforce and ratify the Equal Rights Amendment at the State and Federal Level.
- Support domestic violence education and training programs that develop protocols for the protection of victims and their families and support strong penalties for abusers.

##### **Health**

- Actively support reproductive choice and full access to health care services; ensure funding for research and developments of programs which benefit the welfare of women of all ages.

##### **Economic Equity**

- Work for and support legislation that promotes economic equity and financial security, including pension reform, retirement benefits, pay equity and credit accessibility.

## Proposed 2015 – 2016 Budget

NEW YORK STATE WOMEN, INC.

	<b>2014/2015 Proposed Budget</b>	<b><u>Explanations</u></b>	<b>2015/2016 Proposed Budget</b>
<b><u>Income</u></b>			
<b>40000 Dues</b>	\$19,250.00	550 @ \$35 (MOL/MAL)	\$19,250.00
<b>40100 Fall Board</b>			\$0.00
<b>40200 Winter Board</b>			\$0.00
<b>40300 State Conference</b>	\$2,000.00		\$2,000.00
<b>40400 Youth Leadership</b>			\$0.00
<b>40500 Sponsorships</b>			\$2,000.00
<b>41000 NIKE Income</b>	\$2,000.00		\$3,000.00
<b>44000 Interest Income</b>	\$200.00		\$200.00
<b>45000 Miscellaneous Income</b>			\$0.00
<b>Total Anticipated Income</b>	<b>\$23,450.00</b>		<b>\$26,450.00</b>
<b><u>Administrative Expenses</u></b>			
<b>50070 Misc. Committee</b>	\$500.00	WHM, CR, NC, PPD, WJF, WBM	\$500.00
<b>50100 Auditor</b>	\$2,000.00	Review	\$1,000.00
<b>50200 Legal</b>	\$3,000.00	Chapter incorporations	\$5,000.00
<b>50300 Insurance</b>	\$1,000.00	Treasurer Bond, Liability Ins	\$1,000.00
<b>50500 Communications</b>	\$300.00	Postage/Constant Contact/Database	\$700.00
<b>50900 PayPal/Other</b>	<u>\$100.00</u>		<u>\$200.00</u>
<b>Total Administrative Expenses</b>	<b>\$6,900.00</b>		<b>\$8,400.00</b>
<b><u>Leadership Expenses</u></b>			
<b>60100 Region Directors (6)</b>	\$2,200.00	ARD if RD not present \$75, \$75, \$125	\$1,650.00
<b>60300 State Reps - Field Service</b>	\$500.00	8 Region Mtgs \$62.50 per board mtg	\$500.00
<b>60500 Immediate Past President</b>	\$275.00	Mtg stipend: \$75, \$75, \$125	\$275.00
<b>60700 State Event - PPD/NC/CR</b>	\$1,500.00	State conference awards	\$1,500.00
<b>60900 President</b>	\$600.00	Expenses	\$1,200.00

	<b>2014/2015 Proposed Budget</b>	<b><u>Explanations</u></b>	<b>2015/2016 Proposed Budget</b>
<b>61100 NIKE Editor</b>	\$200.00	Mtg stipend: \$50, \$50, \$100	\$200.00
<b>61200 Other Officers EC (5)</b>	\$3,000.00	Mtg stipend: \$200, \$100, \$300 - EC	\$3,000.00
<b>61300 Parliamentarian</b>	\$600.00	Mtg stipend: \$200, \$100, \$300	\$600.00
<b>61600 Standing Chairs (6)</b>	\$1,650.00	Mtg stipend: \$75, \$75, \$125	\$1,650.00
<b>61700 Treasurer</b>	<u>\$300.00</u>	Supplies/postage	<u>\$300.00</u>
<b>Total Leadership Expenses</b>	<b>\$10,825.00</b>		<b>\$10,875.00</b>
<b><u>Membership Expenses</u></b>			
<b>70200 Promotion/Marketing</b>	\$1,000.00	Promotion \$1,000/Marketing \$2,000	\$3,000.00
<b>70400 Web Site</b>	\$4,100.00	Hosting/Web page updates	\$4,000.00
<b>70500 Database</b>		Maintenance	\$1,000.00
	<u>\$9,000.00</u>	Online/hard copy/postage; net \$5,000	<u>\$8,000.00</u>
<b>80600 NIKE</b>	<b>\$14,100.00</b>		<b>\$16,000.00</b>
<b>Total Membership Expenses</b>			
<b>Total Anticipated Expenses</b>	<b>\$31,825.00</b>		<b>\$35,275.00</b>
	<b>\$8,375.00</b>	Appropriated Fund Balance	<b>\$8,825.00</b>
<b>Total Anticipated Income</b>	<b><u>\$23,450.00</u></b>		<b><u>\$26,450.00</u></b>

