



FROM YOUR PRESIDENT

FREDDY LOU BARNEBURG

GFWC OREGON

EXECUTIVE COMMITTEE

President - Freddy Lou Barneburg
 First Vice President - Mary Accettura
 Second Vice President - Karen La Voie
 Treasurer - Pam Briggs
 Recording Secretary - Laurel Jones

Greetings from the President

The 100th State Convention is coming May 15-16 at Wildhorse Casino & Convention Center near Pendleton OR. Although The Call was sent to every President and given to all members, it is included in this newsletter. Don't be intimidated by the revised bylaws. Please read them prior to the Convention. They will be voted upon at the Convention. Contact Pam Briggs if there are any questions. (pmbiggs@msn.com 541-974-1193)

There will be a Board Meeting to begin at 9:00 Friday morning. Remember that each State Officer, Chairman of Special Funds, Committee Chairs, District Presidents, and Club Presidents are expected to attend.

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The Convention is to open at 11:00am. Please be seated and ready to go. The process was planned by members of Eastern District. The Conference Theme is "Angels in Action". The Friday night banquet and "fun night" will be a Birthday Party. You may wear a Period Costume of your choice in celebration of our 100th Convention. Saturday will be the President's Project at noon with the formal Banquet and Processional that night. It will be followed by a reception for our GFWC guest. She is Sullen Brazil, Treasurer, who is from Daphne, Alabama.

Elsie Dustin is **coordinating roommates**, so if you need to team up with someone to cut the cost, she is your contact. By-the-way, there is a refrigerator and microwave in each room. Elsie can be reached at: **E-mail:** ohwell@bctonline.com; telephone - **home** 503-632-3556 ; or **cell** 503-894-4463.

The 2015 GFWC Annual Convention is June 13-15, 2015 in Memphis Tennessee. They are celebrating 125 years. There are tours prior to the Convention. The Convention Agenda, The Call, and Reservation Form can be found online. **Room Reservations** have to be made directly with the Memphis Sheraton Downtown and not through the reservation center. (Phone 901-527-7300 ask to speak with Von)

Produced & Edited by:

Cheryl Slyter

In Federation,
 Freddy Lou Barneburg, President

CLUB NEWS

GFWC Beaverton Woman's Club

Proceeds benefit single moms finishing their college degree at PCC. We were able to help 3 last year!

GFWC Beaverton Woman's Club 15th Annual *Whimsical/Alice In Wonderland Tea*



It's Tea Time again! This year we will be having our tea at the beautiful Tualatin Country Club. Not only will you get the chance to be entertained by a very talented magician/illusionist, you can enter to win some fabulous prizes at our raffle and silent auction. Many local companies have donated services and products, all to help you have a great time and help the GFWC Beaverton Woman's Club to fund 3 scholarships at Portland Community College for a single mothers completing their degree.

***Dress to impress! See back for details.**

Where: Tualatin Country Club,
9145 SW Tualatin Rd, Tualatin OR 97062

When: Sunday, April 26th

Time: 2:00-4:00pm Doors open at 1pm for raffles and silent auction.

Price: Tickets are \$30 each. Remember, a portion of your cost is tax deductible!

Entertainment: Hart Keene; Magician/Interactive Illusion

Hart Keene has been presenting his unique style of interactive magic and mentalism all over the Northwest for over 10 years. In 2010 he appeared on NBC's "America's Got Talent!" He performs over 200 shows per year at corporate functions, colleges, fairs, trade shows, and private events. Hart combines expert sleight-of-hand, sophisticated psychological illusions, and comedy to create a one of a kind experience. Audiences love his presentations because they are part of the show, not merely spectators.



Seats are limited. Please have your tickets purchased by April 20th
To purchase tickets, please go to: www.BeavertonWomansClub.com

CLUB NEWS

Dress to Impress! Here are some fun ideas on what to wear:



