

2017 District 3 Fall Conference



**Empowering
Women Through
Service and
Advocacy**

Hosted by Zonta Clubs of Cumberland County, Frederick and Philadelphia
September 29 – October 1, 2017 / Hilton, Wilmington/Christiana



**CALL TO CONFERENCE
2017 DISTRICT 3 FALL CONFERENCE
September 29 – October 1, 2017**

Dear District 3 Zontians,

We are excited to invite you to the 2017 District 3 Conference “Empowering Women Through Service and Advocacy” in Newark, Delaware.

Please join us September 29th through October 1st at the Hilton Wilmington/Christiana. The Zonta Clubs of Cumberland County, Frederick and Philadelphia have been working together to provide an informative and fun weekend. The time together will allow for conducting the business of District 3, including electing our leaders for the 2018-2020 biennium, learning, sharing and enjoying fellowship with fellow Zontians.

We look forward to welcoming our Zonta International Representative, Judith Anderson, from Australia. We hope you will have the opportunity to speak with her. Judith will also deliver a message from Zonta International and Zonta International Foundation President Sonja Honig Schough.

Club delegates are asked to attend a Delegates Orientation at 4:30pm on Friday night. Club presidents are invited to attend a Presidents’ Reception on Friday night at 6:15pm where you will gather with the District 3 Board and ZI Representative Judith Anderson. Our first business session begins at 7:30pm. The Meet the Candidates’ Reception will begin at 10 pm.

Saturday’s agenda will include the election, voting on district business, district committee reports, awards, breakout sessions and area meetings. Save time to enjoy Saturday’s Gala event and time spent with each other.

Sunday morning begins with our Memorial Service remembering the Zontians who have passed away since the 2015 District 3 Conference; details about next year’s 64th Zonta International Convention in Yokohama, Japan; and the invitation to the 2018 Fall Governor’s Seminar.

Please take the time to review the enclosed conference agenda and registration for additional details. There is also the Zonta Store, program ad and basket/item raffle information. To help you keep track, there is a club/member checklist on page 19.

Don’t forget the challenge from Lisa Fraser Kimbrough, our District 3 Foundation Ambassador, to raise \$5000 and 100% club donations during the conference. Be sure to bring donations from your club and, of course, there will be other opportunities for you to personally contribute.

Please join us! Be sure to register by the August 18 deadline to take advantage of the early bird registration fee. We look forward to seeing you and enjoying a great weekend with Zontians and guests of District 3.

Donna Clark
Governor 2016-2018

Rosalie Forcinito

Mandy Santiago
2017 District 3 Conference Tri-Chairs

Barbara Stastny



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Tentative* Conference Schedule

Friday, September 29, 2017

1:00—6:55 pm	Registration and Credentials
1:00—6:55 pm	Zonta Store Open
4:30—5:00 pm	Delegates Orientation
5:00 —5:30 pm	Flag Ceremony Rehearsal
5:30 – 7:30 pm	Dinner on your own (list of restaurants included in conference bag and emailed)
6:15—7:00 pm	Club Presidents' Reception (by invitation only)
7:30—10:00pm	Opening of District 3 Conference - First Business Session
10:00—11:00pm	Meet the Candidates Reception

Saturday, September 30, 2017

7:30—9:00 am	Continental Breakfast
7:30—8:30 am	Voting
7:30—9:00 am	Zonta Store Open
8:00—8:45 am	First Timer's Orientation
8:00—Noon	Registration and Credentials
9:15—12:30pm	Second Business Session
12:30—2:00pm	Lunch /Keynote Speaker
2:30—3:45pm	Breakout Sessions
3:30—5:00 pm	Zonta Store Open
3:45—4:45 pm	Area Meetings
6:00—7:00 pm	Social hour—cash bar
6:55	Procession of District 3 Presidents/Committee Chairs/ Past Governors/District Board
7:00—8:15 pm	Dinner
8:30—10:15pm	Music and Dancing

Sunday, October 1, 2017

7:30—9:00 am	Breakfast
8:30—9:00am	Memorial Service
9:30—Noon	Final Business Session/Closing Remarks

***Schedule is subject to Change**



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CONFERENCE HOTEL REGISTRATION
HILTON WILMINGTON/CHRISTIANA
100 Continental Drive, Newark, Delaware 19713
Tel: 302-454-1500

Registrations can be made at:

www.hilton.com

The special room rate will be available until September 15th or until the block is sold-out, whichever comes first.

Accommodations available are for September 29 and 30, 2017.

1 King Bed Room	\$129
Standard two Queen Beds Room	\$129

Directions: Located off I-95, Seven Miles South of Wilmington, DE. From the North: 95 South Exit 4B bear right continue ½ mile past Applebee's, hotel is on the left. From the South: 95 North Exit 4B to exit 166. Route 58 West, continue ¼ mile, past Applebee's, hotel is on the left.

Amtrak: The Newark, DE Station at 10 Mopar Drive, Newark, DE is 7.7 miles from hotel. Free shuttle. There is no enclosed waiting area, telephone, or restroom at this station. Please call the hotel for shuttle pick up.

Airport: The closest airport is Philadelphia International Airport located 25 miles from the hotel. There is no shuttle to the hotel.



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REGISTRATION

If registering by Eventbrite, you do not need to complete this form.

Name _____ Preferred name for Badge: (if any) _____

Zonta Club of _____

Mailing address _____

Home Phone: _____ Cell Phone: _____

E-mail _____ (Conference registrations will be confirmed by email)

Check all as appropriate: Delegate _____ Club Officer _____ Member _____ First Timer _____

District Officer/Chair _____ Past Governor _____ International Officer/Chair _____ Past International Officer/Chair _____

Club Officer Title: _____ District/International Title: _____

GUEST NAME(S) _____

	Zonta Member *	Guest **	No. Guest	Totals
Early Bird Registration (by Aug. 18)	\$200	\$ 95	_____x_____	\$
On Time Registration (Aug 19-Sept. 08)	\$225	\$ 95	_____x_____	\$
Late Registration (Sept 09-Sept 22)	\$250	\$ 95	_____x_____	\$
Hotel cut-off is 9-15-2017				
Guest Registration for Gala Dinner/Dance		\$ 60	_____x_____	\$
+Zonta Store Table Reservation (see form page 9)				\$
++Program Ad Reservation (see form page 10)				\$
Grand Total				\$

Please see checklist on page 30 for more detail.