New York State Women, Inc. BYLAWS

**CURRENT**

**ARTICLE V: MEMBERSHIP/DUES**

SECTION 1 Membership shall be held by individuals who support the mission and objectives of NYSW, Inc. and make payment of appropriate dues. (see appendix for current amount)

Membership categories shall be:

- (a) Member: Membership shall be open to all individuals who are a member of a local chapter.
- (b) Student: Individuals enrolled in college or university, or any accredited educational institutions who are also a member of a local chapter.
- (c) Member-at-large: Individuals who support the mission and objectives of NYSW, Inc. who are not affiliated with a local chapter.

**PROPOSED**

**ARTICLE V: MEMBERSHIP/DUES**

SECTION 1 Membership shall be held by individuals who support the mission and objectives of NYSW, Inc. and make payment of appropriate dues. (see appendix for current amount)

Membership categories shall be:

- (a) Member: Membership shall be open to all individuals who are a member of a local chapter.
- (b) Student: Individuals enrolled in college or university, or any accredited educational institutions who are also a member of a local chapter.
- (c) Member-at-large: Individuals who support the mission and objectives of NYSW, Inc. who are not affiliated with a local chapter and
  - 1) are a member of the State organization, or
  - 2) are a member of the State organization and a Region.

**Rationale:**

To amend the bylaws to reflect information that is available in the member profile

New York State Women, Inc. BYLAWS

**CURRENT**  
**ARTICLE VI: LOCAL CHAPTER REQUIREMENTS:**

SECTION 1: A local chapter is eligible for admission to NYSW, Inc. if:

- a) It has a minimum of five (5) members and/or student members.
- b) It submits local chapter bylaws not in conflict with state bylaws and policies.

SECTION 2: To remain in good standing, a local chapter must maintain a membership of at least five (5) members and/or student members.

SECTION 3: A local chapter whose membership falls below five (5) members and/or student members shall be dropped at the end of the second fiscal year.

SECTION 4: A local chapter applying for membership in NYSW, Inc. shall forward to the state membership chair all documents and dues required by the state and local chapter.

SECTION 5: The bylaws shall be approved by a person designated by the state president whose responsibility it is to insure that there are no provisions in conflict with the State Articles of Incorporation and Bylaws.

SECTION 6: When a local chapter has met all state requirements, a charter signed by the state president is transmitted to the state membership chair for countersignature and presentation to the local chapter.

SECTION 7: Proposed amendments to the bylaws of any local chapter, with the exception of mandatory changes (see Article XVIII, Section 8), shall be sent to the state bylaws chair for review and approval. Any conflict shall be resolved in accordance with state policy and procedures.

**PROPOSED**  
**ARTICLE VI: LOCAL CHAPTER REQUIREMENTS:**

SECTION 1: A local chapter is eligible for admission to NYSW, Inc. if:

- a) It has a minimum of five (5) members and/or student members, and
- b) It submits local chapter bylaws not in conflict with state bylaws and policies, and
- c) It is, or is in the process of becoming, incorporated in the State of New York as a non-profit corporation.

SECTION 2: To remain in good standing,

- a) A local chapter must maintain a membership of at least five (5) members and/or student members.
- b) All members of the local chapter must also be members at the State and Region levels.

SECTION 3: Unchanged

SECTION 4: Unchanged.

SECTION 5: Unchanged

SECTION 6: Unchanged

SECTION 7: Unchanged

**Rationale:**

To document the requirement that, 1) since NYS Women, Inc, is incorporated, all Local Chapters (LC's) shall also be incorporated. This will allow LC's to take advantage of the benefits of incorporation: limits on situations in which LC officers can be held liable and the greater likelihood of funders to donate money to a formal-structured organization.

2) Membership in a Local Chapter, requires membership at the Region and State levels



# NYS Women, Inc. BYLAWS

## **CURRENT**

### **ARTICLE IX: OFFICERS**

SECTION 1: The officers of New York State Women, Incorporated, shall be a president, a president-elect, a first vice president, a second vice president, a recording secretary and a treasurer.

SECTION 2: A term of office shall be one year.

SECTION 3: Officers shall take office at the close of the annual conference and shall serve until the close of the following annual conference and (or) until their successors are duly elected.