CLUB NEWS**GFWC Portland Woman's Club**

- ◆ Our ANNUAL Fine Arts Scholarship event is being held April 11, 2015 at Grant Park Baptist Church in northeast Portland at 10AM. Come and join us in being entertained with these senior high school students. Contact: mrs.tipp@hotmail.com.
- ◆ Portland Woman's Club will be celebrating the past and planning for the future with a 120th year birthday party. This event will be held in the Pavilion Building at Oaks Park in Sellwood, Oregon. On August 23, 2015 (Sun). Entertainment, an ice cream social, and vendors will be available for your enjoyment. A catered lunch @\$20.00 will also be available for the hungry!
- ◆ April is Child Abuse Awareness month. To make people aware of this wide scale problem, the Portland Woman's Club has requested Governor Kate Brown for her approval of an observation day titled "No More Children's Tears" using Pinwheels stating "Pinwheels for Prevention". Governor Brown has approved and a proclamation has been set aside for April 8, 2015 (Wed), 11AM-12, Noon at Pioneer Square, downtown Portland. Since the State of Oregon does not issue annual proclamations, requests must be made each year. Portland Woman's Club hopes to make this an annual event.
- ◆ **NOTE:** GFWC continues to Partner with "Prevent Child Abuse America," and promotes the project called "Prevent Child Abuse with Pinwheels for Prevention". The pinwheel is used as a symbol for child abuse and neglect awareness. The Trust Fund of Oregon has materials available should you want to have pinwheel displays again this year. Their website is: www.ctfo.org.

GFWC Silverton Woman's Club

We had another successful Bunco night on March 7, 2015 which raised \$1,000 (nearly 100 players). This money is used for scholarships, layettes, Tree of Giving, and other projects for Zenith. This event is held at the Elks Club in Silverton, Oregon; \$15 per ticket (reserved ahead of time); and \$5 is donated from each ticket to the Elks for snacks. We also do a 50/50 drawing which pays for the prizes (\$50 for most wins, a prize for most buncos and a prize for most losses. This is usually a 2 hour event which takes about 15 minutes to set up and 15 minutes to take down. Our members bring card tables from their homes and everyone helps on the set up and take down. For more information, look for Silverton Zenith Women's Club on Facebook. Like us and get updates to more projects and information!

ITEMS OF INTEREST**STATE CONVENTION**

The officers of OFWC and members of Eastern District welcome you to the 100th Oregon State Convention to be held at:

WHERE: Wildhorse Casino & Resort, Pendleton, Oregon — www.wildhorseresort.com

WHEN: May 15-16, 2015
(beginning at **noon on Friday, May 15, 2015 and extending through Saturday, May 16, 2015**)

Registration \$35.00

Our International Officer will be Suellen Brazil who is the newly elected GFWC Treasurer. She will play an important part at this convention. Our theme is "Angels in Action". You truly are angels. The Executive Committee and Board will meet that morning. Time and place is TBA.

SPECIAL REQUESTS FROM CLUBS

Furnish a basket (any theme) for our fundraiser. Remember to let us know if you have anything you want to market. It needs to be approved.

if you have any questions, Contact Glenda Peters at 503-574-2000 **OR** Glenda.Peters@comcast.net.

Bring school supplies to be given to the guest speaker. She will be someone serving the area foster child program. There are more children in the system than ever before due to the increased awareness of Domestic Violence. This is your President's Project. Support your local club fundraising and awareness projects by attending when you can.

ITEMS OF INTEREST

STATE CONVENTION—MEALS

FRIDAY

Lunch – Grilled Chicken Salad ----- \$20.00

(comes with Pastry Chef Dessert, coffee, iced tea and water)

Dinner – Kita Salmon ----- 35.00

(comes with Green Salad with Ranch or Italian Dressing, roll)

Dessert, and coffee, iced tea, or water to drink)

SATURDAY

Lunch – Buffalo Meat Loaf ----- 27.50

(comes with Pastry Chef Dessert, coffee, iced tea and water)

Dinner – Bordelaise Chicken ----- 35.00

(comes with Green Salad with Ranch or Italian Dressing, roll)

Dessert, and coffee, iced tea, or water to drink

Please check any dietary modifications?

Vegetarian _____ Diabetic _____ Gluten Free _____ Other _____

Note: Breakfast is on your own.

Each room has a refrigerator and a microwave to accommodate your needs. Places to purchase food are also available.

* * * * *

Please **circle the price** of meals. Make check for **total** of meals **AND** registration **BY** May 8th. **Note if registration is for 1 day or 2.** * * * * * **SEND CHECK TO** * * * * *

Alice Hayden

19493 Orchard Grove Drive

Oregon City OR 97045

ITEMS OF INTEREST

STATE CONVENTION—LODGING WILDHORSE RESORT & CASINO

ROOM RESERVATIONS

MUST be made directly by calling **1-800-654-9453** and then **pressing #1**.

