

ZI District 12 Secretary

October 2013 Board Meeting Report

2012–2014 Goals – Objectives & Indicators:

- ❖ **Prepare minutes of the 2012 Governor's Seminar and 2013 District Conference. Post a copy in the Members' Only section of the D12 website, and send a copy to the ZI Board Liaison within 60 days of these events**
 - ✓ Will compile the minutes for the 2013 District Conference for the D12 website and Zonta International

- ❖ **Prepare and distribute a participant survey within one month after the 2012 Governor's Seminar and the 2013 District Conference. Analyze the results and present findings to the District Board within 60 days of the event**
 - ✓ Will create and distribute a participant survey after the 2013 District Conference.

- ❖ **Prepare minutes of all District Board meetings and send a copy to each board member within 45 days after the meeting**
 - ✓ Prepared the minutes and updated the Action Items list for the June 2013 Board meeting. Distributed the minutes and list to the board on September 25, 2013
 - ✓ Prepared the minutes for the email vote on the 2013 District Conference budget, the email vote for the loan of seed money to Area 3 clubs for a “Zonta Says NO” event, the email vote for the approval of the 2011 District Conference Minutes and the email vote for the approval of the amended 2011 District Conference Minutes Distributed the minutes to the board on September 25, 2013
 - ✓ Will compile the minutes for the October 2013 Board meeting and distribute them to the Board after the meeting

- ❖ **Send proposals adopted at the District Conference to amend the ZI Bylaws to the ZI Bylaws & Resolutions Committee within 30 days after the District Conference**
 - ✓ No activity planned on this objective before the next Board meeting

- ❖ **Send proposed resolutions for the ZI Bylaws adopted at the District Conference to the ZI Bylaws & Resolutions Committee at least 180 days prior to the International Convention**
 - ✓ No activity planned on this objective before the next Board meeting

Miscellaneous Activities –

- ✓ Prepared materials and conducted Leadership Training for Club Secretaries on July 23 and 25
- ✓ Completed the Program for the 2013 District 12 Conference
- ✓ Completed Room Reservations for the 2013 District 12 Conference
- ✓ Made changes to the Board Contact to reflect changes in Board members
- ✓ Will distribute an updated Board Contact list to Board members
- ✓ Will conduct Leadership Training for Club Secretaries on October 15 and 17