SECTION 4: Vacancies in office shall be filled as follows:

- a) In the event of death, resignation or incapacity of the president, the president-elect shall become the president for the unexpired portion of the term. The president is then eligible to serve her own term the following year and shall notify the nominating committee by the appropriate deadline, her intention to serve or not serve her own term as president. Should she choose not to serve her own term, the nominating committee shall seek qualified candidates to run for president.
- b) A vacancy in the office of the president-elect shall remain unfilled until an election is held at the next annual conference.
- c) Vacancies in offices other than president and president-elect shall be filled for the unexpired term by the president with approval of the executive committee.

## **PROPOSED**

### **ARTICLE IX: OFFICERS**

SECTION 1: The officers of New York State Women, Incorporated, shall be a president, a president-elect, a vice president, a recording secretary and a treasurer.

SECTION 2: unchanged.

SECTION 3: unchanged

SECTION 4: unchanged

## **ARTICLE XI: ELECTIONS**

SECTION 1: The election shall be under the supervision of an elections committee consisting of five (5) or more members appointed by the president who will appoint one as the elections committee chair.

SECTION 2: The credentials chair shall be appointed by the president and with the data base manager verify the voting eligibility of members attending the board meetings and the annual conference.

SECTION 3: The chair of the credentials committee shall furnish to the elections committee chair, not less than two (2) hours before the opening of the polls, verification of the accredited voters.

SECTION 4: A president-elect, a first vice president, a second vice president, a recording secretary and a treasurer shall be elected by ballot at each annual conference. If a president-elect serves the unexpired term of a president, and chooses not to serve her own term, the slate of officers shall include candidates for the office of president.

SECTION 5: A plurality of all votes cast for a given office shall constitute an election.

SECTION 6 : Polls shall be open during the time determined by the executive committee.

## **ARTICLE XII: ELIGIBILITY**

SECTION 1: To be eligible for office, a candidate for the office of president, president-elect, first vice president, second vice president, recording secretary, treasurer, region director, assistant region director or to serve as a standing committee chair, must:

(a) Be a member in good standing.  
Officially and publicly support the state legislative and advocacy platforms

## **ARTICLE XI: ELECTIONS**

SECTION 1: unchanged.

SECTION 2: unchanged

SECTION 3: unchanged

SECTION 4: A president-elect, a vice president, a recording secretary and a treasurer shall be elected by ballot at each annual conference. If a president-elect serves the unexpired term of a president, and chooses not to serve her own term, the slate of officers shall include candidates for the office of president.

SECTION 5: unchanged.

SECTION 6 : unchanged

## **ARTICLE XII: ELIGIBILITY**

SECTION 1: To be eligible for office, a candidate for the office of president, president-elect, vice president, recording secretary, treasurer, region director, assistant region director or to serve as a standing committee chair, must:

(a) Be a member in good standing.  
(b) Officially and publicly support the state legislative and advocacy platforms.

SECTION 2: An interval of one year shall elapse before a member is again eligible for re-election to the office of president, president-elect, first vice president or second vice president.

SECTION 3: Term of office:

- a) The president, president-elect, first vice president, second vice president, shall be eligible to serve for not more than one consecutive term in the same office, unless the president-elect is serving an unexpired term as president and is then eligible to serve her own year as president.
- b) The recording secretary and treasurer shall be eligible to and may serve more than one consecutive term in the same office.
- c) The region director and assistant region director may serve two consecutive terms in the same office.
- d) Standing committee chairs shall be appointed for a term of one (1) year and may be reappointed. No person may serve more than three (3) consecutive years on the same committee.

### **ARTICLE XIII: DUTIES OF OFFICERS**

SECTION 1: The president shall be the principal officer of the state organization and shall preside at the annual conference, at meetings of the Board of Directors and the executive committee, and shall be an ex-officio member of all committees except the nominating committee.

The president shall:

- a) Appoint a parliamentarian, the chair and vice chair of standing committees, historian, NIKE editor and its staff, and the chair of special committees (except the nominating committee chair) subject to the approval of the executive committee;

SECTION 2: An interval of one year shall elapse before a member is again eligible for re-election 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 for not more than one consecutive term in the same office, unless the president-elect is serving an unexpired term as president and is then eligible to serve her own year as president.
- b) Unchanged
- c) Unchanged
- d) Unchanged

### **ARTICLE XIII: DUTIES OF OFFICERS**

SECTION 1: unchanged

SECTION 2: The president-elect shall act as the representative of the president as requested:

- a) Perform the duties of the president in the temporary absence or illness of the president and:
- b) Become president for the unexpired term in case of death, resignation or incapacity of the president.