MUST identify yourself as part of the Oregon Federation of Women's Clubs in order to get the special rate. **Our booking ID is #8131** (just in case they cannot find us).

CUTOFF DATE: April 23, 2015.

Date and Room Type Room Rate

5/14/2015	Vista 2 Room Suite -----	\$161.95
5/14/2015	Tower Double Queen Room -----	89.95
5/15/2015	Vista 2 Room Suite -----	179.95
5/15/2015	Tower Double Queen Room -----	107.95
5/16/2015	Vista 2 Room Suite -----	179.95
5/16/2015	Tower Double Queen Room -----	107.95

NOTE: The difference in rates are due to the weekend

Additional Persons: will be charged at a rate of \$10 **per person, per night**, for third and fourth persons; with a **maximum of four persons per guest room**.

Rollaways: Available at \$15 a day plus 9% tax.

Deposit: A credit card or cash deposit is required for incidental charges.

Cancel Policy: Standard 24 hours' notice **is required**.

Meetings: In the Tower **AND** it is quite a walk from the old part where the Vista rooms are located. The Vista part is where we were before when we attended the conference there.

**** If you have questions regarding the Convention accommodations ****

please contact: Mary Accettura at 503-655-4248 OR 1mara@comcast.net

ITEMS OF INTEREST

FOR REVIEW AT MAY 2015 CONVENTION

Proposed Amendments to OFWC

Bylaws, Standing Rules and Policy and Procedures

REVISIONS TO CURRENT SECTIONS BYLAWS

Article V Dues, Section 1.B. Associate Membership (amend)

Current:

1. Each club, with associate membership, will pay annual Federation dues of ten dollars (\$10.00).

Proposed:

1. Each club, with Associate Membership, will pay annual Federation dues.

Proposed wording deletes dues amount and moves dues amount to Standing Rules.

Article X Board of Directors, Section 5. Meetings (amend)

Current:

- A. The Board of Directors will meet during the Spring and during the Annual Meeting for a business and training seminar. Calls to Board of Directors meetings will be sent thirty (30) days prior to the meetings.

Proposed:

- A. The Board of Directors will meet during the Spring and during the Annual Meeting for a business and training seminar. Calls to Board of Directors meetings will be sent no later than thirty (30) days prior to the meetings

Proposed wording inserts “no later than” to clarify the intended timeframe.

Article XII Special Funds, Section 1. Endowment Fund (amend)

Current:

- D. Approved signers for Endowment Fund financial accounts will be the Chairman and one other elected member of the Fund. Other signers must be approved by the Executive Committee.

Proposed:

- D. Approved signers for Endowment Fund financial accounts will be the Chairman, **State Treasurer** and one other elected member of the Fund. Other signers must be approved by the Executive Committee.

Proposed wording adds the State Treasurer as an approved signer.

Article XII Special Funds, Section 2. Fine Arts Scholarship Fund (amend)

Current:

- C. Approved signers for Fine Arts Scholarship Fund financial accounts will be the Chairman and Secretary-Treasurer. Other signers must be approved by the Executive Committee.

Proposed:

- C. Approved signers for Fine Arts Scholarship Fund financial accounts will be the Chairman, Secretary-Treasurer and State Treasurer. Other signers must be approved by the Executive Committee.

Proposed wording adds the State Treasurer as an approved signer.

ITEMS OF INTEREST

ARTICLE XII SPECIAL FUNDS, SECTION 4. SCHOLARSHIP, LOAN AND FELLOWSHIP FUND (AMEND)

Current:

B. Approved signers for Scholarship, Loan and Fellowship Fund financial accounts will be the Chairman and Secretary-Treasurer. Other signers must be approved by the Executive Committee.

Proposed:

B. Approved signers for Scholarship, Loan and Fellowship Fund financial accounts will be the Chairman, Secretary-Treasurer **and State Treasurer**. Other signers must be approved by the Executive Committee.

Proposed wording adds the State Treasurer as an approved signer.

STANDING RULES

I. Dues (amend)

I. Dues (amend)

C. Annual Federation dues for clubs with Associate Membership will be ten dollars (\$10.00).

Proposed wording adds a new C. to indicate dues for Associate Clubs.