*Member registration includes: business meetings, conference materials, conference bag, breakouts, Friday Meet the Candidates Reception and 1 free drink, Saturday/Sunday breakfast, Saturday luncheon, Saturday Gala/Dance and 1 free drink.

**Guest registration includes: business meetings, breakouts, Saturday/Sunday breakfast, and Saturday luncheon.

Register and **pay online**: <https://2017district3conference.eventbrite.com>. **No refunds after September 15, 2017.**

If registering by mail, make check payable to Zonta District 3 Conference and mail postmarked by due date to: Cammy Trivellini, Zonta Club of Cumberland County, PO Box 2254 Vineland, NJ 08361-2254.

+Complete form for Zonta Store table if paying via Eventbrite and email to: Mandy Santiago-mandysantiago8@gmail.com.

++Complete form for Program Ad if paying via Eventbrite and email to: Donna Vertolli – donna@designadvertisingnj.com.

Include breakout session selection and menu selection (page 6) for member and guest when registering by mail.

There will be no at-the-door registrations.



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CONFERENCE BREAKOUT SESSIONS

Check the session you would like to attend. Include this page when registering by mail.

Saturday afternoon – 2:30-3:45 pm

___ **Membership: *Why Engaging Your Membership is Scariest than Dating Taylor Swift***

Do you have a "long list of ex-lovers?" Hoping to fill your "blank space, baby?" Then come "write your name" on this attendance sheet. With the Queen of Pop as our inspiration, we'll learn the top 12 best practices for engaging and retaining your members.

___ **Leadership: *Lions, Lemmings and Leaders***

This workshop will encourage participants to consider what it means to be a leader and to identify the qualities and skills required to head Zonta committees and clubs and to take a leadership role at area, district or international level.

___ **Fundraising: *Loosening the Grip: A Zontian's Guide to Effective Fundraising***

The art of fundraising often presents a challenge to Zontians. Service and Advocacy are at the core of Zonta's mission. The implementation of programming in these areas requires financial resources that rely on the raising of funds by the individual clubs. In this expert session on fundraising best practices, representatives from the Zonta Club of Northern Valley, and the Zonta Club of Trenton/Mercer will share how they raise tens of thousands of dollars to support their service and advocacy projects.

___ **Advocacy: *Let's Put a Stop to Campus Rape Today!***

Zontians throughout District 3 can make a difference! First learn the facts about the impact of rape on campus. Understand the history of legislation and best practices already in place to address it. Hear about the Campus Safety and Accountability Act and why we need it. Make a plan for how your club can be a change agent-- through advocacy and service to victims and the community

MENU SELECTION

Saturday Lunch selection – please select one

___ Smoked Turkey Club Wrap with bacon, crisp greens, fresh tomatoes & mayo wrapped in a sun-dried tomato tortilla. Includes tossed field greens with radishes, cucumbers, tomatoes and carrots/ranch dressing. Dessert.

___ Vegetarian: grilled vegetables and goat cheese. Includes Tossed field greens with radishes, cucumbers, tomatoes and carrots/ranch dressing. Dessert. (gluten free)

Saturday Gala selection – please select one

___ Chicken Picatta in a lemon, caper, and parsley butter sauce. Includes iceberg wedge salad with tomatoes, crisp bacon and crumbled bleu cheese. Starch & fresh vegetable. Dessert.

___ Smoked Paprika Rockfish with roasted corn and chipotle relish. Includes salad, starch, vegetable and dessert as mentioned above.

___ Vegetarian: mushroom tower with grilled mushrooms, spinach, tomato, onion, carrot, zucchini and peppers. Includes salad, starch, vegetable and dessert as mentioned above. (gluten free)

Please indicate any dietary restrictions for meals.



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CONFERENCE CREDENTIALS

Club Delegate(s) and Alternate(s)

Area # _____ Club _____

Name of Delegate _____

Name of Delegate _____

(A club is entitled a second delegate if the club membership exceeds 30 as of June 1, 2017.)

Name of Delegate _____

(A club is entitled a third delegate if the club membership exceeds 60 as of June 1, 2017.)

Name of Alternate _____

Name of Alternate _____

Name of Alternate _____

(A club is entitled to as many alternates as delegates.)

Submitted by: _____

Indicate title: Club President or Club Secretary

Date _____ Email _____

Please complete and send by September 15, 2017 via mail, fax or email a scanned copy to:

Linda Butler Livesay, ZI District 3 Secretary, 292 East Valley Forge Road, King of Prussia, PA 19406,

Fax: 610-992-3295, Email: LBLIVESAY@ME.COM



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CONFERENCE CREDENTIALS
CLUB PROXY REQUEST

If your club must vote by proxy, the president or secretary must fill in and sign the top portion of the form below and send it to the club carrying the proxy. The carrying club president or secretary must sign the lower portion of the form and submit it by **September 15, 2017** to the District 3 Secretary Linda Butler Livesay, 292 East Valley Forge Road, King of Prussia, PA 19406.

