



5th Annual Conference Program Book

May 30 – June 1, 2014 • Albany, NY

www.nyswomeninc.org

NEW YORK STATE
women, INC.



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

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Schedule



5TH ANNUAL CONFERENCE SCHEDULE

VENDOR HOURS (Chamber's Gallery):

Friday, May 30, 2014 – 4:00 p.m. to 9:00 p.m.

Saturday, May 31, 2014 – 8:00 a.m. to 4:00 p.m.

Sunday, June 1, 2014 – 8:00 a.m. to 12:00 p.m.

Friday, May 30, 2014

3:30 p.m. - 6:00 p.m.	Registration (Chamber's Gallery)
1:00 p.m. – 3:00 p.m.	Pre-Conference Executive Committee Meeting (President's Suite)
4:00 p.m. – 5:00 p.m.	Pre-Conference Board of Director's Meeting (Chamber's Gallery)
5:00 p.m. – 6:30 p.m.	Dinner on your own
6:30 p.m. – 7:30 p.m.	Hearing (Budget, Advocacy Statement) (Chamber's Gallery)
7:30 p.m. – 9:00 p.m.	First Business Session (Chamber's Gallery)
	Candidate Forum
9:15 p.m. – 10:00 p.m.	Meet and Greet Wine and Cheese Reception (Chamber's Gallery)

Saturday, May 31, 2014

8:00 a.m. – 9:00 a.m.	Breakfast (Ballroom D)
8:00 a.m. – 10:00 a.m.	Conference Registration (Chamber's Gallery)
9:00 a.m. – 9:45 a.m.	Workshop: Membership (Chamber's Gallery)
9:45 a.m. – 11:00 a.m.	Second Business Session (Chamber's Gallery)
11:00 a.m. – 12:00 p.m.	RD/ARD meeting (Chamber's Gallery)

(This meeting is for **outgoing and incoming RD's & ARD's**)

11:00 a.m. – 11:45 p.m.	Visit the Vendors (all those not attending the RD/ARD Meeting)
12:00 p.m. – 12:30 p.m.	Elections – Polls open at noon
12:45 p.m. – 2:15 p.m.	NYS Women, Inc. Awards Luncheon (Ballroom D)
2:15 p.m. – 2:45 p.m.	Third Business Session (Chamber's Gallery)
2:45 p.m. – 3:30 p.m.	Workshop: Alternatives to Raffles (Chamber's Gallery)
3:45 p.m. – 4:30 p.m.	Workshop: Hi My Name Is: Learning About Each Other (Chamber's Gallery)
4:30 p.m. – 6:00 p.m.	Break
6:00 p.m. – 7:00 p.m.	Cocktail Reception (Ballroom C)
7:00 p.m. – 9:30 p.m.	Installation Banquet (Ballroom C)
9:30 p.m. – 10:30 p.m.	2014-15 President and New Officer Reception (Ballroom C)

Sunday, June 1, 2014

7:30 a.m. – 9:00 a.m.	Breakfast (Ballroom C)
8:30 a.m. – 9:15 a.m.	CDO Workshop (Chamber's Gallery)
9:30 a.m. – 10:15 a.m.	Grace LeGendre Endowment Fund Workshop (Chamber's Gallery)
10:30 a.m. – 12:00 p.m.	Fourth Business Session (Chamber's Gallery)

Memorial Service

Post Conference Board Meeting – (Chamber's Gallery)

2014 – 2015 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 (TENTATIVE)
*Badges must be in evidence for all members at all scheduled
Business Sessions, events and during voting.*

Agenda

Friday, May 30, 2014

First Business Session – 7:30 p.m. – 9:00 p.m.

Call to Order	Amy Kellogg, President
Pledge of Allegiance	Sue Mager, IPSP
Memorial Moment of Silence	Colleen Ostiguy, President Elect
Registration Report	Debra Carlin, Registration Chair
Declaration of Quorum	Amy Kellogg, President
Adoption of Conference Rules	Amy Kellogg, President Susan Fayle, Parliamentarian
Adoption of the Agenda	Amy Kellogg, President
Welcome and Introductions	Amy Kellogg, President
Actions of the Executive Committee	Debra Carlin, Secretary
Ratification of Regional Elections	Amy Kellogg, President
Candidates Presentations	Linda Provo, Nominations Chair
Treasurer's Report	Mary Stelley, Treasurer
Addendum to Reports of Officers	
2nd Vice President	Theresa Fazzolari
1st Vice President	Renee Cerullo
President Elect	Colleen Ostiguy
President	Amy Kellogg
Credentials and Voting Procedures	Helen Rico, Elections Chair
Announcements/Recess	

Saturday, May 31, 2014

Second Business Session – 10:00 a.m. – 11:00 a.m.

Personal and Professional Development Competitions	Gale Cohen, PPD Chair
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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 2014 – 2015 Budget

Advocacy Joanne Olbrich, Chair

Proposed 2014 – 2015 Legislative and Advocacy Platform

Other Committee requested to the President

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 31, 2014

Third Business Session – 2:15 p.m. – 2:45 p.m.

Election Results Helen Rico, Elections Chair

Personal and Professional Development Presentation Gale Cohen, PPD Chair

Announcements/Recess

Sunday, June 1, 2014

Fourth Business Session – 10:30 a.m – 12:00 p.m.

