**Chapter Meeting Minutes**

**Zonta International ®**

**Zonta Club of Mid-Maryland**

**Thursday, March 8, 2017**

**Blue Dolphin Restaurant, 6:30p-8:30p**

**Call to Order**

The meeting was called to order by Zontian President Linda Andrews at approximately 7:00pm. The meeting agenda was adopted as presented. **(**Agenda Attached).

**Meditation**

For the meditation Linda Andrew, President introduced the Zontian Prayer & code, along with all members in attendance, recapped the Zontian prayer and code aloud.

**Attendance**

Board Members: Linda Andrews, President Zonta Mid-Maryland Club, Erma Barron, 1st Vice President, Virginia Moore, 2nd Vice President, Cleopatra White, Treasurer, Karen Michelle, Secretary, Stanita Scott, Financial Secretary

**Members Present:** 19 Total (Attendance Attached to File).

***President’s Remarks***

Zontian President, Linda Andrews discussed detailed of the agenda; along with reminder and details about any upcoming events throughout Zonta International. But firstly, Linda wanted to recap and recognized the club members’ participation in the *2017 Domestic Violence Memorial service* put together by the Maryland Network against Domestic Violence. The event was held in Lanham, MD in Remembrance of the 55 lives Lost to Domestic Violence in Maryland, July 1, 2015 thru June 30, 2017. (Agenda Attached to File).

Upcoming events introduced included workshops, conferences, etc. During the discussion Linda detailed the cost and possible expenses associated with the cost of members attending the events. Linda was able to associate the cost and expenses of upcoming events, as an introduction to the major in-club items that need to be addressed and taken care of as soon as possible before the 1st club year ends.

**Minutes**

Secretary Karen Michelle took minutes during the meeting. The February minutes were submitted via email; and a few hardcopies were available if needed, for review. The minutes were received and approved. (Copy of Minutes Attached to File).

**Officer Reports**

*Treasurer’s Report*

Cleopatra White, Treasure presented the Treasurer’s report, and emphasized that the detailed treasury report had been submitted via email to the membership for expenditures to date ending February 28th. She reported that the end balance as of 2/28/2017, after all expenses, the ending balance to date was $14,281.57. Cleopatra noted that the renewal of dues for the upcoming year are approaching soon and should be submitted by the end of April 2017. She explained that a budget needs to be put in place as soon as possible; prior to the submission of club dues. Cleopatra provided a breakdown of the total cost of dues based on a tentative recommendation, by our club President, Linda Andrews. Linda interjects and proposes the amount set for the dues should be $195. But, Ingrid Turner, Erma Barron, 1st Vice President, and the other members present during the meeting, emphasized that no final cost of dues could not be set until a proposed budget was outlined and approved and voted on by at least a 2/3 body of the membership. Members in attendance also questioned the high cost of dues per member, and why and what are the remaining funds to the club would be spent, in light of the fact that we now have more than $14K currently in the club account. More specifically, those in attendance questioned the need to have each member provide an additional $99 to the club. According to the Treasurer Report, more than $4K is remaining from the initial club dues, and almost $10K is net from the Zonta Club Mid-Maryland’s 1st fundraiser. This brings the total in the club account to date of $14,281.57. Cleopatra recapped that the total cost of dues will include $80 for Zonta International dues, $13 District Three dues, $3 for Zonta International Insurance, for a total balance to the club of $99 per member. This brings the total cost to the club of $195, which should be submitted by April 13th 2017. . The body concluded that no set amount of dues would be voted upon at this time until the decision and conclusion of a club budget, by-laws, and final vote by at least a 2/3’s club membership at a later date. (Detail Treasury Report Attached to file).

**Summary of Treasury Report as of February 28th, 2017**

Total Income: $419.00 $19,504.59

Total Expenditures: $22.46 $14,713.26

  **Net: 191.54 $4,791.43**

*Financial Secretary Report*

Financial secretary, Stanita Scott presented the Secretary Report. To date the count for the report of payments received from the last club meeting in February 2017 is **$419.00.**

**Total Rec’d thru Feb. 28th, 2017: $419.00** (Summary of cost of dinner per last February club meeting is attached file included in Treasury Report and Reconciliation).