Important Note: Your club must have arranged with another club to carry your proxy prior to sending the request form to the district secretary. A club represented by proxy shall be entitled to its total votes by proxy. No club may carry proxy votes from more than two other clubs. **No club may be represented by proxy at more than two consecutive conferences. Therefore, if your club was represented by proxy at the 2014 and 2015 district conferences it may not be represented by proxy at the 2017 conference. (See Zonta International bylaws, Art. XIII § 11(b)).**

PROXY REQUEST

The Zonta Club of _____ requests representation by proxy for all business to be conducted at the District 3 Conference to be held in Newark, Delaware on September 29 – October 1, 2017, and further requests that the Zonta Club of _____ carry our proxy for the conference. We understand that should our club be in arrears of dues, fees, invoices or assessments owed to Zonta International and/or District 3 prior to the date of the conference, the club carrying our proxy will not be allowed to vote.

Club requesting a proxy representative:

President _____ or Secretary _____
(Signature) (Signature)

Club carrying the proxy vote:

President _____ or Secretary _____
(Signature) (Signature)



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Issues to be Voted Upon at the Conference

In addition to electing members of the district board and the district nominating committee, the conference voting members will vote on several proposals that will be moved by the District Board: (1) an increase in annual per capita district dues from the current \$13.00 to \$20.00; (2) a continuation of the current membership grant program in 2019; (3) a further continuation of the membership grant program in 2020; and (4) adoption of the 2018-2020 budget. The following documents contain information about these issues; delegates and alternates should review this information with their club members and bring these documents to the conference.

Proposed District Dues Increase (see F2018-2020 Budget Supplemental information)

Membership Grants Program for 2019

Membership Grants Program for 2020

Proposed 2018-2020 Budget



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NOMINATIONS FOR DISTRICT 3 OFFICERS
2018-2020 Slate of Candidates

Governor	Joanne Gallos, Annapolis
Lieutenant Governor	Dorothy Knauer, Essex County Pat Latona, Westchester
Treasurer	Rosa Goldsmith, Washington DC
Area 1 Director	Staci M. Aziebler-Perkins, New York Lisa Burton, New Rochelle
Area 2 Director	Winifred Easterling, Essex County
Area 3 Director	Linda White Andrews, Mid-Maryland Pat Rosensteel, Frederick
Area 4 Director	Gale Allen, Fairfax County
Nominating Committee:	Linda Butler Livesay, Philadelphia Donna Clark, Charles County Area Alice Kirchner, Harrisburg-Hershey Suzanne Scalcione, Long Island

Governor.....Joanne Gallos, Zonta Club of Annapolis

Joanne Gallos has been a member of Zonta since 2003. She is currently the Lt. Governor, after serving the District as the Area 3 Director. Joanne has held positions in the Annapolis club as President, Fundraising Chair, Program Chair, Service Projects, and Foundation Board President and Vice President. As a previous member of the Washington DC club, Joanne served as Director, Secretary, Treasurer, Program Chair, and Fellowship Chair. Community projects include serving on the Board of Chrysalis House, a recovering program for women with addiction problems. The uniqueness of Chrysalis is that the women are allowed to bring their children. Joanne is also a member of Wellness House, a cancer recovery haven for women and their care givers. Both are Annapolis club service projects. She frequently visits the State Legislature and has many friends at the US Naval Academy. Joanne has traveled extensively, including the Far East, Middle East, Europe, Latin America, Canada, and the United States. Joanne recently retired as a Vice President of Computer Training and Software Management, a position held after several management and programming positions with Control Data Corporation, Apollo Computing, and Geotronics. Her main interests are family and a huge passion for Zonta. Other interests include reading, singing, being with friends, and traveling.

Lieutenant Governor.....2 Nominees**Dorothy Knauer, Zonta Club of Essex County**

Dorothy Knauer has a distinguished career as a non-profit leader, and community advocate. She directed a large multi-service agency, engaging more than 15,000 volunteers and 24,000 Newark youths and families in positive, innovative youth development programs and partnerships. Dorothy is currently completing a PhD in Urban Systems at Rutgers University Newark. She resides in Newark, NJ. She is an active member of the Zonta Club of Essex County and served as Area 2 Director in District 3 (2015-16).

Pat Latona, Zonta Club of Westchester

Since joining Zonta Club of Westchester in 2004, Patricia Latona has been an active, committed member. Her leadership and communication skills she honed as an administrator and educator, has served her well as club president, treasurer, secretary, and chair of various committees. Pat's tenure as Area 1 director expanded her team building skills and enforced her appreciation of the versatility and enthusiasm of other members of Zonta. For the past seven years Pat has been on Zonta International's United Nations committee where she has found her niche working to eliminate one of the worst forms of violence against women – human trafficking. She presents widely on the topic raising awareness and offering suggestions on ways to take action. Last spring and summer Pat worked at a Safe House interacting and offering guidance to women survivors of trafficking.

Treasurer.....Rosa Goldsmith, Zonta Club of Washington, DC

Rosa Goldsmith has been a member of Zonta since 2009. She currently serves as the District 3 Treasurer. She is a director for the DC club chairing the Communication Committee and is a member of the Investment Committee. She previously service as club treasurer and secretary. Rosa was the auditor of record for District 3 from 2012 to 2015, reviewing the district's financial records. She is a Financial Services auditor with certifications in internal control and fiduciary investment risk. In past community organizations, she has participated in tele-a-thons, community walks, and helped organize a BBQ for the homeless.

Area 1 Director..... Two Nominees**Staci M. Aziebler-Perkins, Zonta Club of New York**

Staci Alziebler-Perkins is a non-profit professional with experience in peace and security, human rights and women and girls' rights in positions ranging from Grant Consultant to Financial Officer to Executive Director. She has been a member of the Zonta Club of New York since 2009 and since then has served as Director, Membership Chair, Vice President and President. She also has served as a Zonta International Representative to the United Nations since 2013. She is a passionate advocate for women and girls' rights both in her professional and personal life.

Lisa Burton, Zonta Club of New Rochelle

A member of the Zonta Club of New Rochelle since 2005, Lisa Burton has served as the Advocacy Chair, Service Chair, President and now Co-President. She is currently serving as the PR and Communication Chair for District 3. Lisa's professional career was in the field of law firm administration. She was the Practice Group Manager of a New York law firm as well as a part time financial services representative before retiring in 2016. Lisa is a member of the Bryn Mawr Club of Westchester, the New Rochelle League of Women Voters and the My Brother's Keeper New Rochelle Safety and Second Chances Committee.

