**Chapter Meeting Minutes**

Zonta International ®

Zonta Club of Mid-Maryland

Thursday, December 8, 2016

Crofton Country Club

The meeting was called to order by Zontian President Linda Andrews at 7:15 pm. Meditation was given by Virginia Moore. The meeting agenda was adopted as presented. **(**Agenda attached to file).

**Attendance**

Board Members: Linda Andrews, President, Erma Barron, 1st Vice President, Virginia Moore, 2nd Vice President, Cleopatra White, Treasurer, Janza Reese, Corresponding Secretary, Stanita Scott, Financial Secretary, Sharon Dowell, Director, Karen Michelle, Secretary

**Members Present: 17** (Agenda attached to file).

**Minutes**

The minutes were not available for review at the beginning of the meeting. The corresponding secretary was asked to take minutes for this meeting. The minutes will be reviewed at the next monthly chapter meeting.

**Officer Reports**

*President’s Opening Statement*

Zontian President reported that the Zonta Club of Mid-Maryland has come a long way since our chartering in June. She remarked on the success of the Advocacy project for sex trafficking by supporting the movie *Sold*. The club’s focus through the end of the year is on lessons learned in 2016 and best practices for 2017.

*Treasurer’s Report*

The Treasurer provided the November Financial Report. She reported that the balance in the account as of 11/30/2016 was $4,643.53.

Programs submitted a budget for $300. Virginia Moore reported that they spent $25 on a gift card for the Breast Cancer Month guest speaker. The gift card and card totaled $33. Budget balance is now $267.00.

Finance Discussion

Discussed meal shortage and money taken in since the Club’s chartering. Membership Committee will conduct a mid-year membership survey for membership to understand concerns with meeting locations, costs, and meeting attendance. There have not been any website charges yet; however, that financial information will be included once the invoice is received.

The Financial Secretary provided the November Report of money received. The breakdown:

1. 4 Credit Card Payments $108.00
2. 6 Check Payments $162.00
3. 2 Check payments (3 mos.) $162.00
4. 4 Cash Payments $108.00

**Total: $540.00**

*Financial reports filed for audit.*

*Correspondence*

Zonta Club of MM invited to the Investiture Ceremony and Celebration for Zontian Ingrid Turner, Circuit Court Judge, on December 19, 2016.

Zonta Club of MM received an invitation to the LINKS??

**Committee Chairman Reports**

*Membership Report*

First VP Zontian Membership Chairman Erma Barron reported that the membership committee will conduct a mid-year membership survey in January. Members suggested a phone survey and consideration of adding new members.

It was properly moved and seconded that the membership committee will 1) Conduct a mid-year survey to gauge participation, attendance and concerns of the members, and include questions on meeting date, time, place, meal cost, meeting content and suggestion box to give members a voice regarding future operations, service projects, speakers, etc., 2) Establish a buddy system to randomly pair members and extend friendships and inter-club communications so members feel connected, and 3) Follow-up with personal phone calls to members that miss two meetings (*and did not inform someone*).

The committee will establish a Friends of Zonta database from guest cards completed at the *Sold* movie.

*Programs*

Second VP Zontian Virginia Moore reported that we’ll have a guest speaker at the January and February monthly meetings.

January – Amelia Earhart

February – Heart Health Month

*Advocacy Report*

Shoe Project/16 Days of Activism: The 16 Days of Activism will be displayed at the WE3 Conference on Saturday, December 10, 2016. Committee needs members that can setup Saturday morning and dedicate an hour or two to check on the display during the conference.

Zonta Day/Night in Annapolis: Members recommended that we move on doing this in 2017. Suggestion is the February or March timeframe and partnering with other area Zonta clubs.

*Fundraising Report*

Zontian Fundraising Chairman**,** Stanita Scott**,** presented the theme for the February dinner theater fundraiser. The theme is Dinner Theater – Murder Mystery. The event date is February 11th and the cost is $75. Each member is asked to purchase three tickets. Money collected via Eventbrite, PayPal, and check. Committee needs nice items for the silent auction. Tickets were available at the December monthly meeting.

Estimated Gross Proceeds:

Ticket Sales [150@$75.00](mailto:150@$75.00) = $11,250.00

Auctions [180@$74.00](mailto:180@$74.00) = $13,500.00

50/50 Raffle $1,000.00

*Gross Proceeds $12,550 - $14,800.00*

Estimated Expenses:

1. Venue & Catered Dinner: $4,000.00
2. Murder Mystery Actors/Sound System $1,000.00
3. DJ $ 250.00
4. Decorations $ 150.00
5. Printing $ 100.00

**Expenses (estimated total) $5,500.00**

Recommendations from the Board

**New Business**

None.

**Old Business**

None.

**Announcements**

Holiday Celebration included a sweater contest (ugly, cool, holiday), games, and gift exchange.

Meeting adjourned at 8:20pm.

Submitted by:

Janza Reese

Corresponding Secretary