Memorial Service Members of Region 6

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 2014 – 2015 Budget

Advocacy Joanne Olbrich, Chair

Proposed 2014 – 2015 Legislative and Advocacy Platform

Other Committee requested to the President

Items Rec'd Prior to 3rd Business Session Debra Carlin, Secretary

New Business Amy Kellogg, President

Roll out 2014 – 2015 Colleen Ostiguy, President Elect

Adjournment Amy Kellogg, President

Announcements/Fundraising

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

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				
TOTAL				



April 5, 2014 Board Meeting

Griffiss Institute, Rome. NY

President Kellogg welcomed everyone to the meeting and thanked Helen Rico for organizing the meeting site and lunch, Robin Bridson for preparing the board book, Debra Carlin for registrations and Mary Stelley for answering questions.

The Time Keeper for the meeting was Patricia Fergerson and the Page was Robin Allen.

Robin Bridson presented the board book to President Kellogg.

Secretary Carlin stated 19 board members were present.

President Kellogg declared a quorum and called the April 2014 Board meeting to order at 1:05pm.

The President reminded the assembly that only board members have a vote at this meeting. Marie Iluzzi, as ARD, moved up to fill in for RD Maria Barnas.

All stood for the Pledge of Allegiance.

President-Elect Ostiguy made **Motion 14-09**, seconded, to approve the agenda with the change to place the Finance Report immediately after the Treasurers Report. 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 14-10**, seconded, to approve the minutes of the Fall Board meeting as presented. The motion carried.

Treasurer Stelley presented the Financial Reports as of February 28, 2014. The report will be filed for audit.

Finance Chair Diane Dinsmore presented the proposed 2014-2015 Budget.

Finance Chair Diane Dinsmore made **Motion 14-11** to move the proposed 2014-2015 Budget to Conference for a vote by the membership. The motion carried.

President Kellogg asked President-Elect Ostiguy to assume the chair for the purpose of giving the Presidents report.

President Kellogg presented the assembly with copies of the 2014 Women of Distinction book.

At Annual conference there will be a celebration of our members awards and President Kellogg requested summaries of Women History Month events held by the Local chapters and Regions.

Awards will be presented at Conference lunch.

President Kellogg resumed the Chair.

Reports of the Board of Directors

IPSP Susan Mager stated that GLG Endowment fellowship Luncheon will be May 3rd at the Best Western Sovereign at \$30.

Joann Olbrich presented legislative updates and guidance in what to say when contacting representatives.

Legislation Chair Joann Olbrich made **Motion 14-12** that the board of New York State Women, Inc. approve the Legislative Platform and Advocacy Statement as presented in the board book to be presented to the members at the 2014 Conference. The motion carried.

Membership Chair Neale Steiniger presented the membership report as of March 31, 2014 and Membership Award entry forms.

PPD Chair Gale Cohen reminded the assembly of the need to support those in the Military. She shared scholarship forms.

Other Committee Reports

Robin Bridson informed the assembly about the fundraiser for the CDO.

Robin Allen reminded the assembly of the availability of NYSWI buttons and cards for use at events.

Nominations Chair Linda Provo urges members to serve on the Executive Committee.

Patricia Fergerson stated that Women's Day at the NYS Fair is August 27, 2014.

Linda Przepasniak made **Motion 14-13**, seconded, that the membership promotion line of the budget be used to promote NYS Women, Inc. through an advertisement in the NYS Fair Map for \$900.00. The motion carried.

Awards Coordinator Linda Winston noted the theme of "Caught in the Act". She reviewed the awards to be presented at Conference and asked for ideas for a speaker for the luncheon and the theme will be "Treasuring Our Membership".

Unfinished Business

None.

New Business

None.

President noted that Annual Conference is May 30 to June 1 and provided handouts with location and registration information.

With no other business the 2014 April Board of Directors meeting adjourned at 1:57pm.

President Report

Date of Report	May 30, 2014
Type of Report:	Conference Report
Report Author	Amy Kellogg
Name of ARD or Committee Members	State President
Goals	<ol style="list-style-type: none"> 1. Increase membership 2. Plan and execute a series of workshops at all State meetings to educate the members on a variety of important topics 3. Maintain and increase communication with the membership 4. Institute a mid-month mini-communicator 5. Promote greater interaction between the chapters and the State 6. Support the chapters by providing resources and tools to attract and retain new members 7. Make changes to the MOI and bylaws as needed to increase the flexibility of the organization 8. Work with the bylaws committee to revamp the model chapter bylaws 9. Work with the communications committee to increase the visibility and profile of NYSWI 10. Write at least one article for every issue of NIKE 11. Work with the advocacy committee to highlight women's health issues and any other legislative issues of importance to women 12. Work with the PPD committee to ensure high numbers of participants in the speech competitions at conference 13. Work with the membership committee to support any and all ideas for increasing membership 14. Work with the finance committee on any financial issues that may arise 15. Help to further streamline and update the new member process 16. Listen to the members and board on any and all ideas to help build and support NYSWI
Actions Taken on Goals:	<p>I have worked on all of my stated goals throughout my year as State President. I believe that I have accomplished a majority of my goals, and I end my year as State President confident that I have done what I could do this year. I know that I am turning over the office to someone (Colleen) who will continue with many of these goals and who will add new goals of her own. I know we are in very good hands!</p> <p>I want to thank the EC and all of my standing committee chairs, RD's and ARD's, special committee chairs and vice chairs for their hard work and for making this a very fulfilling year. I look forward to still being involved and helping to move this organization forward.</p>