Area 2 Director..... Winifred Easterling, Zonta Club of Essex County

Winifred (Win) Easterling is currently a Director in the Zonta Club of Essex County following positions as Club President, Secretary, Director, 2nd Vice President, etc. Winnie was recruited to Zonta in the early eighties by her long-time friend Sharon Jones (Amelia Earhart Chair). She is a Coordinator in the Community Health & Outreach department at Saint Barnabas Medical Center in District Livingston, New Jersey, a position she has held for the last five years prior to several others. Win holds an MBA from Fordham University, New York and a BA from Fairleigh Dickinson University, Madison, NJ. She is a dedicated, hard worker and advocate in her roles with Saint Barnabas and Zonta. Many weekends and evenings she is out in the community promoting healthy living and fighting to help improve the status of women. Win resides in Bloomfield NJ.

Area 3 Director.....2 Nominees**Linda White Andrews, Zonta Club of Mid-Maryland**

Linda White Andrews has been a Zonta member since 2005. She currently is the Charter President of the Zonta Club of Mid-Maryland that under her leadership chartered with 50 members. She was formerly a member of the Prince George's County Club where she served as treasurer and Director. Linda has attended several Area and District meetings in; Princeton and Atlantic City, NJ, Annapolis, Columbia, Mitchellville, and Solomon Islands, MD, and Williamsburg, VA. She attended the Zonta International Conventions in Orlando, FL and Nice, France. She is also a supporter of the Zonta International Foundation. Linda was a Senior Trial Attorney with the U. S. Department of Justice for 29 years. Since her retirement, she devotes full-time to Zonta and other civic and social organizations. Her hobbies are reading and traveling.

Pat Rosensteel, Zonta Club of Frederick

Pat Rosensteel is a long-standing member of the Zonta Club of Frederick, Maryland, and has held a number of positions within the club including Director, Membership Chair, Service Chair, and Program Chair. She also served as the club's President for the 2000-2002 biennium. It was while serving in this position that she became more involved in area and district activities. Ms. Rosensteel holds a Bachelor's Degree in Early Childhood Education and remains active locally in that field. She has held leadership positions in various business and community groups and organizations throughout her career, and currently works as a business consultant and voice actor.

Area 4 Director..... Gale Allen, Zonta Club of Fairfax County

Gale Allen is President of Zonta Club of Fairfax County, District 3 Area 4. Gale has also served two terms as secretary and one term as vice president of the club. She is currently the Deputy Chief Scientist at the National Aeronautics and Space Administration (NASA) where she advises the NASA administrator on missions in the multi-billion science portfolio for the agency and speaks to the public, Congress, Whitehouse and other stakeholders on NASA science, averaging nearly 100 talks each year. Gale joined Zonta because she is passionate about empowering women to be and do whatever they want in life. She actively encourages women to major in a STEM (Science, Technology, Engineering, and Math) career and developed a STEM scholarship for the Zonta Fairfax Club to be awarded annually to a female senior high school student in Fairfax County. She has attended multiple area workshops, district conferences and seminars, and two conventions. In addition to her career and Zonta leadership, Gale serves on the Board of Trustees at Brenau University and is Vice President of the American Astronautical Society, Education and Young Professional Committee where she mentors young women in developing their career paths. Gale has received numerous awards including exceptional service, exceptional performance and an outstanding leadership medal. Gale holds bachelor and master degrees in chemistry, a MBA in management, and a doctorate in business administration.

Nominating Committee: 3 to be elected

Linda Butler Livesay, Zonta Club of Philadelphia

Linda Butler Livesay has been a Zonta member since 1991. As a member of Zonta Club of Auburn, NY she held positions including Service Committee Chair, director and recording secretary. Linda transferred to Zonta Club of Philadelphia in 1996 where she has been the club president and is currently the club treasurer. Since 2008 Linda has served as the District 3 Secretary. She has attended many District 2 and 3 Fall Conferences and ZI Conventions in St. Louis, Honolulu and Orlando. Soon after graduating with an associate's degree from Cayuga Community College, in Auburn, NY, Linda began her professional career as an administrative assistant at SUNY Empire State College in Auburn and then subsequently in Syracuse for over 16 years. In 1996 Linda and her husband, David, moved to King of Prussia, PA. Linda has worked for a pharmaceutical consulting company, a healthcare software company and then in 2007 began working in the Provost's Office at Bryn Mawr College, where she is currently the Faculty Appointments Coordinator. In her spare time, Linda enjoys gardening, bird watching and most of all spending time with her family and friends.

Donna Clark, Zonta Club of Charles County Area

Donna Clark has been a Zonta member since 2000, and is a member of the Zonta Club of Charles County. Currently, she is the Governor of District 3 and has served as Lt. Governor and Area 4 Director. Past positions held in her club include President, First and Second Vice President, Service and Membership Chair, Director and chair of the club's largest fundraiser. She also served as the club's Bylaws Chair. Donna managed a fitness center for nine years in Southern Maryland and was a certified Personal Trainer. She also managed the Wellness, Fitness and Sports Center at the College of Southern Maryland while teaching credit classes in Personalized Health and Fitness. Donna has served as board member for Civista Health Center and the Charles County Chamber of Commerce.

Alice Kirchner, Zonta Club of Harrisburg-Hershey

Alice Kirchner joined the Zonta Club of Harrisburg Hershey in 1999. She has served in many capacities for the Club, including Membership Chair, Treasurer, President, Service Grants Chair, webmaster, led the club in its 501c3 process and served as mentor to many. Alice began involvement with District 3 by serving as the Young Women in Public Affairs Scholarship chair and continued as Area 3 Director and Treasurer for 2 biennia. Alice retired from IBM in 2010 and began volunteering for a local hospice program, quickly expanding her involvement as coordinator of volunteers, bereavement counselor and now working full time in strategic planning for the organization which includes a nursing home, personal care program, hospice and home health care. In recent years, she and her better half Dean have kept up with grandsons / family stationed on the other side of the world through trips to Bahrain, Germany and Egypt; next assignment - Hawaii!