**Committee Reports**

*Membership Report*

Erma Barron, 1st VP and Membership Chair started off with explanation and a presentation on the details of the club surveys. She references the importance of the various categories of the survey; and showcased the areas that were most important to members of the club based on the responses from the members who participated. Erma emphasized that based on the survey results; there was good comradery amongst the women in the club. The survey also demonstrated that a lot of women were engaged in the club, and had a lot of good ideas, that we could incorporate into the club activities for next coming months and the next year. In summary Erma also notes that we can all use the survey as a jump start to future “think tank” sessions. Most of those in attendance expressed further engagement and upcoming ideas. For example, Linda agreed with other members, and expressed her interest in further engagement of women in the prison system. (Full Survey Report and Results Attached to File).

*\*\* Summary Membership Survey Mid-Year Assessment Results of Jan. 2017 based on Forms Returned – 21 or 42% of Total Membership, not including comments and non-form responses.*

*Fundraising Report*

Fundraising Chair, Stanita Scott presented the final fundraising report. She presented and recapped the final amount of expenditures, and recap of the profits. Stanita also expressed her appreciation to all of the Zonta Club of Mid-Maryland membership participation and show of support throughout the various areas of the fundraiser that made the fundraiser/Murder Mystery a success, and sell out. Stanita also expressed special congratulations to the individual members of the fundraising committee for a job well done, and for their contribution for the financial success of the event. The net amount from the fundraiser totaled over $9,490.14 to date. (Fundraising Report Attached to File).

**Fundraiser Summary Report**

Income Total: $17,872.05

Expenses: $8,391.91

**Total Net: $9,490.14**

*Zonta Moment*

Erma Barron lead in this weeks Zonta Moments, How to engage, promote, and maintain Zonta membership. Erma reminded us of the tools, resources, etc. available to each member. These resources allow each of us the opportunities to not only learn more about the Zonta organization as a whole, and what our roles are as members. Erma expressed that there is no need to *“wing it”* when it comes to having a greater understanding of Zonta, how to bring new members in, etc. Erma goes into detail about the various types and classifications of membership available within Zonta International. Erma emphasizes and recaps that the goal of membership is to continuously diversify the organization; and a quick and easy way to increase membership is to invite those who are interested to the monthly meetings. Further steps are discussed and outlined as to how to become a Zontian.

*Programs Report*

There was no programs report.

 *Advocacy Report*

There was no advocacy report. But Linda expressed and recapped the domestic violence memorial in honor of women and individuals who’ve passed as a result of domestic violence in the state of Maryland.

*Administration/By-Laws Report*

No Administration Report. But Linda noted that we are in the process of finalizing of the by-laws; and the draft is to be presented to the body of the club for review, finalization, and voted upon by the next club meeting.

*Public Relations Committee*

Tanya Shanklin public relations committee chair expressed the need for all members to become more engaged and make use the social outlets and set for the club members. Linda interjected that many of us may need more training in how to utilize the social media outlets such as twitter, Facebook, the Mid-Maryland club website, etc.

**New Business**

Further discussions throughout the meeting included more discussion regarding the status of the by-laws, the draft of the by-laws, and the need to have the by-laws established as soon as possible. Ingrid interjected that notices to the membership should be issued via email outlining the immediate business issues that need to be addressed; and voted upon by the entire body of Mid-Maryland membership as soon as possible. Such issues to be addressed in the next meeting include a draft of by-laws, draft budget, and the establishment of the final cost of renewals for membership, and the issue of the monthly cost of meals and future location during the monthly meetings. Linda expressed that she will issue a draft of the proposed by-laws to the entire membership prior to the next meeting.

For new business Linda wanted to point out that the April 2017 meeting would be held at the Woodmore country club. Because a number of members, expressed that a mandated cost for meals during the monthly meeting is a problem, and was not agreed upon at the start of the club, nor during the 1st retreat held back in August of 2016.Marva-Joe Camp reiterated that she is especially concerned with the ongoing need to pay for meals during a club meeting, and said that she agreed with others that she has a real problem with this. Linda noted that we will definitely resume this discussion of the cost of meals, and the other issues, such as the location at a later time.

Other announcements were presented by Beverly White and her participation in the Susan B. Komen Breast Cancer walk in May 2017. Beverly wanted to thank all of those who’ve pledged support to date; and a thank Zonta members in advance who will be participating and pledge support.

Tracey Mitchell announced that she has become an Ambassador of the Smithsonian’s African American History Museum.

**Adjournment**

Meeting adjourned by Linda Andrews at 8:46pm.

**Submitted by:**

Karen Michelle Fenner

Secretary, Zonta Mid-Maryland