President Elect Report

Date of Report	5/20/2014
Type of Report:	Conference Report
Report Author	Colleen Ostiguy, President Elect
Name of ARD or Committee Members	
Goals	<p>Communicate with RD/ARDs.</p> <p>Attend Region meetings.</p> <p>Update Leadership Directory.</p> <p>Draft articles for Communicator and NIKE.</p> <p>Answer questions received from "Contact Us" on website.</p> <p>Serve as liaison for Bylaws.</p> <p>Hold meetings with Future Meetings Committee.</p> <p>Research location options for 2014 October Board and 2015 Conference.</p> <p>Communicate with law firm on raffle and chapter incorporation issues.</p> <p>Obtain member benefits.</p> <p>Promote region and chapter awards.</p> <p>Contact 2014-15 Standing Committee Chairs.</p> <p>Prepare for upcoming Presidential year.</p>
Actions Taken on Goals:	<p>Send out emails every 2-3 months to RD/ARDs on important issues.</p> <p>Update Leadership Directory when necessary.</p> <p>Drafted articles on chapter incorporation, raffle issues and member benefits for Communicator and NIKE.</p> <p>Answered questions received from potential members.</p> <p>Communicated with Bylaws chair on bylaw issues.</p> <p>Held telephone meetings with Future Meetings Committee to discuss location options.</p> <p>Signed retainer agreement with law firm to start chapter incorporation.</p> <p>Obtained member benefits and had them posted on website.</p> <p>Sent out email to RD/ARDs on region and chapter awards</p> <p>Visited hotels for 2014 October Board meeting.</p> <p>Drafted goals for 2014-15 Standing Committee Chairs</p>

1st Vice President Report

Date of Report	June Conference
Type of Report:	Conference Report
Report Author	Renee Cerullo - 1st VP
Name of ARD or Committee Members	
Goals	<p>The membership area needs a lot of work moving forward. The organization continues to lose members every year. There needs to be a strong membership committee moving forward with 3-4 people on it. Chapters and regions must be contacted regularly to follow up with their lapsed members or potential new members. Potential new members that fill out the application online are not being followed up with which is a big problem. Emphasis must be placed in this area for this organization to continue to survive. New young members must be brought in.</p> <p>Membership process must be followed by all chapters. Too many are still doing it their own way and not working with the State. Enforcement of policies must be done.</p>
Actions Taken on Goals:	<ul style="list-style-type: none"> - Membership process was formalized. About 1/2 the chapters are actually following the proper procedures. - Renewals are going out 3 months ahead of time to prevent large lapses in dues. This has helped keep fewer members lapsed. - Entire State DB Manager process has been documented. - Membership management should be a paid position so it can properly be addressed with the large time commitment there is to do it right.

2nd Vice President Report

Date of Report	May 14, 2014
Type of Report:	Conference Report
Report Author	Theresa Fazzolari
Name of ARD or Committee Members	2nd Vice President
Goals	<p>To serve and work with the Executive Committee as best I can</p> <p>To continue to promote our mission to build powerful women personally, professionally and politically</p> <p>Help PPD Committee with stated 2013-2014 goals as EC Liaison</p> <p>To encourage members to become future leaders of this organization</p> <p>Continue to get the word out about our organization and to increase membership</p> <p>Attend Region Meetings</p>
Actions Taken on Goals:	<p>Participated in Monthly Phone Meetings with the EC</p> <p>Assisted State PPD Chair in promoting all programs under PPD, helped promote and got passed 2 State Memberships for the Athena Society</p> <p>Encouraged Local Chapter members to run for Chapter Officers</p> <p>Encourage women to attend Local, Region and State meetings to see what our Organization is all about. Brought First Timer to April Board Meeting</p> <p>Attended Fall Board, April Board & Region II Leadership Fall Meeting</p> <p>State Rep. at Region II Spring Meeting</p>

Treasurer Report

Date of Report	5/15/2014
Type of Report:	Conference Report
Report Author	Mary Stelley, Treasurer
Name of ARD or Committee Members	
Goals	<p>Maintain accurate recordkeeping of financial records; prepare and distribute financial reports to EC, board and membership;</p> <p>Assist and mentor chapter treasurers</p> <p>Send liability invoices to chapters after self-audit completed; issue certificates for special events;</p> <p>Assist database chair with renewal of dues;</p> <p>Assist finance committee with RFPs, 2014-15 budget and other documents;</p> <p>Submit records to Berard & Donahue, CPAs, PC for review after close of year</p>
Actions Taken on Goals:	<p>Submitted quarterly NYS sales tax reports</p> <p>Assisted finance chair with proposed 2014-15 budget</p> <p>Sent info for audit/review to Berard & Donahue</p> <p>Mailed invoices to chapters for liability insurance coverage</p> <p>Renewed box #144 for NYS Women, Inc. legal address</p> <p>Submitted monthly financial reports to EC</p> <p>Prepared invoices for NIKE member-only sponsorships</p> <p>Remitted monthly dues checks to chapters</p> <p>Attended board and EC meetings</p> <p>Made timely deposits of checks received</p>

Balance Sheet

Accrual Basis

NYS Women Inc Balance Sheet As of April 30, 2014

ASSETS

Current Assets

Checking/Savings

10110 Checking/Operating	10,210.62
10120 PayPal	595.93
10200 Unrestricted Savings	43,257.51
10300 Restricted Savings	10,701.27
10500 Certificate of Deposit	21,945.17
Total Checking/Savings	86,710.50

Other Current Assets

14000 Prepaid Expenses	500.00
Total Other Current Assets	500.00

Total Current Assets	87,210.50
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TOTAL ASSETS	87,210.50
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LIABILITIES & EQUITY

Liabilities

Long Term Liabilities

20400 Personal/Professional Dev	7,688.00
20420 Interest	602.55
20430 Program	1,065.00
20460 Youth Leadership	2,330.00
20480 Nike	75.00
Total Long Term Liabilities	11,760.55

Total Liabilities	11,760.55
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Equity