II. Reimbursement

B. PRESIDENT'S EXPENSES

1. GFWC BOD MEETINGS (amend 2nd sentence)

Current:

The President will be allowed one-half (1/2) of travel expenses to attend these meetings.

Proposed:

The President will be reimbursed for travel expenses not covered by GFWC as resources permit and as provided for in the budget.

Proposed wording reflects changes in what GFWC will reimburse.

II. Reimbursement

B. PRESIDENT'S EXPENSES

2. DAILY EXPENSES (amend last sentence)

Current:

The Federation will pay for credentials, registration fees and scheduled meals.

Proposed:

The Federation will pay for credentials, registration fees and scheduled meals not paid by GFWC.

Proposed wording reflects changes in what GFWC will reimburse.

ITEMS OF INTEREST

POLICY AND PROCEDURES

General Policies

CURRENT:

VI. FINANCIAL ACCOUNTS AND SAFE DEPOSIT BOX (Amend and change order)

- A. Keys to the Safe Deposit Box will be kept by the President, Treasurer and Endowment Fund Chairman.
- B. There will be three (3) signatories for the Safe Deposit Box: President, Treasurer and Endowment Fund Chairman. Only one signature is required to obtain access to the box.
- C. Reimbursement requests will be submitted according to budget categories and accompanied by receipts.

Proposed:

VI FINANCIAL ACCOUNTS AND SAFE DEPOSIT BOX

- A. Reimbursement requests will be submitted according to budget categories and accompanied by receipts.

(Renumbered from C to A.)

B. Safe Deposit Box (add new B. with subsections)

- 1. The Safe Deposit Box is located at the downtown Liberty Street Key Bank in Salem, Oregon. **(new)**
- 2. Keys to the Safe Deposit Box will be kept by the President, Treasurer and Endowment Fund Chairman. **(Renumber from A. to B.2.)**
- 3. There will be three (3) signatories for the Safe Deposit Box: President, Treasurer and Endowment Fund Chairman. Only one signature is required to obtain access to the box. **(Renumber from B. to B.3)**
- 4. Items kept in the Safe Deposit Box will include: **(new)**
 - a. Certificate of Incorporation
 - b. Charter
 - c. Other significant documents
 - d. Supply of Clubwoman of the Year pins

Proposed changes add consistency to the order in addition to clarifying information.

POSITION DESCRIPTIONS

II. PRESIDENT

A. General Responsibilities (amend - add new 11.)

11. As early as possible, but no later than the summer GFWC Board of Directors meeting in the even numbered year, request a GFWC officer to attend each of the State conventions for her term of office.

IV. 2nd Vice President

A. General Responsibilities (add new 4. and re-number)

Send updated membership lists to all Executive Committee members and the Oregon Clubwoman Editor.

Housekeeping - move current 9. to 5. for continuity

V. RECORDING SECRETARY

A. General Responsibilities (add new 10.)

10. By August 1st provide a list of awards presented at the annual meeting to the Clubwoman Editor for inclusion in the Spring Clubwoman newsletter.

VIII PARLIAMENTARY ADVISOR OR PARLIAMENTARIAN

A. General Responsibilities (insert new 4. and re-number)

4. Have motion forms available at all Federation meetings.

ITEMS OF INTEREST**NEW SECTIONS TO BE ADDED TO POLICY AND PROCEDURES****X Bylaws Chairman**

- A. Review Bylaws, Standing Rules and Policy/ Procedure for needed changes.
- B. Meet with Bylaws committee as needed to complete proposed revisions.
- C. Provide the Clubwoman Editor with proposed revisions to be included with the Call to the meeting at which they will be considered.
- D. Provide extra copies of proposed revisions at said meetings.
- E. Provide the Parliamentary Advisor and President with a copy of the script for presenting revisions to the membership.
- F. Present proposed revisions to the membership.
- G. Prepare a final copy with approved revisions of the Bylaws, Standing Rules, and Policy/Procedure to Executive Committee members within 30 days.

XI Resolution Chairman

- A. Review Resolutions for needed changes.
- B. Meet with Resolutions committee as needed to complete proposed revisions.
- C. Provide the Clubwoman Editor with proposed revisions to be included with the Call to the meeting at which they will be considered.
- D. Provide extra copies of proposed revisions at said meetings.
- E. Provide the Parliamentary Advisor and President with a copy of the script for presenting revisions to the membership.
- F. Present proposed revisions to the membership.
- G. Prepare a final copy with approved revisions of the Resolutions to Executive Committee members within 30 days.