SECTION 3: The first vice president shall serve as liaison for the chairs and committees as requested by the president and serve in such other capacities as assigned by the president and:

- (a) Perform the duties of the president in the absence of the president and president-elect.

SECTION 4: The second vice president shall serve as liaison for the chairs and committees and committees and serve in such capacities as requested by the president and:

- (a) Perform duties of the president in the absence of the president, president-elect and the first vice president

SECTION 5: The recording secretary shall take record and transcribe accurate minutes of all meetings.

SECTION 6: The treasurer shall be responsible for all monies of New York State Women, Incorporated. The treasurer shall be bonded before handling NYSW, Inc., funds. Such bond shall be paid for by the state organization and will be sufficient to cover the maximum amount of money which will possibly be under the treasurer's supervision. The monetary transactions during the treasurer's term of office shall be audited and reviewed by a certified public accountant for presentation at the annual conference.

SECTION 2: Unchanged

SECTION 3: The vice president shall serve as liaison for the chairs and committees as requested by the president and serve in such other capacities as assigned by the president and perform the duties of the president in the absence of the president and president-elect.

SECTION 4: Delete and renumber subsequent sections

SECTION 4: Renumber and no other changes

SECTION 5: Renumber and no other changes

**Rationale:**

With the prior approval of the change in duties of the 1<sup>st</sup> and 2<sup>nd</sup> vice president, eliminating their role as Membership and Program (PPD) chairs and the appointment of active Membership and Program chairs, the role of the 1<sup>st</sup> and 2<sup>nd</sup> Vice President may be combined.

## MOI 3.07a State Meetings Board/Conference

# 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~~ 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.

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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)

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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

## **Rationale/recap of changes:**

Pg 1 – delete 'June' and replace with 'Annual Conference'

Pg 3 – Move approval of Registration fees from MOI to Finance Chair

Pg 6 – housekeeping item (changed in prior section (Reg fees) delete this reference to reg & meeting Chairs

Pg 8 – Delete note re: Saturday luncheon; not necessary in MOI – theme of CDO or GLEF can be organized without reference in MOI

# 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 NYSWwebsite 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)
- 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
3. A copy of the book should be available for presentation to the President at the business session.

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## 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.
  - Approved Budget Expenses are:
    - (1) Registration Fees
      - **The Finance Chair will recommend and present to the board of directors, registration fees for the Board Meeting(s) and Annual Conference. The Board of Directors shall vote to approve the Board Meeting (s) and Annual Conference 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 Personal and Professional Development Program, judges and those only attending meals

Note: the cost of the judges meals are included in the state budget

### DELETE:

- ~~○ The approved Registration fees are:~~
  - ~~▪ Board Meetings:~~
    - ~~Regular Registration \$25 (due date set by Meeting Chair—recommendation: same date as deadline for Hotel Reservations)~~
    - ~~Late Registration \$35~~
    - ~~On-Site Registration \$50~~
  - ~~▪ Conference:~~
    - ~~Regular Registration \$40 (due date set by Meeting Chair—recommendation: same date as deadline for Hotel Reservations)~~
    - ~~Late Registration \$55~~
    - ~~On-Site Registration \$75~~
- (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:

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State President and President – Elect (double-occ, shared)

~~Meeting Chair and Vice Chair (double-occ, shared)~~

~~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

## Manual of Instruction

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

### 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.

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- 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

~~**DELETE 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

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- 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

- 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

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- 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

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## 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*                 | 12. Past State Presidents   |
| 2. Immediate Past State President* | 13. Members   |
| 3. Parliamentarian                 | 14. Youth Leadership (included if YL Conference is held)            |
| 4. Region Directors*               | 15. Personal/Professional Development Participant (Conference only) |
| 5. Assistant Region Directors●     | 16. New Careerist Participant (Conference only)                     |
| 6. Standing Committee Chairs*      | 17. Career Recognition Participant (Conference only)                |
| 7. Standing Committee Vice Chairs● | 18. Guests  |
| 8. Sub Committee Chairs●           |   |
| 9. Sub Committee Vice Chairs       |   |
| 10. Special Committee Chairs       |   |
| 11. Special Committee Vice Chairs  |   |

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\* 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.).

## **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

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- 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

### **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.