30000 Fund Balance	44,143.63
Retained Earnings	35,154.18
Net Income	-3,847.86
Total Equity	75,449.95

TOTAL LIABILITIES & EQUITY	87,210.50
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Profit and Loss

Accrual Basis

NYS Women Inc Profit & Loss Budget vs. Actual July 2013 through April 2014

	Jul '13 - Apr 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
40000 Dues	12,454.50	18,470.00	-6,015.50
40100 Fall Board Meeting	6,218.00		
40200 Winter Board	1,875.00		
40300 State Conference	1,883.00	2,080.00	-397.00
40400 Youth Leadership Confer.	100.00		
40500 Fundraising Events	0.00	410.00	-410.00
41000 NIKE Income	1,926.00	1,660.00	266.00
44000 Interest Income	14.22	160.00	-145.78
45000 Miscellaneous Income	285.00		
Total Income	24,555.72	22,780.00	1,775.72
Expense			
50000 Committee Expenses	43.63		
50015 Youth Leadership	790.50		
50050 Membership	0.00	160.00	-160.00
50070 Misc. Cmte. Expenses	0.00	410.00	-410.00
50100 Auditor	0.00	1,660.00	-1,660.00
50200 Legal	3,858.00	830.00	3,028.00
50300 Insurance Expense	915.00	830.00	85.00
50500 Telephone	157.21	500.00	-342.79
50600 Postage	223.68		
50910 PayPal Fees	124.13		
60100 Region Directors	975.00	2,290.00	-1,315.00
60300 State Reps-Field Service	72.04	830.00	-757.96
60400 Historian	0.00	160.00	-160.00
60500 Past State President	150.00	220.00	-70.00
60700 State Event PPD/NC/CR	0.00	2,500.00	-2,500.00
60900 President	741.82	1,000.00	-258.18
61100 NIKE Editor	100.00	160.00	-60.00
61200 Other Officers	2,000.00	3,330.00	-1,330.00
61300 Parliamentarian	400.00	660.00	-260.00
61600 Standing Chairs	900.00	1,600.00	-700.00
61700 Treasurer expenses	0.00	250.00	-250.00
70200 Membership promotion	1,138.69	830.00	308.69
70300 PPD/NC/CR Competition	0.00	250.00	-250.00
70400 Web Site	3,265.00	3,330.00	-65.00
80100 Fall Board	5,295.99		
80200 Winter Board	1,316.21		
80600 NIKE Publication	5,936.68	7,500.00	-1,563.32
80700 Lobby Day	0.00	80.00	-80.00
80900 Miscellaneous Expenses	0.00	160.00	-160.00
Total Expense	28,403.58	29,540.00	-1,136.42
Net Ordinary Income	-3,847.86	-6,760.00	2,912.14
Net Income	-3,847.86	-6,760.00	2,912.14

Communications Report

Date of Report	May 14, 2014
Type of Report:	Conference Report
Report Author	Linda Przepasniak, Communications Chair
Name of ARD or Committee Members	Karen Hunter, Vice Chair NIKE: Katherine Smith, Ramona Gallagher, Robin Bridson Communicator: Karen Hunter
Goals	Improve statewide visibility; Work with chapters, regions to create and enhance local websites; Promote NYSW events and activities through print and electronic media; Publish member-generated articles, including descriptions of chapter activities; Prepare and present communications/technology workshop; Improve communications statewide
Actions Taken on Goals:	All members of the Communications Committee have done an excellent job this year to promote and enhance NYSW, Inc. visibility throughout the state. NIKE magazines published; Communicator sent out on time; promotional materials provided to chapters and regions and the technology workshop was presented at the Fall State meeting.

Finance Report

Date of Report	May 16, 2014
Type of Report:	Conference Report
Report Author	Diane Dinsmore
Name of ARD or Committee Members	
Goals	To maintain fiscal stability To work with State Treasurer on all financial matters To assist Regions and Chapters when called upon To see that budget is adhered to as closely as possible
Actions Taken on Goals:	Present draft budget to be voted on at Conference Work on contract with Attorney regarding incorporation of individual chapters.

Membership Report

Date of Report	May 30 - June 1, 2014
Type of Report:	Conference Report
Report Author	Neale Steiniger, Membership Chair
Name of ARD or Committee Members	Dana Rachlin, Vice Chair / 718 948 8933 / dana@greenpointchamber.com Mary Ellen Morgan, Chapter Liaison / 315 536 8440 / dmmea@aol.com Committee Members Local Chapter Membership Chairs and Asst. Region Directors
Goals	<p>Goals for 2013-2014</p> <ul style="list-style-type: none"> • Develop a membership tip-list for retaining members and generating new members • Coordinate with Local chapters to contact Lapsed Members • Contact and follow-up prospective member's website inquiries • Contact 'challenged' chapters • Develop the 2013-14 Membership Award • Write articles for Nike and the Communicator • Prepare workshop for October Board meeting and Annual Conference
Actions Taken on Goals:	<p>The Committee:</p> <ul style="list-style-type: none"> • Developed membership tip-list • Developed the 2013-14 Membership Award to encourage participation of current members and events to attract new members • Wrote Monthly Communicator articles include the expanding membership tip list • Moderated workshop at October board meeting which discussed the benefits of membership, developed a list of do's and don'ts and an elevator speech to promote New York State Women, Inc. • Wrote Nike article summarizing the membership ideas discussed at the October board meeting • Prepared workshop for Annual Conference: Recapping the year-what worked what didn't • Prepared certificates for members' milestone years of membership