Suzanne Scalcione, Zonta Club of Long Island

Suzanne has been a member of the Zonta Club of Long Island since 2009 and has served her club as chair of Ways & Means, Service, and also as President during the 2014-2016 biennium. Currently, she is the area director for Area 1. Suzanne retired in 2011 from the NYC Department of Education where she served as a literacy instructor, staff developer, curriculum writer and Middle School Assistant Principal. Presently, she is mentoring new school administrators for the NYC supervisors' union. Suzanne still makes time for her garden, yoga, and her 5 grandchildren who live "up the road."



Proposal to Increase District Dues and 2018-2020 Biennium Budget Supplemental Information

District Dues & Conference Assessment Fee

District 3 dues, including the conference assessment fee, are \$13 and are the lowest district dues in the U.S. The U.S. district dues range from \$13 to \$40. The last increase in dues was in 1996 from \$8 to \$13. Given declining membership and increasing costs to conduct district business and attend international conventions, dues for the next biennium will need to be increased.

The District 3 Treasurer's files only contain financials and budgets back to 2008. This information was used to analyze and calculate the appropriate dollar amount of dues and conference assessment fees needed for the district.

Membership

Per reconciliation of the ZI invoices received for the district and membership totals, the membership count as of April 13, 2017 is 571.

Calculating a 4% decrease of membership (based on average change since 5/31/08), for the 2018-2020 biennium Year1 membership estimate is 548 and Year2 membership estimate is 526. Thus, the average membership for the biennium is 537. This average was used to calculate the increases in district dues and conference assessment for 2018-2020.

1) District Dues

These funds are used for the operation of the district. Since 1996, the dues per capita have been \$10. Given declining membership and increasing costs to conduct business, these dues are insufficient to cover operating expenses.

Per analysis of revenue and expenses since 2008 (excluding conferences, workshops, and district-wide events), average revenue is \$7,220 and average expenses is \$9,950. Thus, average revenue is \$2,730 less than average expenses. Dividing this difference by 537 members results in a \$5 increase per member just to break even.

Therefore, district dues for covering operations should be increased by \$5 to \$15 per capita.

(**Note:** In-kind donations and the district wide event, representing \$13,500 and \$2,400, respectively, are excluded from the average expense total. If these were included, then the increase would be \$8 versus \$5.)

2) Conference Assessment fees

Per the District 3 Rules of Procedures adopted in 2015, per capita conference assessment fees are used for the cost of conducting the district's business at the conference (e.g., meeting rooms, printing, audio-visual arrangements, and costs associated with speakers and the International representative). This includes up to \$2,000 for start-up funds to the conference hosts.

Per review of budget reports from 2006-2008 Biennium to 2016-2018 Biennium (6 periods), annual collected conference assessment fees of \$3 per capita have not been enough to cover biennium conference expenses, including only one conference within the biennium.

For the 2018-2020 budget, the 2019 Conference expense has been calculated to cost \$5,450 for the district board members, international representative, and one scholarship recipient to attend the conference. Therefore, conference assessment fees totally at least \$2,725 per year within the biennium need to be collected. Dividing \$2,725 by 537 members results in a \$5 per member cost for each year. **Therefore, the conference assessment should be increased to \$5 per capita to cover the official conference.**

Proposed Budget

The format for the budget and financial reports has not changed since the 1990s. Both display columns for operating, conference, and convention funds. However, the budget does not show totals for the biennium. Budgeted funds not used in the first year are carried over to the budget for the second year; therefore, the total for the biennium should be included on the budget report.

The format for the 2018-2020 proposed budget has been revised to a line format with a total for the biennium. Fund accounting will still be used to manage and report fund balances. By using a line format, a comparison of actual to budget can be performed as well as a prior budget to proposed budget for the biennium.

Allocated Funds

These funds represent money allocated for the convention (in Year 1) and conference assessment fees collected the first year (in Year 2).

(Note: As part of the budget process, a motion was made and accepted at the May 20, 2017 board meeting to account for the international convention in the biennium in which the convention occurs. Thus, the 2018 Convention will be accounted for in biennium 2018-2020.)

Reserves

In order to “balance the budget” (i.e., to make revenue equal expenses), funds need to be added to revenue. This is because district dues (operating and conference) are not enough to cover district expenses.

Expenses

1) Governor and Lieutenant Governor expenses

Per review of governor expenses, the largest dollar amount since 2008 has been \$2,000 for one year (including \$300 in-kind donations) and \$3,300 for biennium (including \$600 in-kind donations). Per review of lieutenant governor expenses, the largest dollar amount since 2008 has been \$800 for one year (including \$300 in-kind donations) and \$2,300 for biennium (including \$1,000 in-kind donations).

For the 2018-2020 budget, governor expenses are budgeted at \$1,500 per year, \$3,000 per biennium. Lieutenant governor expenses are budgeted at \$1,000 per year, \$2,000 per biennium. These expenses are reduced by 50% and 25%, respectively, from previous biennium budgets.

2) Area Director expenses

For Area Director 1, 2, and 4, the largest dollar amount since 2008 has been \$460 for one year (including \$300 in kind donations) and \$780 for the biennium (including \$300 in kind donations).

Area Director 3 expenses for the 2014-2016 biennium were \$400 for year one and \$1,145 for year two, totaling \$1,545. The increased expenses were primarily due to a new club formation and the coverage of clubs in the area representing MD, PA, and NJ. Excluding this biennium, the largest dollar amount for area 3 for one year was \$570 and \$963 for a biennium (including \$140 in-kind donations).

