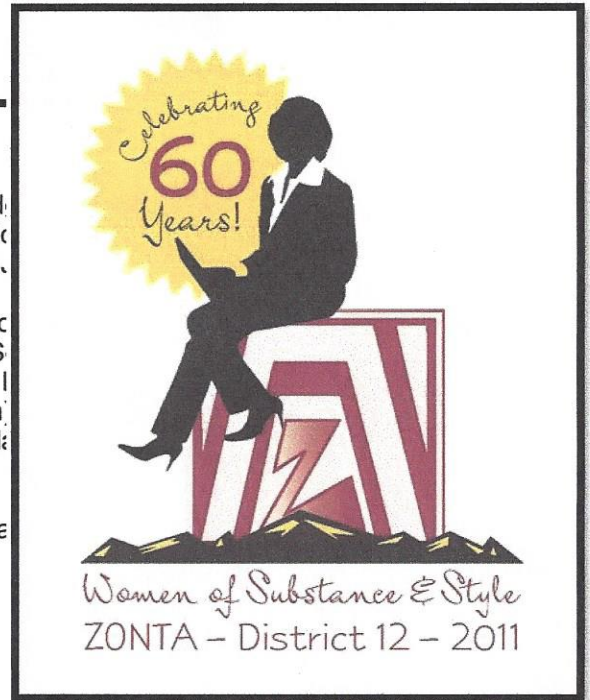


Sheila Davis

From: Kay Meyer [kay@meyergould.net]
Sent: Sunday, August 14, 2011 5:29 PM
To: Angela Ver Ploeg; Angie Leonard; Ann Hod; Kirch; Jan Stokes; Jane Page <janep@midc McCormick; Kari Winter; Kathy Hyzer; Kris Roggy; Susie Hooker
Cc: Kyle Mattison Blada; 'jan kirch'; Kathleen D blm3416@digis.net; Carol Leffler; Debbie S DianeTwining ; Jo Prang; Kathy Dean; Kay I Mary Lou Edwards (rhml Edwards@aol.com); Priscilla Romkema; Renee Coppock; Sheila clfi_susan@yahoo.com; Susie Nulty
Subject: President's 2011 Conference Checklist
Attachments: D12 2011 Registration Form (2).pdf; Delega
Importance: High



President's 2011 Conference Checklist

End-of-Summer Greetings, District 12 Club Presidents!

It is time to heed the *Call to the 60th District 12 Conference*, that was sent to all District 12 Zontians on July 25th. I hope that all of you are making plans to be in Rapid City, South Dakota, September 23-25! A special edition of the *Outreach* be e-mailed to all D12 Zontians later this month that will provide more details. (If you have not yet made your reservations, please do it soon; the registration form is attached.)

So that the business of District 12 at the Conference will go smoothly, your attention and timely response to the items below is needed--
 Check 'em off as you take care of each .

Delegates/Alternates

Please ensure that your club elects your Conference Delegate(s) and Alternate(s) **during your next Club meeting.**

(See the attached '*Policy & Instructions for Delegate & Alternate Selection*'.)

A club with 41 + members is allowed 2 delegates as determined by the District 12 Treasurer who notes each club's membership census on September 1st.

If you have a question in regard to the number of delegates your club is allowed to send, please contact Bridget Masters (blm3416@digis.net).

Please note that all clubs are asked to **encourage as many of their members to attend as possible!** However, the number of people who are allowed to **vote** is limited, as stated in Zonta policy.

Proxies

While every club is expected to have members attend the Conference, there may be a (horrible) situation in which no one is able to attend. Thus, a club may choose another club in the District to carry its vote. (See the attached '*Policy & Instructions for Delegate & Alternate Selection*' and *Proxy Request Form*.')

The District 12 Board strongly recommends that a club using a proxy defray some of the expenses of the proxy. The member carrying the proxy for a club is obligated to provide a report to that club soon after the Conference. Please note in the ZI Bylaws that a club may not be represented by proxy at more than 2 consecutive conferences.

In EMAIL, D12 Conf 11, PREZ Checklist

Zonta Store

Time has been allowed for shopping at **Z' Store** throughout the Conference, and you should find Z' Store conveniently-located and spacious. It will be locked during non-store hours.

Please contact Jessica Larson (jl Larson@blackhillslaw.com or 605-721-2800) with your requests for tables or questions. She will coordinate your 'store needs' with the hotel.

