



Zonta International District 12

Advancing the Status of Women Worldwide

ZONTA INTERNATIONAL – DISTRICT 12 OCTOBER BOARD MEETING OCTOBER 4, 2013

Action Items for Follow-Up - As of 10/21/2013

	WHAT:	WHO:	BY WHEN:	NOTES/COMP DATE
17.	Check with Clubs on any resigning members for the Governor to contact (provide name and contact information)	ADs to Sheila	As Needed	
20.	Document a procedure/process for awarding the District 12 Service Award	Ann to Sheila	On Hold	
	Completed Action Items:			
1.	Update analysis of ZI Proposed bylaw changes	Reneé to All		Done
2.	Distribute bylaw analysis to Club Presidents	Sheila to clubs		Done
3.	Prepare amendment for Convention in regard to proposed bylaw change removing Marian deForest from the Membership Manual title.	Marcy/Tommie/Reneé		Done
4.	Order D12 Pins	Janet		Done
5.	Schedule the January 2013 Board Meeting	Sheila & Susie		Done
6.	Update and distribute D12 Expense Reimbursement Form	Bridget to All	8/1/2012	Done
7.	Area Meeting Survey Summarization updated with Area 1 and Area 2 comments	Sheila to All	8/1/2012	Done
8.	Proposed committee members for District 12 Committees	CChairs to Sheila	8/1/2012	Done
9.	Biennial Goals with Indicators (unless ZI's date delayed)	Sheila to All	9/4/2012	Done
10.	Complete Long Term-Strategic Plan Document	Sheila, Bridget, Mary B.	9/30/2012	Done
11.	Board Members' 3-5 Measurable Indicators for Goals – link to Long Term Strategic Plan	Board Members to Sheila	9/30/2012	Done



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12.	Verify that moving amounts between budget line items requires a vote of the Board	Reneé/Pat to Sheila & Bridget	9/1/2012	Done
13.	Update and order D12 Brochures	Sheila	9/1/2012	Done
14.	Order D12 Lens Cloths	Andrea	6/15/2013	Done
15.	Detailed Budget for Marketing Plan	Andrea/Angela to Bridget & Sheila	6/8/2013	Withdrawn
16.	Prepare a description of your role and 1-2 favorite Leadership quotes for the Governor's Seminar Luncheon	Board Members	9/22/2012	Done
18.	Complete web based Governor's Seminar Evaluation and compile responses	Denise	11/15/2012	Done
19.	Discuss possibility of sponsoring a new club in Peru with Nelly Nord, Zonta Club of Pierre-Fort Pierre	Denise	2/1/2013	Done
21.	Distribute the list of Outreach publication dates with submission deadlines to the board	Sheila to All	1/5/2013	Done
22.	Create a procedure/process for members transferring between clubs within District 12 and between Districts	Bridget & Renee to All	6/8/2013	Done
23.	Prepare a proposed ZI Resolution to eliminate ZI dues for Past International Presidents not intending to renew their membership	Deb & Marcy to All	6/8/2013	Withdrawn
24.	Change "ZAP" to "Education Fund" on Financial Reports	Bridget	1/20/2013	Done
25.	Investigate if Orange Ribbons can be available for sale at the District Conference	Jane	9/1/2013	Done
26.	Develop a proposal for a District Service Project for the Service Recognition Award	Jane & Ann to AD's	3/1/2013	Done
27.	Document the definition and process for making a Financial Reserve Fund	Bridget & Terri Otley to All	1/4/2014	Done
28.	Verify that all District Board members have signed a Conflict of Interest Form	Bridget	10/5/2013	Done