For the 2018-2020 budget, all area director expenses, with the exception of area director 3, have been budgeted at \$350 per year, \$700 per biennium. Given that expenses are higher in area 3, \$500 has been budgeted per year and \$1000 per biennium.

3) Organization & Extension and Membership expenses

Previously, Organization & Membership were combined into one line item. At the September 2016 district board meeting, a suggestion was made to provide \$300 as start-up funds for the SOM committee. Membership expenses are now reported under District Membership Grants (see #7 below).

4) Name Badges expense

This is an annual expense that occurs in the first year and should be broken out. Previously, the expense was reported under board meetings or governor expenses. Based on 2016 expenses, \$300 is budgeted.

5) District Committee Expenses

Since 2008, there have been no expenses submitted by the district committees. Initially, the line item was removed in the 2012-2014 budget and reinserted in the 2016-2018 budget. Because no current information is available, the expense has been budgeted at \$200 per year, \$400 biennium.

6) District-Wide Event

This event is held in the even year of the biennium as determined by the district board. The budgeted amount represents the cost of the district board and one scholarship winner attending the event. Funding for this event is derived from club dues. Projected cost for 2019 is \$1,800.

7) District Membership Grants

This program provides individual clubs financial support and resources to increase membership and to promote and enhance the services provided to members. Given the positive outcome of this program in 2016, a vote will be taken to approve \$1,000 for the 2018-2019 grant program and another vote will be taken to approve \$1,000 for the 2019-2020 grant program.



District 3 Membership Grant Program - 2019

General Purpose

District 3 established the District 3 Membership Grant Program to provide individual clubs financial support and resources which focuses on assisting clubs to increase membership and to promote and enhance the services provided to members for retention.

The District 3 Membership Grant Program is available for the following projects:

- 1) Increase Membership – Recruit new members or re-affiliate past members. This includes ZINGS, special get togethers, and even promotion/publicity to raise community awareness of Zonta toward membership
- 2) Retention of Current members, including club development of social media (websites, Facebook), leadership training

Who Can Apply? The District 3 Membership Grant Program is open to all clubs, but preference will be given to clubs with fewer than 25 members.

Application Process

The club will provide a summary of the need for membership growth or retention. For Membership, the club will describe the membership situation, and why adding membership has been difficult. The club will explain why growth has been difficult. For Retention, the club will note areas of decline and reasons, if known, for the decline.

For either the Membership Project or the Retention Project chosen, the club will provide detailed action steps with a timeline of these action steps for the project for which the club is requesting a grant. A club will include targeted outcomes (goals) related to club membership or retention as a part of the application. A budget for the activities is required along with the application.

Award

As total resources are limited to \$1,000, each grant award will provide a maximum of \$500. Note: Grants WILL NOT be approved for projects that have already been completed.

Timeline

The awarded club should be prepared to begin the program/project once notified on October 1, 2018 and conclude no later than May 31, 2019.

June 1, 2018	Open application process begins
August 15, 2018	Full application must be submitted by midnight
Fall District Event 2018	Clubs notified of grant status/ awards
May 31, 2019	Club Completion Report Due



District 3 Membership Grant Application

Club Name & Address	
Your Name	
Title (if applicable)	
Email Address	
Telephone Number	
Number of Club Members	
Project Need	<p>Summarize your club’s need for membership growth or retention, based on one of the two projects above and the Application Process listed above. For increase of membership, the club will describe the membership situation, and why adding membership has been difficult. For retention, the club will note areas of decline and reasons, if known, for the decline.</p>
Project Description	<p>Provide detailed action steps on your chosen project. Include action steps targeted outcomes (goals).</p>

Timeline	Give details of when the project would start and finish. Include a project timeline for each step to show when each task will be completed.
Amount Requested <i>(Up to \$500)</i>	
Project Budget Outline	Explain what the numbers represent and how they were calculated. Explain how you plan to spend each line in the budget on your project.

Applications may be emailed to 2018-2020 Lt. Governor, email address and postal addresses to be supplied



Membership Grants Program Q & A

1. How do you rank each proposal?

Each proposal is read in numbered order by every reviewer using a scoring rubric of 1 - 25 on each of the proposed areas of Project Need, Project Description, Timeline, and Project Budget, where the highest number is the goal. After the review process, reviewers meet to discuss scores and comments and make final determinations.

	1 -5 Points	6-10 Points	7-15 Points	16-20 Points	21-25 Points	PT
Project Need	Description of criteria goes in each cell for each available point spread for each area	The club has lost 5% of membership over each of the last 3 years.	The club has lost 5% of membership over each of the last 3 years and have they have netted 1 member,	The club has lost 10% of membership over each of the last 3 years and they have netted 1 member,	The club has lost 15% of membership over each of the last 3 years and they have 1 new member.	
Project Description	Action steps and/or goals absent	Action steps and goals less defined	Clear action steps with goals	Action steps with goals well-articulated	Action steps and goals both well-defined and articulated	
Project Budget	Numbers explained	Numbers explained and calculated	Numbers explained, calculated, and represent an action on the project	Numbers explained, calculated, and represent an action and goal on the project	Numbers explained, calculated, represent each action and goal on the project	
Timeline	Says projected project start	Says project start	Says project start and project finish	Says project start and project finish and lists steps	Includes project timelines and steps to show tasks completion	
					Total Score	

2. What are you looking for in a proposal?

A solid idea for a project that is well planned and articulated with specific steps for achievement of goals. We are looking for evidence that if funded, the project has a high likelihood being accomplished.

3. What makes a proposal easier to read?

A well written, organized proposal in the order listed in the application. If you need to write additional pages please provide headings to guide the reviewer. Do not leave out any required components.

Suggestion: identify a mock reviewer to read the application and then read your typed responses to each section of the narrative. Proofread to clean up grammatical errors, typos, content clarifications.

