**Incoming and Outgoing Leadership Team Members**

Call In Number: 1-800-747-1915 passcode 6309216# (conf. chairman id: 69425328#)

Saturday, June 4 - 7:30 am – 5:00 pm - GoToMeeting Link: <https://global.gotomeeting.com/join/608043381>

Sunday, June 5 - 7:45 am – 12:00 pm - GoToMeeting Link: https://global.gotomeeting.com/join/591515957

Problems call Susie Nulty (c) 719-337-3888

**Agenda**

**Friday, June 3, 20166:00 pm – 9:00 pm**

**Douglas Golf Course, 64 Golf Course Road, Douglas, WY**

**Welcome** - Marcy O'Toole, ReneéCoppock

**Fellowship, Buffet Dinner &Drinks***(Cash Bar)*

**Saturday, June 4, 20167:00 am – 8:00am**

**Breakfast - Hotel Breakfast**

**Saturday, June 4, 2016Meeting 8:00am – 1:30pm**

**Welcome &Call to Order**–Marcy O’Toole 5 min

**Roll Call - Determine Quorum –** Deedee Boysen 10 min

**Introductions** - All 30 min

**Old Business -**

**Approval of Board Conference Call MinutesJanuary 30, 2016**

– Deedee Boysen 5 min

**Treasurer’s Report -** Terri Otley 20 min

* Operations Budget Comparison Report 5/31/16
* Treasurer’s Report 5/31/16
* Comparison of Temporarily Restricted Fund Balances Report

**2014-2016 Final Board Member Reports** 1.5hr

Using the Following Sections from your Final Report:

Biennial Goals Results, What Worked, What You Would Change

**Break** 10 min

**Convention in Nice-** July 2 - July 6– Marcy O’Toole&ReneéCoppock 15 min

Review of registrants, logistics, and training

*(note: bylaw proposals will be discussed on Sunday)*

**Outreach Final Issue** – Janet Bergin / Marcy O’Toole 10 min

June Article due June 6th with plan to distribute by June 12th.

**New Business -**

**Governor’s Seminar -** Sept 23 - 24, 2016–ReneéCoppock15 min

*Outgoing board votes on budget*

**Recap of 2014 – 2016 Biennium –** Marcy O’Toole 15 min

**Closing Comments (& lunch logistics) –** Marcy O’Toole 10 min

**Lunch** (Catered in)1 hr

During Lunch:

**Installation of New Board Members**

*Note: Those not attending the ZI convention will be installed today. Those attending the ZI convention will be installed at the D12 meeting in Nice, France July 2, 2016*.

ReneéCoppock:

Nominating Committee - Marcy O’Toole, Linda Hawkins, Jan Kirch

Marcy O’Toole:

In attendance:

Area Directors - Michelle Médal

Vice Area Directors – Carolyn White, Sonya Bergeron

To be installed at International:

Area Directors - Andrea Hovey

Treasurer - Terri Otley

Lieutenant Governor –Deedee Boysen

Governor - ReneéCoppock

Not in attendance (to be installed in future by Reneé):

Area Directors - Kim Frazier, Mindy Minor

Secretary – Linda Bogart

Vice Area Directors –Kelli Buscher, Rhonda Bolich-Lampo

**Gift Giving To Outgoing Board Members& Committee Chairs** –Marcy O'Toole &ReneéCoppock

**Breakout Time for Turnover to Incoming Leadership Team -** All 30 min

*Using Final Board Report/Notebooks/flashdrives&other documents you want to share*

**Area Director Training will occur during the Breakout Time** – Sheila Davis and Deedee Boysen

***Outgoing board members excused***

**Saturday, June 4, 20161:30 pm – 5:00 pm**

**Welcome New Leadership Team**–ReneéCoppock 5 min

**Teamwork -** All 15 min

* Team Ground Rules

**ZI &D12 Leadership Structure** – ReneéCoppock 30 min

* Board Structure & Responsibilities (ZI presentation)
* D12 Leadership Team Structure and Responsibilities
  + D12 Board Structure and Responsibilities
    - Voting / non-voting members
  + Committee Chair Structure & Responsibilities
* Zonta International / District / Club Interfaces

**2016-2018 Budget –** Terri Otley 15 min

**2016-2018 Goals -** ReneéCoppock 1.5hr

* “How to Set Goals” / Goal Alignment Presentation (includes breaks)
* ZI Incoming President Sonja HönigSchough2016-2018 Goals
* Area Meeting Survey Results
* District 12 priorities – All
* Goal Creation (start identifying & creating goals – will continue into Sunday)

