



CFWC SEPTEMBER EXECUTIVE BOARD CALL

Via Zoom
September 1~19, 2020



Change is Beautiful"
Pam Ament, CFWC President

I hope this September 2020 CALL to the GFWC California Federation of Women's Clubs Executive Board Meeting finds each of you happy, healthy, and safe! We will be meeting in September of 2020 via Zoom and I do hope you will make every effort to join us.

After going over the notes of what worked and what we can do to make our Zoom experience better, we find that more time is needed between some meetings. To make sure that all attendees get the paperwork needed in a timely fashion, and have time to go over it, meetings will be held over a 2 ½ week period of the month. Please review the schedule carefully and be sure to block out the times when your presence is required.

This is the meeting where we will be holding a District Membership Officer Workshop. District President's please make sure your District Membership VP is ready to attend on September 16, 17 and 18, 2020.

We also want to invite anyone from our California Federation Membership to attend the meeting. Registration for this meeting will be open on August 5 and closed at 11:59 pm on September 7. We will hold fast to these dates. No one may register after September 7, 2020 at 11:59 pm. Also, you must garner your own invitation to this meeting as passwords have been made so they may not be shared. Hint: when you receive your invitation to attend the meeting, you must accept it right away, it is a two-part process. File your emails in a place where you can find them for the Meeting on September 18, 2020.

The CALL is quite specific, so read the entire document. Another reminder: this is a formal meeting, there will be no interrupting from the participants unless recognized by the Presiding Officer or her Appointee. A participant would never interrupt the Head Table during and in-person meeting, so it stands that there should be no interruptions at a Zoom Meeting either. We reserve the right to take a member out of any meeting if they cannot follow the rules of protocol on the next page. Please only attend meetings where you are invited.

I am sure we are all anxious to see one another in-person soon. At this time though and for the sake of our health and the health of every member's family: we will continue to Zoom along.

Luv, Pam

Etiquette of Electronic Meetings

During this time of social distancing many of our State, District and Club meetings are taking place via ZOOM or other electronic media. There are some basic practices that we must follow if our meetings are to be successful!

Before your meeting

Try to hold meetings in a quiet, indoor location.

Adjust your lighting. Don't sit directly in front or beside a bright light source.

Think about your background. Try to provide a nice, plain background.

Practice speaking to the camera and not the screen. Our tendency is to look at the person on the screen, but you should look at the camera when you speak.

Be on Time!

During your meeting

Mute your microphone. Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. Use the "raise hand" feature (not your arm) to let the meeting organizer know you have input and you'd like to be acknowledged without interrupting the conversation.

Do **NOT** speak until you are called upon!

Use Zoom's chat function. You can send a question to everyone or privately to a participant. However, constant "chat" with others is like talking at the table, therefore only questions will be posted in "chat" as are necessary for the continuation of CFWC Business. The questions will be moderated and may, or, may not be answered during the meeting.

Think about your actions on camera. Always remember that everyone can see you so, stay seated and stay present, try not to eat, leave the keyboard alone, and speak up!

Jean Lash, CFWC Meeting Planner

SCHEDULE OF MEETINGS:

September 1, 2020: Time TBA CFWC Finance Team

This meeting will be scheduled, and invitations will be sent from Reggie Mattox, CFWC Director of Finance.

Required Attendance: CFWC Director of Finance
 CFWC Treasurer
 CFWC Financial Secretary
 CFWC President
 CFWC 1st Vice President/Dean

September 8, 2020: 2 pm – 6 pm CFWC Executive Committee

This meeting will be scheduled, and invitations will be sent from Pam Ament, CFWC President.

Required Attendance: CFWC President
 CFWC 1st Vice President/Dean
 CFWC 2nd Vice President
 CFWC Director of Finance
 CFWC Treasurer
 CFWC Financial Secretary
 CFWC Parliamentarian
 CFWC Recording Secretary
 CFWC Corresponding Secretary
 CFWC Area A Vice President
 CFWC Area B Vice President
 CFWC Area C Vice President
 CFWC Area D Vice President

September 14 – 17, 2020: Time(s) TBA CFWC Committee Meetings

The following Committee Meetings will be scheduled to meet once during these 4 days. Invitations will be sent from the Committee Chairman. All Committee Members for these 4 Meetings are required to attend their assigned Meeting.

Required Meetings: CFWC Bylaws Committee
 CFWC Communication Committee
 CFWC Legislation Committee
 CFWC Resolutions Committee

September 17, 2020: 10 am – 11:30 am “Helping Your Hive to Thrive”

This meeting will be scheduled, and invitations will be sent from Sonya Matthies, CFWC 2nd Vice President. This is part 1 of the Membership Workshop for District Membership Officers.