4. How important is the budget?

The District seeks to provide funding to projects they think are going to be successfully operated. Therefore, the budget should be realistic. In other words, not too high or too low. If the budget is unrealistic, it will receive a low score on the rubric. Explain what the numbers represent and how they were calculated for your project.

5. Will the due date for the grant proposal be extended?

No, the due date will not be extended. All proposals are due by midnight August 15, 2018. No late proposals will be accepted. For this reason, you are strongly encouraged to submit in advance of the deadline.

6. Can applicants be awarded funding for more than one project?

No. To distribute for club resources among as many clubs as possible, clubs can only submit one proposal with a maximum of requested funds at \$500.



District 3 Membership Grant Program - 2020

General Purpose

District 3 established the District 3 Membership Grant Program to provide individual clubs financial support and resources which focuses on assisting clubs to increase membership and to promote and enhance the services provided to members for retention.

The District 3 Membership Grant Program is available for the following projects:

- 1) Increase Membership – Recruit new members or re-affiliate past members. This includes ZINGS, special get togethers, and even promotion/publicity to raise community awareness of Zonta toward membership
- 2) Retention of Current members, including club development of social media (websites, Facebook), leadership training

Who Can Apply? The District 3 Membership Grant Program is open to all clubs, but preference will be given to clubs with fewer than 25 members.

Application Process

The club will provide a summary of the need for membership growth or retention. For Membership, the club will describe the membership situation, and why adding membership has been difficult. The club will explain why growth has been difficult. For Retention, the club will note areas of decline and reasons, if known, for the decline.

For either the Membership Project or the Retention Project chosen, the club will provide detailed action steps with a timeline of these action steps for the project for which the club is requesting a grant. A club will include targeted outcomes (goals) related to club membership or retention as a part of the application. A budget for the activities is required along with the application.

Award

As total resources are limited to \$1,000, each grant award will provide a maximum of \$500. Note: Grants WILL NOT be approved for projects that have already been completed.

Timeline

The awarded club should be prepared to begin the program/project once notified on October 1, 2018 and conclude no later than May 31, 2019.

June 1, 2019	Open application process begins
August 15, 2019	Full application must be submitted by midnight
Fall Conference 2019	Clubs notified of grant status/ awards
May 31, 2020	Club Completion Report Due

(Application and Q&A are the same for 2019 and 2020)

**Zonta International District 3
Proposed Budget 2018-2020**

Approved by the District 3 Board at the May 2017 Board Meeting

	2018-2019	2019-2020	2018-2020	Notes
	Year 1	Year 2	Biennium	
Allocated Funds	\$ 9,600	\$ 2,725	\$ 12,325	(1)
Reserves	1,625	250	1,875	(2)
Revenues				
Dues for 537F & 16H Yr 20/10				
Operating Yr 15/7.5	8,175	8,175	16,350	(3)
Conference Yr 5/2.5	2,725	2,725	5,450	(3)
Interest Income	-	-	-	(4)
Total Revenues	10,900	10,900	21,800	
Revenues, Allocated Funds, Reserves	\$ 22,125	\$ 13,875	\$ 36,000	
Expenses				
Board Meetings	4,600	2,600	7,200	
Governor	1,500	1,500	3,000	
Lt. Governor	1,000	1,000	2,000	
Area Director 1	350	350	700	
Area Director 2	350	350	700	
Area Director 3	500	500	1,000	
Area Director 4	350	350	700	
Treasurer	50	50	100	
Secretary	25	25	50	
District Membership Grants	1,000	1,000	2,000	
Organization & Extension	300	300	600	
Name Badges	300	-	300	
District Supplies	100	100	200	
Website	100	100	200	
District Committee Expenses	200	200	400	
2018 District wide event	1,800	-	1,800	
2019 Official Conference	-	5,450	5,450	
2018 Convention	9,600	-	9,600	(5)
Total Expenses	22,125	13,875	36,000	
Revenues, Allocated Funds, & Reserves less Expenses	\$ -	\$ -	\$ -	

Notes:

(1) Allocated Funds represent money allocated for the convention (Year 1) and conference assessment fees collected

(2) Reserves represent funds available to cover expenses not covered by revenue. In order to "balance the budget" (whereas, revenues and expenses are equals), funds need to be added to revenue. This is because district dues are not enough to cover district expenses even with the proposed increase in dues and fees.

(3) District dues are used for the operations of the district while conference funds are used for conducting business at the conference. Per capita dues and fees have not increased since 1996. Given declining membership and increasing costs to conduct business, the district board is proposing an increase in district dues from \$10 to \$15 and an increase in conference assessment fees from \$3 to \$5 resulting in annual membership dues and fees of \$20.

(4) District funds are held in a non-interest bearing checking account. Plans are to move a portion of funds to an interest bearing money market account. However, due to low interest rates and minimal funds, less than a \$1 of interest is

(5) As part of the budget process, the district board approved to account for the international convention in the biennium in which the convention occurs. Therefore, the 2018 Convention will be accounted for in biennium 2018-2020 rather than in the current biennium 2016-2018.



ZONTA
INTERNATIONAL
DISTRICT 3
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

CALL TO CONFERENCE
2017 DISTRICT 3 FALL CONFERENCE
September 29-October 1, 2017

ZONTA STORE TABLE RESERVATION

Zonta Club of:

Business/Organization:

Contact Person:

Address/City/State/Zip: _____

Phone: _____ Email: _____

If paying online – Form must be mailed or emailed.

If paying by mail, make \$25 check payable to: Zonta District 3 Conference and mail with form to: Mandy Santiago, 276 Orchard Road, Springfield, PA 19064-2227.

The \$25 fee includes set up of a six-foot table, table linen and tear down. You will need to provide your own manpower to monitor the table and accept payment during the posted hours. We expect a great turnout and hope you'll bring something exciting for others to purchase. If you have any questions, email Mandy Santiago at mandysantiago8@gmail.com.