Membership Monthly Report

Membership Monthly Report	As of Date: 5/11/2014					
Chapter Name	Region	New Members	Renewing Members	Totals as of 5/1/2013	Totals as of 5/1/2014	% Growth
Adirondack Chapter	4	0	7	12	7	-41.67%
Bay Ridge Brooklyn Chapter	2	2	14	25	16	-36.00%
Buffalo Niagara Chapter	8	12	35	56	47	-16.07%
Capital Region Womens Network	3	1	23	26	24	-7.69%
Chadwick Bay	8	1	10	13	11	-15.38%
Clarence Chapter	8	1	13	17	14	-17.65%
CNY Professional & Working Women	5	2	13	16	15	-6.25%
Emember, NY	13	0	0	0	0	0.00%
Falls Region Chapter	4	0	9	11	9	-18.18%
Grand Island Professional Womens Chapter	8	5	9	12	14	16.67%
Greater Binghamton Chapter	6	9	11	20	21	5.00%
Jamestown Chapter	8	0	7	15	7	-53.33%
Lake to Lake Women	7	6	5	9	11	22.22%
Lakeshore Chapter	8	0	12	14	12	-14.29%
Manhattan Chapter	1	0	0	1	0	-100.00%
Member at Large	13	2	10	12	12	0.00%
Mohawk Valley Chapter	5	6	14	22	20	-9.09%
Nassau	1	0	1	2	1	-50.00%
Niagara Frontier Chapter	8	0	17	19	17	-10.53%
Norwich Chapter	6	0	9	14	9	-35.71%
Professional Business Women of Rome	5	4	14	17	18	5.88%
Professional Women of Sullivan County	3	8	17	43	25	-41.86%
Professional Women of the Finger Lakes	7	14	18	31	32	3.23%
Richmond County Chapter	2	6	25	30	31	3.33%
Saratoga Springs, NY	4	0	3	3	3	0.00%
Southern Finger Lakes Women	7	1	16	22	17	-22.73%
Southern Tier Chapter	6	0	5	8	5	-37.50%
St. Lawrence Chapter	5	0	10	12	10	-16.67%
Staten Island Chapter	2	4	34	41	38	-7.32%
Steuben County Women	7	2	12	16	14	-12.50%
Susquehanna Chapter	6	2	11	13	13	0.00%
Tech Valley	4	0	7	8	7	-12.50%
Town & Country	3	0	10	13	10	-23.08%
Walton Chapter	6	1	14	17	15	-11.76%
Westchester Chapter	3	2	11	14	13	-7.14%
Western Suffolk County	1	0	12	17	12	-29.41%
Yates County Women	7	2	4	13	6	-53.85%
TOTALS	-	93	442	634	536	-15.46%

Region 2 Report

Date of Report	May 15, 2014
Type of Report:	Conference Report
Report Author	Maria Barnas Region 2 director
Name of ARD or Committee Members	Marie Illuzzi, ARD
Goals	Increase chapters interactions Increase communication within region
Actions Taken on Goals:	Had the Spring meeting at the Host chapter's regular meeting day. Attend as many of the individual chapter meetings & events as possible, informing the members of what the other chapters are doing.

Region 5 Report

Date of Report	May 7, 2014
Type of Report:	Conference Report
Report Author	Helen Rico, Region V Director
Name of ARD or Committee Members	Robin Bridson, Assistant Region Director Maureen Fogarty, Region V Secretary Denise Walker, Region V Treasurer
Goals	To keep Membership up across Region V To host two Region meetings - one in the Fall and one in the Spring To welcome the St Lawrence Chapter to Region V
Actions Taken on Goals:	Held two Region Meetings - one in the Fall and one in the Spring At the Fall and Spring Region meetings provided each chapter president with membership listings of current and lapsed members. We discussed ways of increasing membership and getting renewals done quickly. We welcomed the St Lawrence Chapter and its members to Region V Looking forward to seeing everyone at Women's Day at the Fair

Region 7 Report

Date of Report	5-12-14
Type of Report:	Conference Report
Report Author	Lois Force
Name of ARD or Committee Members	Lois Force Jacqueline Shellman Region 7 Co Directors
Goals	Youth leadership program To be in contact and help with in our local's Women's health fair
Actions Taken on Goals:	We held a very successful Youth Leadership program March 1st and are planning on doing this each year Have been to local's and keep in touch with them often Are planning a women's health fair October 4th

Region 8 Report

Date of Report	May 1, 2014
Type of Report:	Conference Report
Report Author	Ruthann Rocque
Name of ARD or Committee Members	Diane Dismore
Goals	To visit each chapter in Region VIII Host Fall and Spring Regional meetings Encourage joint chapter events for more visibility Will participate at state meetings
Actions Taken on Goals:	Working with local chapters to move forward Visited four of seven local chapters Attended all state meetings

Youth Leadership Report

Date of Report	May 7, 2014
Type of Report:	Conference Report
Report Author	Helen Rico - Youth Leadership
Name of ARD or Committee Members	None
Goals	To provide a Youth Leadership Event
Actions Taken on Goals:	Due to insufficient enrollment of girls to the Youth Leadership Conference, no weekend event was held. I did a presentation at Winter Board to describe the program to all board members and guest to encourage participation in 2015.

PPD Program Report

Date of Report	April 30,2014
Type of Report:	Conference Report
Report Author	Gale Cohen
Name of ARD or Committee Members	Kathleen Perniece Career Recognition Mary Ellen Morgan Political Development Linda Provo New Careerist Helen Ricco Youth Leadership Lois Force Athena
Goals	Promoting chapters to send candidates to June Conference for speak off and revising our Athena program
Actions Taken on Goals:	Workshop at April Board to explain the value of our PPD Program Offering two one year memberships to military women active or retired

Bylaws Report

Date of Report	May 30, 2014
Type of Report:	Conference Report
Report Author	Margherita Clemento, Bylaws chair
Name of ARD or Committee Members	
Goals	To revise Model Local Chapter Bylaws and to prepare an additional document titled Model Local Chapter Duties and Responsibilities of Officers and Chairs. Review and approve all revised Local Chapter Bylaws forwarded for review .
Actions Taken on Goals:	Revised Model Local Chapter bylaws and Model Local Chapter Duties and Responsibilities of Officers and Chairs have been forwarded to Local Chapter Presidents. Several revised Local Chapter bylaws received have been reviewed and approved.