**Team Picture**  30 min

**Dinner – Diane Harrop’s home 6:00 pm**

84 Fairway Drive, Douglas, WY

*Please bring your favorite beverage to share!*

**Sunday, June 5, 20147:00 am – 8:00am**

**Breakfast- Hotel Breakfast**

**Sunday, June 5, 2014Meeting 8:00 am – 12:00 pm**

**Welcome &Call to Order** – ReneéCoppock 5 min

**Roll Call –**Deedee Boysen (for Linda Bogart) 5 min

**2016-2018 Bylaws Discussion -**ReneéCoppock& Marcy O’Toole45 min

**District Conference/Governor Seminar -** ReneéCoppock 20 min

**& Area Meeting Rotation Review**

**Set Locations and Dates** 30 min

September, 2016Leadership Team Meeting at Governor's Seminar

January, 2017Leadership Team Meeting (virtual)

Area Meetings – A3/AE Luncheon – January 2017 & others - Spring, 2017

June, 2017Leadership Team Meeting (in attendance)

September, 2017Leadership Team Meeting at District Conference

January, 2018Leadership Team Meeting (virtual)

**Break** 10 min

**District Conference 2017**– Sept. 23 – 25, 2017–ReneéCoppock 10 min

*Hosted by Zonta Club of Fort Collins & Greeley*

**Leadership Training** – Renee Coppock 10 min

* Leadership Training Coordination
* Scheduling Officer Training - President/VP, Secretary, Treasurer & Club Board

**Break Out- Goal Creation** (Continuation) **–** Team45 min

**Closing Comments & Meeting Review–** ReneéCoppock 15 min

**2014-2016 & 2016-2018 D12 Board and Committee Chairs**

|  |  |  |
| --- | --- | --- |
| **Outgoing** | **Incoming** | **Position** |
| **Marcy O’Toole – Denver II** | **ReneéCoppock - Billings** | **Governor** |
| **ReneéCoppock - Billings** | **Deedee Boysen - Laramie** | **Lt. Governor/Membership Chair** |
| **Terri Otley - Denver II** | **Terri Otley - Denver II** | **Treasurer** |
| **Deedee Boysen - Laramie** | **Linda Bogart - Cheyenne** | **Secretary** |
| **Kay Meyer - Foothills** | **Sheila Davis - Denver** | **Centurion** |
| **Teresa Forbes - Sturgis** | **Andrea Hovey - Black Hills** | **Area 1 Director** |
| **Michelle Ammerman - Cheyenne** | **Kim Frazier - Laramie** | **Area 2 Director** |
| **Ann Hodgson – Foothills** | **Michelle Médal - Foothills** | **Area 3 Director** |
| **Linda Hawkins – Prowers Cty** | **Mindy Minor – Royal Gorge** | **Area 4 Director** |
| **Andrea Hovey - Black Hills** | **Kelli Buscher - Pierre** | **Area 1 Vice Director** |
| **Carolyn White–Converse Cty** | **Carolyn White–Converse Cty** | **Area 2 Vice Director** |
| **Michelle Médal - Foothills** | **Rhonda Bolich-Lampo– Douglas Cty** | **Area 3 Vice Director** |
| **Lois Schroeder – Prowers Cty** | **Sonya Bergeron – Pikes Peak** | **Area 4 Vice Director** |
| **Debbie Willis – Billings** | **Debbie Willis – Billings** | **Archivist/Historian** |
| **Deb Beatty – Lakewood/Golden** | **Ann Hefenieder - Billings** | **Bylaws & Resolutions** |
| **Jan Kirch –Black Hills** | **Mary Benoit - Denver** | **Foundation Ambassador** |
| **Kari Winter – Lakewood/Golden** | **Vacant** | **Internal Communications** |
| **Janet Bergin –Royal Gorge** | **Janet Bergin –Royal Gorge** | **Outreach Editor** |
| **Susie Nulty– Pikes Peak** | **Susie Nulty/Janet Bergin** | **Webmaster** |
| **Pam Malzbender-Foothills** | **Pam Malzbender-Foothills** | **External Communications** |
| **Kay Meyer - Foothills** | **Denise Parrish - Cheyenne** | **Advocacy/UN** |
| **Sheila Davis - Denver** | **Marcy O’Toole – Denver II** | **Nominating Chair** |
| **Mary Benoit – Denver** | **Linda Hawkins– Prowers Cty** | **Nominating Committee Member** |
| **Denise Luckhurst– Pierre** | **Jan Kirch– Black Hills** | **Nominating Committee Member** |
| **Deb Beatty – Lakewood/Golden** | **Ann Hefenieder - Billings** | **Parliamentarian** |
| **Ann Hefenieder - Billings** | **Denise Luckhurst- Pierre** | **Service Chair** |
| **Debra Ureel– Denver II** | **Ann Hodgson – Foothills** | **Amelia Earhart Coordinator** |
| **Kathy Hyzer - Denver** | **Judy McNerny- Denver** | **JMK Coordinator** |
| **Debbie Sundberg – Billings** | **Debbie Sundberg – Billings** | **YWPA Coordinator** |
| **Deedee Boysen - Laramie** | **Johnna French – Laramie** | **Z & Golden Z Coordinator** |