Setup is Friday, September 29 at 10:00am Noon. Store opens at 1pm. **Deadline for reserving a table is September 22.**

BASKET RAFFLE

___ Yes! I will be donating a basket or item for the raffle!

(Please let us know if you will be donating an item for the raffle. We will want to plan for how many tables will be needed. We would truly appreciate each club participating. If you prefer to bring a comparable item instead of a basket, we will happily accept it.)

Thank you in advance for your continued support and generosity!



ZONTA
INTERNATIONAL
DISTRICT 3
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

CALL TO CONFERENCE
2017 DISTRICT 3 FALL CONFERENCE
September 29-October 1, 2017

PROGRAM AD RESERVATION

District 3 needs your support. Please consider sponsoring an ad in our conference program. Your ad will be creatively displayed in the design and size of your choice. All ads are black and white except otherwise noted below.

_____ **Full Page Ads \$80** (Size: 4.5" wide x 7.5" tall)

_____ **Half Page Ads \$45** (Size: 4.5" wide x 3.75" tall)

_____ **Business Card Ads \$25** (Size: 2.25" wide x 3.75" tall)

_____ **Back Cover – Color \$100 (Size 4.5" wide x 7.5" tall) Only 1 available.**

_____ **Back Inside Cover – Color \$100 (size 4.5" wide x 7.5" tall) Only 1 available.**

If paying online – Form must be mailed or emailed.

If paying by mail, make check payable to: Zonta District 3 Conference and mail with form to: Donna Vertolli, 6 Brittany Lane, Millville, NJ 08332.

Your ad should be prepared in jpg or pdf (preferred) format and should be camera ready. There will be NO changes to ads once we have received them unless our printer has a problem with it. We will not accept any late ads. Thank for your cooperation in these matters. **DEADLINE IS SEPTEMBER 10, 2017.**

Contact Person _____

Organization/Business _____

Address _____

Phone _____ **Email** _____

Ad Size _____

Send your camera-ready ad with form to: Donna Vertolli by September 10, 2017.
donna@designadvertisingnj.com.

Full Page Ad
4.5" x 7.5"
\$80

Half Page Ad
4.5" wide x 3.75
\$45

Business Card Ad
2.25" x 3.75"
\$25



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MEMORIAL SERVICE

The Zonta Club of Frederick will conduct this year's Memorial Service on Sunday morning at 8:30 am. If you wish to honor a member of your club who passed away since the 2015 Conference, please send the following information for each honoree from your club.

Please include a paragraph with the following information:

Club Name
Honoree Name
Years of Membership
Title or Office
Special information about the Honoree
Picture in .jpg or .pdf

Send above information to:

Barbara Stastny
823 Geronimo Drive
Frederick, MD 21701
Or barbopvc@aol.com

Deadline is September 15, 2017.

Do you authorize release of this information to Zonta International for use at the upcoming Zonta International 2018 Convention: _____yes _____no



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SERVICE PROJECT

Each of the three hosting clubs has chosen a recipient for its service project. To assist attendees who wish to bring a donation to the conference, the tri-chairs have provided a list of retailers whose gift cards can be purchased and divided among the recipients.

Cumberland County

The Cumberland County Center for Family Services is a 24-hour entry emergency shelter for women and their minor children who are victims of domestic violence. The shelter offer services to empower the rights of these victims, including a 24-hour toll free hotline, advocacy, counseling, housing, case management, and accompaniment to hospitals and law enforcement agencies. All of the shelter's services are free of charge, strictly confidential, and available in English and Spanish.

Frederick

Faith House is a safe place for homeless women and their young children to live. The shelter provides services and case workers so that each woman that comes to Faith House can create her own personal development plan entailing strategies and goals for independence.

Philadelphia

Laurel House does a great job serving thousands of families each year. The agency provides emergency shelter to victims of domestic violence and an array of support programs and services, including counseling and medical advocacy.

Gift Cards can be purchased from:

Walmart
Target
Safeway
Giant Eagle
Wegmans

WAWA
Amazon
CVS
Shop Rite
Rite Aid

Any Gas Station



Club/Member Checklist

Items to be sent prior to conference and deadlines for submission:

✓ **Item:**

<input type="checkbox"/> Hotel Reservation - Special Rate until September 15	<u>Register with Hotel Directly</u> Page 4
<input type="checkbox"/> Conference Registration- can be made via Eventbrite or mailed	Page 5
<input type="checkbox"/> Workshop Selection – can be made via Eventbrite, mailed or emailed	Page 6
<input type="checkbox"/> Menu Selection/Dietary Selections – can be made via Eventbrite, mailed or emailed	Page 6
<input type="checkbox"/> Conference Credentials/Proxy Form – mailed or emailed	Pages 7-8
<input type="checkbox"/> Zonta Store Table Reservation/Basket Raffle Payment can be made on Eventbrite with form mailed or emailed	Page 25
<input type="checkbox"/> Program Ad Reservation Payment can be made on Eventbrite with form mailed or emailed	Page 26
<input type="checkbox"/> Memorial Service names – emailed or mailed only	Page 28

Items to bring to conference:

<input type="checkbox"/> Documents in this Call pertaining to Conference Business	
<input type="checkbox"/> Personal/club contribution to ZI Foundation	
<input type="checkbox"/> Item/basket donation for Zonta Store	
<input type="checkbox"/> Cash/checkbook for Zonta Store items, raffle and 50/50	
<input type="checkbox"/> Items for Service Projects	Page 29

Items to review prior to attending:

<input type="checkbox"/> Candidate biographies	Pages 11-13
<input type="checkbox"/> Proposed District Dues Increase (see F2018-2020 Budget Supplemental information)	Pages 14-16
<input type="checkbox"/> Membership Grant Program for 2019	Pages 17-21
<input type="checkbox"/> Membership Grant Program for 2020	Pages 22-23
<input type="checkbox"/> Proposed 2018-2020 Budget	Page 24