Women's Day at the Fair Report

Date of Report	May 15, 2014
Type of Report:	Conference Report
Report Author	Pat Fergerson, Chair Cheryl Lavel, Vice Chair
Name of ARD or Committee Members	
Goals	<p>Participate in the annual event, Women's Day at the NYS Fair, always the Wednesday before Labor Day in Syracuse, New York.</p> <p>Promote Women's Day at the Fair as an opportunity for members of NYS Women, Inc. to network and share our mission.</p> <p>Promote NYS Women, Inc through Women's Day at the NYS Fair.</p>
Actions Taken on Goals:	<p>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.</p> <p>Work with the executive committee and membership committee to do promotional advertising with the NYS Fair.</p> <p>Determine materials for distribution to women at Women's Day (NYS Fair) and other events throughout NYS are available.</p> <p>Provide any assistance to Women's Day Manager in obtaining Women's Day program. Luncheon speaker is pending. Morning program to be health care based.</p> <p>Keep NYS Women Inc. members informed of committee action.</p> <p>Provide invitations to one and all for Women's Day at the NYS Fair via meetings, Nike and the Communicator.</p>

APPENDIX: Voting Items

Proposed Legislative Platform

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.

New York State Women Inc. Advocacy Statement

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

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

- Public Policy Resolutions
- Legislative Actions
- Educational Workshops
- Media Action
- Organizational Meetings (program, speaker, etc)
- Letter Campaigns (by various communication avenues)
- Coalition Work

- Celebratory Events (such as festival booths, parades, local fairs, State Fairs, Women's Equality Day, Women's History Month, Business Expos, Job Fairs, Women of the Year, Business of the Year, NYS Women in Business Month).

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

Topics may include, but not limited to:

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

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

Proposed 2014 – 2015 Budget

NEW YORK STATE WOMEN, INC.

	<u>Explanations</u>	2014/2015 Proposed Budget
<u>Income</u>		
40000 Dues	550 @ \$35 (MOL)	\$19,250.00
40100 Fall Board		\$0.00
40200 Winter Board		\$0.00
40300 State Conference		\$2,000.00
40400 Youth Leadership		\$0.00
40500 Fundraising Events		\$0.00
41000 NIKE Income		\$2,000.00
44000 Interest Income		\$200.00
45000 Miscellaneous Income		\$0.00
Total Anticipated Income		\$23,450.00
<u>Administrative Expenses</u>		
50070 Misc. Committee	WHM, CR, NC, PPD, WJF, WBM	\$500.00
50100 Auditor	Audit	\$2,000.00
50200 Legal		\$3,000.00
50300 Insurance	Treasurer Bond, Liability Ins	\$1,000.00
50500 Telephone	Teleconferences	\$300.00
50900 PayPal/Other		\$100.00
Total Administrative Expenses		\$6,900.00
<u>Leadership Expenses</u>		
60100 Region Directors (8)	Mtg stipend to ARD if RD not present: \$75, \$75, \$125	\$2,200.00
60300 State Reps - Field Service	Region Mtgs - \$62.50 per mtg, 8 regions - extra with documented expense report; maximum \$500 Fall/Spring	\$500.00
60500 Immediate Past State President	Mtg stipend: \$75, \$75, \$125	\$275.00
60700 State Event - PPD/NC/CR	State conference awards	\$1,500.00
60900 President	Expenses	\$600.00
61100 NIKE Editor	Mtg stipend: \$50, \$50, \$100	\$200.00

61200 Other Officers EC (5)	Mtg stipend: \$200, \$100, \$300 - EC	\$3,000.00
61300 Parliamentarian	Mtg stipend: \$200, \$100, \$300	\$600.00
61600 Standing Chairs (6)	Mtg stipend: \$75, \$75, \$125	\$1,650.00
61700 Treasurer	Supplies/postage	\$300.00
Total Leadership Expenses		\$10,825.00

Membership Expenses

70200 Membership Promotion		\$1,000.00
70400 Web Site	Maintenance, hosting, data base, etc.	\$4,000.00
80600 NIKE	Online/hard copy/postage; net \$7,000	\$9,000.00
Total Membership Expenses		\$14,100.00

Total Anticipated Expenses	\$31,825.00
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Appropriated Fund Balance	\$8,375.00
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Total Anticipated Income	\$23,450.00
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Manual of Instruction

Section Name: Affiliated

Section Number: 4.03

Title: Political Action Committee Formation

Description: The New York State Women Inc. may have a Political Action Committee (NYSWI PAC). The NYSWI PAC should be intended to help support candidates who support the Legislative Platform of New York State Women, Inc. of ensuring workplace equity, work-life effectiveness, protection of civil rights and protection of women's health rights. NYSWI PAC would be an affiliate of NYS Women, Inc.

Structure of Committee: NYSWI PAC committee shall consist of at least two (2) and no more than five (5) members appointed by the NYS Women, Inc. President.

Should the decision be made to form a NYSWI PAC, there will also have to be a PAC treasurer. The treasurer should be someone who is willing to assume the treasurer responsibilities and who is willing to serve for at least three years as treasurer. The treasurer of the PAC should not be an officer of NYSWI.