XII Program and Special Project Chairmen

- A. Conduct work in accordance with plans that have the approval of the President.
- B. Officers and Chairmen of Projects, Programs and Committees may use the OFWC Clubwoman for promotion of their area of work.
- C. Present written and oral reports to educate and inform the membership about the programs and projects of the Federation.
- D. Outgoing chairman will transfer to their successors or the incoming President a complete file of all records and materials for the past two years, no later than August 15th.
- E. Outgoing chairmen will transfer to the Custodian of Records all records and materials appropriate for archive from the previous administration, no later than August 15th.
- G. Assist clubs in accessing GFWC and other resource materials.
- H. Submit articles to the OFWC Clubwoman regarding their program area.

XIII Amenities Chairman

- A. Provide members with information about protocol for meetings.
- B. Check the room for set up requirements and special needs
- C. Ensure the flags are properly displayed
- D. Using the President's seating chart, arrange place cards
- E. Greet and escort guests and speakers to their assigned places
- F. Assist the President as needed during the meeting
- G. Be gracious, friendly and helpful to guests and members
- H. Know fire regulations, who to call in an emergency and how to cope with sudden illness or accidents
- I. Study protocol for seating of officers and guests
- J. Assist in distributing handouts and taking messages to the head table

ITEMS OF INTEREST**XIV Clubwoman Newsletter Editor**

- A. The Chairman of the OFWC Clubwoman will serve as the Editor of the publication. The President may appoint an Assistant Editor.
- B. The newsletter must be sent no later than 30 days prior to each Board of Directors meeting and the Annual Meeting.
- C. Send the newsletter by email whenever possible and by regular mail if email is not available.
- D. Send the newsletter to Federation officers and Federation members in good standing, Western States Region President, General Federation President, and other individuals identified by the President.
- E. Request articles and information for inclusion in the newsletter.
- F. Set deadlines for submission of articles.
- G. The following items will be included in the newsletter.

1. Fall

- a. List of Convention Award recipients
- b. Report on OFWC convention
- c. Report on GFWC meetings
- d. Dues information
- e. Fundraising information
- f. Project and Program information
- g. Call to Fall BOD
- h. List of positions that are members of the BOD
- i. Western States Region Conference registration information
- j. District Meeting information
- k. Calendar of upcoming events
- l. Other information determined by the President

2. Winter

- a. Call to Winter BOD
- b. List of positions that are members of the BOD
- c. Report on Western States Region Conference
- d. Dues information
- e. Fundraising information
- f. Project and Program information
- g. Reporting information
- h. District Meeting information
- i. Upcoming GFWC Convention information
- j. Calendar of upcoming events
- k. Other information determined by the President

3. Spring

- a. Proposed changes to Resolutions
- b. Proposed changes to Bylaws, Standing Rules and Policy/Procedure
- c. Call to the Annual Meeting / Convention
- d. List of positions that are members of the BOD
- e. Information about club and district delegates for the Annual Meeting
- f. fundraising information
- g. Upcoming GFWC Convention information
- h. Calendar of upcoming events
- i. Club election report listing incoming club officer contact information
- j. Other information determined by the President

ITEMS OF INTEREST

XV Custodian of Records

A. General Responsibilities

1. Receive Federation records from officers and chairmen to be placed in the archives.
2. Meet with the President at least once during the administration to review records being archived.
3. Materials deemed unnecessary for archival will be returned If possible to the officer who served during the administration in which the material originated.

B. Process for Archiving Records

1. Location of records
 - a. Records prior to 1971 are located at the University of Oregon Library, 1585 East 13th Ave, Eugene, Oregon 97403.
 - b. Records from 1971 to current are located at the Oregon Historical Society, 200 SW Park Ave, Portland, Oregon 97205
2. Appropriate records to be archived include:
 - a. Minutes of all OFWC meetings including:
 - i. Agenda and minutes
 - ii. Financial reports
 - iii. Officer reports
 - iv. Chairman reports
 - b. Significant Historical documents
3. Documents that should not be archived include:
 - a. Promotional material
 - b. Other items as determined by the President and Custodian of Records
4. Preparing records for archiving
 - a. Review records for appropriateness, removing unnecessary documents
 - b. Package documents as appropriate in binders or large envelopes
 - c. Label each set of documents with description (minutes, awards, scrapbook, etc), year of documents and date archived.
 - d. Provide a typed inventory of items to the Custodian of Records, Recording Secretary, and archive facility
 - e. Contact the archive facility for specific instructions on delivery of documents.