You are asked to ensure staffing for your table in the Z-Store during open hours. Raffles are optional for clubs and you may sell tickets in Z' Store. If your club needs time on the Sunday agenda for drawing a winner, please inform me (your Gov) on **Saturday** at the conference.

Daily Roll Call @ Conference

In order to get a view of things-to-come throughout the District, we're asking each Club Delegate to respond to the Roll Call at the beginning of each business day with the following regarding her Club's plans for this year:

Saturday--1 service project; Sunday--1 advocacy project.

Please come prepared to name your 2 club projects and add a descriptor sentence of 20 or fewer words.

Mingling with Memories

Saturday Evening we will celebrate 60 years as a District! During the social hour before dinner on Saturday evening, we are all looking forward to a 'multi-media' event--. **Help us find the pictures, displays, and scrapbooks that we all enjoy seeing!** You may wish to assign this task to your Club Historian or Archivist, since this will put us all a step ahead in preparing for Zonta's Centennial. (There will be further info in the *Outreach*.)

Please e-mail to Jane Page (jane p@pie.midco.net) any good digital pictures -& scan those old ones to send- **by September 9th**.

We want to have some representation from each club! Music, a slide show, & convention souvenirs on display from 60 years of District 12 history... **Wow!**

Awards Ceremony

After Dinner Saturday, the following District 12 awards will be presented:

★ **Travel Award** – for the most 'club miles' traveled (RT miles times #members attending conference/# members in club)

★ **First Time Attendees' Award** – to the club w/ most members attending Conference for the first time.

★ **The Bell Award**– awarded to clubs (w/ 40 or fewer members) to achieve *highest net membership increase in previous year*

★ **The Banner Award**– same as above (for clubs w/ 41 or more members) to achieve *highest net membership increase in previous year*

★ **Service Award** – given to the club that has met the following criteria.

≈ Goals in line with International goals & mission statement

≈ Support of International service programs

≈ Percentage of members involved

≈ Promoting Zonta in the community

≈ Lives touched/community awareness generated by projects or programs

★ **30+ Years Zonta Membership** --Those in attendance will be recognized at the ceremonies.

★ **Club Anniversaries** (denominations of 5)—Boulder County (60), Converse County (60), Laramie (60), Cheyenne (55), Denver II (25)

★ **Zontians of the Year** – Those in attendance will be recognized at the ceremonies.

But we need *your help* to make this work...

Zontians of the Year

Please e-mail to Lt. Governor Sheila Davis shedavis@comcast.net the name(s) of your club's Zontian(s) of the Year **by September 15**. Include a couple sentences about this honoree that can be read at the ceremony. Please let us know if she will be in attendance. All Zontians of the Year will be listed in the program and acknowledged verbally, but no one will be asked to act as a proxy to accept a rose.

30+ Years Zonta Membership

You can go to <http://www.zonta.org/Member Resources/Tools/Club Tools/LengthofMembershipAwardForm.aspx>

to nominate your club members who have been Zontians for 30+ years. ZI sends the Governor a very nice letter & certificate that we will award to the honorees who are in attendance at the

Conference. We will mail the certificates to those who cannot attend. (You must act quickly on this if we are to get receipt of letters from ZI by mid-September.)

District Service Award

The Selection Committee is using the data that 2010-11 Presidents submitted in your Club's Annual Report last May. You may receive a request from the Service Award Selection Committee for further information regarding your 2010-11 Service Projects.

Sunday Memorial Service

The Service of Remembrance on Sunday morning is an annual ecumenical service to remember Zontians who have died since the previous Conference.

Please send the following information to Sheila (with the above Zontian-of-the-Year info) **by September 15.**

- ❖ Name of the deceased member
- ❖ Date of death & some additional biographical information
- ❖ Involvement in Zonta, including offices held

This information will be printed in the program for the service.

Please bring a picture of the honoree to the Service of Remembrance and ask a club member to speak about her at the service.

Thank you so much for attending to the items on this checklist. Please let me know if you have any questions, and please encourage your club members to register for the Conference. The Black Hills Club, with the assistance of the other Area 1 Clubs, is looking forward to hosting you women of substance & style with great style and substance.

I hope to see all of you there!

--Kay Meyer

2010-12 Governor, District 12

303-665-5273