Duties of the PAC Treasurer

- 1) Open and maintain a PAC bank account
- 2) File any and all appropriate paperwork with the NYS Board of Elections
- 3) Cut and sign any and all PAC checks as directed by the PAC Chair
- 4) Understand and comply with all NYS contribution rules and regulations

Duties of the PAC Chair

- 1) Form a committee
- 2) Become knowledgeable with the policies and procedures of the Political Action Committee
- 3) Review requests for sponsorship from the local chapters, regions or PAC Committee members.
- 4) Determine, by majority vote of the PAC Committee, qualified candidates for sponsorship

Duties of the Region

- 1) Become knowledgeable in the policies and procedures of the Political Action committee
Especially:
 - a) Contribution rules and regulations, e.g., only NYSWI members may be solicited; non members may contribute but only as an unsolicited, voluntary contribution.
 - b) Criteria for sponsorship of a candidate
- 2) Encourage Local Chapters to support PAC and qualified candidates

Duties of the Chapter Chair

- 1) Become knowledgeable in the policies and procedures of the Political Action committee
Especially:
 - a) Contribution rules and regulations, e.g., only NYSWI members may be solicited; non members may contribute but only as an unsolicited, voluntary contribution.
 - b) Criteria for sponsorship of a candidate
- 2) Encourage members to support PAC and qualified candidates

Financial Implications

NYSWI PAC is not funded by NYS Women, Inc.

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Manual of Instruction

Included in Toolkit

For more information go to TK4.03:

PAC Guidelines
PAC Procedures
PAC Donation form
PAC: Why Contribute?
PAC Sponsorship Form

Date of Board Approval: _____

Effective Date: _____

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws: n/a

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TK_4.03_NYSWI_PAC_Guidelines

** Please note that these guidelines are only applicable if and when the NYSWI PAC is created.*

NEW YORK STATE WOMEN, INC. PAC SPONSORSHIP PROCEDURES

GUIDELINES FOR LOCAL CHAPTERS AND REGIONS FOR SUBMISSION TO NEW YORK STATE WOMEN INC. PAC

New York State Women, Inc. PAC will endorse and support candidates regardless of party affiliation, sex, race, national origin, age, etc. if they meet the following sponsorship criteria.

Section I. QUALIFICATIONS

- 1) 1. Any candidate seeking support of the New York State Women Inc. shall support the NYSWI State Legislative platforms.
- 2) A candidate for State Legislative office may also be endorsed by a local chapter, region or the State, which will be separate and apart from receiving support from the New York State Women, Inc. PAC. In order to receive an endorsement for legislative candidate please see Endorsement Guidelines.

Section II. PROCEDURES

- 1) a. At a Local Chapter, Region or State Meeting, sponsorship of a candidate shall be decided by a majority vote of the membership present.
b. At the recommendation of a PAC Committee member, support of a candidate shall be decided by a majority vote of the PAC committee.
- 2) When a candidate's support is decided, the Chapter, Region, State or PAC Committee supporting sponsorship shall forward to the New York State Women Inc. PAC chair a PAC Contribution form.
- 3) If available, the Local Chapter, Region, State or PAC Committee shall list any other groups that have supported the candidate, the candidate's website address and/or campaign committee name.

TK_4.03_NYSWI_PAC_Procedures

** Please note that these policies and procedures are only applicable if and when the NYSWI PAC is created.*

NYSWI POLITICAL ACTION COMMITTEE POLICIES AND PROCEDURES

NYSWI PAC, formerly known as the NYS/BPW/PAC, was formed in June 1982 as a separate segregated fund with its own treasury, approved by the New York State Board of Elections and by the Business and Professional Women's Clubs of New York State, Inc. A copy of its report is filed semi-annually, under the new name NYSWI PAC, (and more often if required by law) with the New York State Board of Elections in Albany, New York.

WHAT IS THE NYSWI PAC?

The New York State Women Inc. Political Action Committee (NYSWI PAC) is the political action committee of New York State Women Inc. and is intended to help support candidates who support our Legislative Platform of ensuring workplace equity, work-life effectiveness, protection of civil rights and protection of women's health rights.

Contributions to the NYSWI PAC are voluntary.

GOALS AND OBJECTIVES:

NYSWI PAC was formed to advance our legislative goals and to assist women in politics. NYSWI must extend its efforts in the political arena if we are to whole-heartedly support and receive support of our ideals and objectives.

To accomplish goals and objectives, the NYSWI PAC will:

- 1) Make financial contributions to qualified candidates for statewide office who support the NYSWI legislative platforms and who believe in our objectives.
- 2) Encourage qualified women to run for political office.

ORGANIZATION OF NYSWI PAC:

NYSWI PAC shall consist of at least two (2) and no more than five (5) members appointed for a one-year term by the New York State Federation President.

FUND ADMINISTRATION:

All contributions to NYSWI PAC are deposited in its bank account by the NYSWI PAC treasurer. Any disbursements are made from the NYSWI PAC account by the NYSWI PAC treasurer with approval from its chair.

SOLICITATION OF FUNDS:

Election law states that only NYSWI members may be solicited by or on behalf of the NYSWI PAC. Anyone, whether a member or not, may make unsolicited voluntary contributions to NYSWI PAC.

Contributions should be made by check, personal or corporate. For rules on contributions limits, please visit the New York State Board of Elections at www.elections.state.ny.us. No cash contributions will be accepted.