XVI District President

- A. Coordinate scheduling of date and location for District Meetings.
- B. Prepare an agenda for each District meeting.
- C. Invite the President and other State Officers to District meetings.
- D. Offer State Officers time on the agenda.
- E. Request approval from the Executive Committee for all District fundraisers.
- F. Send the Call for the District meeting to District clubs and State Officers no later than 30 days prior to the meeting.

XVII Club President

- A. Provide the State President with name, address, phone and email information for club officers by July 1st in even numbered years or with a change of officers.
- B. Ensure the club treasurer sends Federation dues to the state treasurer with a membership list that includes name, address, phone, email information and year joined OFWC.
- C. Send a membership list that includes name, address, phone, email information and year joined OFWC to the State 2nd Vice President.
- D. As new members join send dues and updated membership lists with all required contact information to the State Treasurer and a copy of the membership contact information to the State 2nd Vice President.
- E. Attend or send a club representative to all State Board of Directors and Annual meetings.
- F. Attend or send a club representative to all District meetings.
- G. Share Federation information with club members including GFWC program information.

ITEMS OF INTEREST

XVIII Juniette Club Advisor

- A. The sponsoring club will appoint at least one of its members to serve as advisor to the Juniette Club.
- B. The Advisor's primary purpose will be to guide, while permitting the Juniette members to govern themselves.
- C. The Advisor will inform and educate the Juniette Club on the mission, policies and programs of the Federation and GFWC.
- D. The Advisor will sign all warrants and checks, and will have final approval of all withdrawals and expenditures of club funds after a majority vote of the club membership.
- E. Juniette Clubs will not be expected to contribute financially to Federation and GFWC projects, but may do so, if desired

General Information

II ASSOCIATE CLUBS

A. PAST STATE PRESIDENT'S CLUB

- 1. Membership Eligibility: Past OFWC State Presidents in good standing who have paid annual individual dues of \$5.00 to this associate club.
- 2. Responsibilities
 - a. Send letter to OFWC Board of Directors requesting contributions for the outgoing State President's gift.
 - b. Procure the gift for the outgoing State President.
 - c. Provide red roses for the outgoing State President at the installation ceremony.

B. PAST DISTRICT PRESIDENT'S CLUB

- 1. Membership Eligibility: Past District Presidents in good standing who have paid annual individual dues of \$2.50 to this associate club.
- 2. Responsibilities: Host the reception for the GFWC guest at the Annual Convention.

C. CLUBWOMAN OF THE YEAR CLUB

- 1. Membership Eligibility: Past Clubwomen of the Year recipients in good standing who have paid annual individual dues of \$1.00 to this associate club.
- 2. Responsibilities: Provide travel funds to the State President.

D. GOLD KEY CLUB

- 1. Membership Eligibility: Past Gold Key recipients in good standing who have paid annual individual dues of \$1.00 to this associate club.
- 2. Responsibilities: Donate funds to the Endowment Fund.

III ORGANIZATION OF NEW CLUBS

- A. Organization of a new club may be assumed by a Federation Club in good standing or a Federation Officer
- B. Responsibilities of organizing a new club include:
 - 1. Gather interested people for an informational meeting
 - 2. Provide guidance through the selection of a temporary chairman and secretary
 - 3. Present information about the needs and objectives of a Federated club.
 - 4. Assist the club in submitting the required application documents to the Federation.
 - 5. Help with organizational procedures as long as assistance is desired.
 - 6. Invite State and District officers for installation
 - 7. Identify a sponsoring club if necessary.
 - 8. Prepare news releases as needed.
- C. Responsibilities of a sponsoring club include:
 - 1. Provide the following items as needed:
 - a. Gavel and instructions for its use
 - b. Starting funds
 - c. Scrapbook
 - d. President's pin
 - 2. Invite the President of the new club and its members to State and District meetings
 - 3. Stay in contact with the club and be ready to assist or advise as requested.
 - 4. Support the activities of the club.
 - 5. Invite the new club to participate in Federation and community projects.

ITEMS OF INTEREST

MEETING PLANNING

(Add as new section in Policy and Procedures after General Information)

I Agenda

- A. written agenda should be provided to all members in attendance.
- B. Items included in the attached sample agenda can be modified to meet the needs of the club, but should remain in the listed order.

SAMPLE AGENDA

- Call to Order
- Opening Thought
- Presentation of Colors
- National Anthem
- Pledge of Allegiance
- Roll Call
- Credentials Report
- Confirmation of Quorum
- Minutes
 - Appointment of members to approve minutes
- Correspondence
- Officer's Reports
- Treasurer's Report
- Recommendations of the BOD or EC (usually presented at the appropriate time in the agenda)
- Reports of Program and Project Chairmen
- Reports of Standing Committees
- Reports of Special Committees
- Unfinished Business
- New Business
- Announcements
- Collect
- Adjournment

*A program can be presented at the appropriate time in the agenda as determined by the President.

II DISTRICT MEETINGS

- A. The District President will identify a hostess club for each meeting.
- B. Hostess clubs will provide meeting location if requested and approved by the District President; morning snacks with coffee/tea; lunch; table decorations and name tags.

III EXECUTIVE COMMITTEE MEETINGS

- A. The President will determine the location of Executive Committee meetings
- B. Meeting agendas will include the following special items.
 - 1. Incoming meeting**
 - a. Approve appointed positions
 - b. Set dues for Members at Large
 - c. Set date for summer meeting
 - 2. Summer meeting**
 - a. Approve fundraising activities
 - b. Set date for Fall BOD meeting
 - c. Set dates for Fall District meetings
 - d. Identify travel team program for Fall District meetings

ITEMS OF INTEREST

3. Fall meeting

- a. Approve fundraising activities
- b. Approve location/date of future Annual meetings as needed
- c. Set date for Winter BOD meeting

4. Winter meeting

- a. Approve fundraising activities
- b. Approve location/date of Annual meetings as needed
- c. Set dates for Spring District meetings
- d. Pre-Annual meeting
- e. Approve club fundraising activities for the Annual Meeting
- f. Review proposed budget
- g. Review program corrections
- h. Review Special Fund Trustee vacancies
- i. Outgoing meeting
- j. Finalize financial obligations

IV Board of Directors Meeting

- A. The President will identify a hostess club for each meeting.
- B. Hostess clubs will provide a meeting location if requested and approved by the District President; morning snacks with coffee/tea; lunch; and table decorations.
- C. Fall Meetings will include:
 1. Reports on GFWC and WSR meetings
 2. Program information
 3. Distribution of the State Directory
4. Election of Nominating Committee (in even numbered years)
 - D.. Winter meetings will include:
 1. Reporting information
 2. Upcoming OFWC and GFWC convention information

IV ANNUAL MEETING / CONVENTION

- A. Annual conventions will be rotated among the four Districts with the normal rotation being Southern, Eastern, Western and Valley.
- B. Hostess clubs could be requested to assist with: table decorations, door prizes, welcome bags, registration assistance, identifying color guard, speakers and entertainment resources and other items as needed.
- C. The convention agenda will include:
 1. Election and installation of officers in even numbered years
 2. Election of Special Fund Trustees
 3. Presentation of Awards
 4. Proposed changes by Bylaws and Resolutions Committees
 5. Approval of the proposed budget
- D. State Responsibilities for GFWC guests:
 1. Assign a hostess and make sure they are aware of their duties.
 2. Arrange for transportation to and from the airport.
 3. Reserve and pay for lodging and meals.
 4. Provide a small welcome basket upon arrival.
 5. Coordinate with the GFWC guest their participation in convention activities including: keynote speeches, work shops, installation ceremonies and other activities as appropriate.
 6. Provide a small thank you gift at end of convention.
 7. Send a personal note after the convention thanking them for attending

ITEMS OF INTEREST**E. Hostess Responsibilities for GFWC guests:**

1. Greet the GFWC guest upon their arrival and make sure their room is satisfactory.
2. Assist the GFWC guest with any needs during the meeting.
3. Provide sightseeing or shopping activities during free time.

F. Installation

1. The incoming State President's club or clubs will be hostesses for the Installation reception. The current State President will approve all arrangements.
2. The President will arrange for the installing officer in consultation with the President-Elect.
3. The incoming President will receive the OFWC President's pin at her installation.
4. The President-Elect will order the pin for the outgoing President.