CRITERIA FOR POLITICAL CONTRIBUTION IN A PRIMARY OR GENERAL ELECTION:

Prerequisites for a political contribution by the NYSWI PAC are the following:

- 1) a. Sponsorship of a contribution by a Local Chapter President or a Region Director or
b. Recommendation of the PAC Committee.
- 2) The LC President, Region Director or PAC Committee must submit a PAC Sponsorship Form to the NYSWI PAC chair.
- 3) If available, the LC President, Region Director or PAC Committee shall list any other groups that have supported the candidate, the candidates website address and/or campaign committee name.
- 4) If the candidate is an incumbent, the candidate's voting record must show strong support for NYSWI issues. If the candidate is not an incumbent, the PAC committee will perform due diligence to research the candidate's position on NYSWI issues. Such due diligence shall include reviewing candidate's public statements and reviewing candidate's website and other publically available information.

SPECIAL ELECTIONS:

The criteria listed previously apply in special elections. Since the time period between the filing date and election is usually very short, it is important to act promptly when support is requested from NYSWI PAC.

GENERAL POLICY FOR NYSWI PAC CONTRIBTUIONS:

- 1) When there is an incumbent running for re-election:
If the incumbent is to be supported, the candidate must be a strong supporter of NYSWI issues. Further, NYSWI PAC will not support an opponent of an incumbent who has been a supporter of NYSWI issues.
- 2) NYSWI PAC will support candidates regardless of party affiliations, sex, race, national origin, age, etc., if they meet the applicable criteria.
- 3) Candidates may be from the Democratic, Republican or other third parties.

Refer to the NYSWI PAC manual on file at the NYSWI State website for additional information, guidelines and PAC Sponsorship Forms.

TK_4.03_NYSWI_PAC_Sponsorship_Form

** Please note that this sponsorship form is only applicable if and when the NYSWI PAC is created.*

NYSWI PAC SPONSORSHIP FORM

To: New York State Women Inc. PAC

The/I, _____, hereby
(Local Chapter President/Region Director/PAC Committee Member)

request(s) a political contribution of \$ _____, for _____,
(Amount) (Candidate's Name)

Who is running for _____ from _____, New York.
(List Office Being Sought) (City)

If available:

The candidate's website is: _____.

Other groups supporting the candidate are: _____

_____.

The candidate's official committee name is: _____.

Respectfully submitted,

LC President, RD, State Board Member

Date: _____

Please send this form to NYSWI PAC Chair

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** Please note that these guidelines are only applicable if and when the NYSWI PAC is created.*

NEW YORK STATE WOMEN INC. PAC

WHAT IS NYSWI PAC?

The New York State Women Inc. Political Action Committee (NYSWI PAC) is the political action committee of New York State Women Inc. and is intended to help support candidates who support our Legislative Platform of ensuring workplace equity, work-life effectiveness, protection of civil rights and protection of women's health rights.

WHO DOES NYSWI PAC SUPPORT?

NYSWI PAC supports New York State elected officials, such as candidates running for Governor, Lieutenant Governor, Comptroller, Attorney General, New York State Senate and New York State Assembly.

HOW WAS NYSWI PAC ESTABLISHED?

NYSWI PAC, formerly known as NYS BPW/PAC, was founded by Dr. Meryl R. Grayer in 1982 and is intended to support candidates that support women's issues.

DOES NYSWI PAY FOR THE PAC?

No, the NYSWI PAC has its own treasury, bank account and treasurer. Your participation, or non-participation, in the PAC is voluntary and will not affect your membership in NYSWI.

WHY SHOULD I CONTRIBUTE TO THE NYSWI PAC?

Running for office in the new media age can be very expensive. It is important to provide resources to candidates running for office that support the goals and ideals of NYSWI. Without the proper resources, a candidate cannot get elected to office and thus represent our ideals and values.

WHO CAN CONTRIBUTE?

Any member of NYSWI can make a contribution to the PAC. Non-members may make voluntary contributions to the PAC, but they cannot be solicited for contributions. All contributions to NYSWI must be personal contributions.

CAN A LOCAL CHAPTER MAKE A PAC CONTRIBUTION?

No, a local chapter cannot make a PAC contribution, but it can solicit its membership for personal contributions to the PAC.

CAN A LOCAL CHAPTER REQUEST PAC SUPPORT FOR A CANDIDATE?

Yes, a local chapter can make a request to the PAC Committee for support of a candidate for office. The request will be reviewed based on the candidate's positions on our legislative platform.

WHAT IS A PERSONAL CONTRIBUTION?

Personal contributions are checks from a NYSWI member or their business. In New York, an individual can contribute \$150,000 during a calendar year to all sources and \$94,200 to a political action committee. A corporation can contribute up to \$5,000 in a calendar year to all sources. Each affiliated or subsidiary corporation, if a separate legal entity, has its own contribution limit.

WHAT IF I HAVE MORE QUESTIONS REGARDING CONTRIBUTIONS?

For the full list of rules governing political contributions in New York, please visit the New York State Board of Elections at www.elections.state.ny.us. You may also contact the NYSWI PAC chair.

HOW CAN I MAKE A CONTRIBUTION?

You can make a contribution by sending your check, made payable to NYSWI PAC, along with the attached donation form to NYSWI PAC, ATTN: Judith A. Coyle, 325 Rock Cabin Road #9, Montour Falls, NY 14865.

IS MY CONTRIBUTION TAX DEDUCTIBLE?

No, contributions to the New York State Women Inc. PAC are not tax deductible for state or federal tax purposes.

CAN I MAKE A PAC CONTRIBUTION IN SOMEONE ELSE'S NAME?

No, the Federal Election Commission (FEC) prohibits contributions by one person in the name of another person.

CAN MY EMPLOYER REIMBURSE MY PAC CONTRIBUTION?

No, PAC contributions are not reimbursable by an employer or any other entity.