Required Attendance: All 18 CFWC District Membership Officers
CFWC 2nd Vice President
CFWC Area A Vice President
CFWC Area B Vice President
CFWC Area C Vice President
CFWC Area D Vice President

September 18, 2020: 9 am – 5 pm CFWC Executive Board Meeting

This meeting will be scheduled by Debbie, Pietraszko, CFWC Zoom and Video Chair. You must RSVP via email. Registration for this meeting will be open on August 5 and closed at 11:59 pm on September 7. We will hold fast to these dates. No one may register after September 7, 2020 at 11:59 pm.

You must garner your own invitation to this meeting as passwords have been made so they may not be shared. Hint: when you receive your invitation to attend the meeting, you must accept it right away, it is a two-part process. File your emails in a place where you can find them for the Meeting.

Required Attendance:

- Elected and appointed officers for this administration
- District Presidents or alternate member of their district
- District First Vice Presidents or alternate member of their district
- CFWC Program Chairmen; Administrative & Special Appointment Chairmen
- Past CFWC State Presidents

September 19, 2020: 9 am – 10:30 am CFWC District Presidents Meeting

This meeting will be scheduled, and invitations will be sent from Pam Ament, CFWC President.

Required Attendance: CFWC District Presidents

September 19, 2020: 9 am – 11 am

CFWC District Deans

This meeting will be scheduled, and invitations will be sent from Barbara Briley-Beard, CFWC 1st Vice President/Dean.

Required Attendance: CFWC District Deans

September 19, 2020: 10 am – 11:30 am *“Helping Your Hive to Thrive”*

This meeting will be scheduled, and invitations will be sent from Sonya Matthies, CFWC 2nd Vice President. This is part 2 of the Membership Workshop for District Membership Officers.

Required Attendance: All 18 CFWC District Membership Officers

CFWC 2nd Vice President

CFWC Area A Vice President

CFWC Area B Vice President

CFWC Area C Vice President

CFWC Area D Vice President

September 19, 2020: 11:30 am – 1:30 pm CFWC Chairmen

This meeting will be scheduled, and invitations will be sent from Barbara Briley-Beard, CFWC 1st Vice President/Dean. Non-Reporting chairs will be excused prior to the Report Writing Workshop.

Required Attendance: CFWC Chairmen

September 19, 2020: 3 pm – 5 pm CFWC Convention Committee

This meeting will be scheduled, and invitations will be sent from Pam Ament, CFWC President.

Required Attendance: Chairs of the 2021 Convention

2021 Convention Committee Members

CFWC Executive Committee

Area C District Presidents

Area D District Presidents

Area C District Deans

Area D District Deans

THE FINE PRINT...

Absences: If you cannot attend this meeting, please notify:

Gina Radocchio, Corresponding Secretary at spiritedbootsie@yahoo.com

Also notify the Officer assigned to your grouping below:

Officers, Administrative Chairs & District Presidents, notify:
Pam Ament: ament.pam5@gmail.com

District 1st Vice Presidents & Program Chairs, notify:
Barbara Briley-Beard: bbbins@homail.com

Area Vice Presidents, District Membership Officers, notify:
Sonya Matthies: shmatthies@verizon.net

CFWC Committee Members: please contact your CFWC Chair if you are unable to attend.

Open Meetings: The CFWC Executive Board Session on September 18, 2020 is open to CFWC Members. Committee Meetings are closed unless stated in this CALL.

Meeting Attire: This is a Zoom Meeting, please dress appropriately from the waist up, (just a bit of levity).

Attendance: It is the responsibility of all Executive Board members to attend the CFWC Meetings. Please invite club members to join us for the Friday Business Meeting to become acquainted with CFWC Leaders, Programs and Procedures.

Registration: There will be a Registration Process that we will ask you to complete through email and Zoom for the CFWC Executive Board Meeting on September 18, 2020. Invitations to the Meeting will be sent to your Email address on both August 5, 2020 and again on August 7, 2020. Your attendance will be verified through Zoom. The CALL will be available through Quick Bytes and via the website CFWC.org.

Report Writing Workshops: There will be two held on Saturday, September 19, 2020. They will be for the CFWC Chairs and the CFWC District Deans only at this time. Area Meetings in October will also feature a Report Writing Workshop for all members in attendance.

Preparation: We will do our best to get you handouts as soon as possible where needed. A Motion Form is included in this CALL. Should you desire to make a Motion to the group, please fill out your Form and send a copy to both Rita Aleman, CFWC Recording Secretary and Pam Ament, CFWC President. Motions must be sent by noon on September 15, 2020. If you will please look in your email inbox and spam folder Between September 11 and September 13 for your copies of preparatory paperwork. Print all paperwork you may want to examine during the meeting prior to the Meeting be called to order.

Area Meetings: Area Meetings will be conducted for all members to attend as part of the Agenda on Friday Afternoon, September 18, 2020.

CFWC Program Chairmen: Those of you not reporting at this meeting on your program area and your emphasis project. Please Contact Barbara Briley-Beard, 1st Vice President with any questions you have or motions that will be presented. Please provide to all District Chairs serving under your program with any information they may find handy to share with their memberships. Please copy Barbara Briley-Beard on your distribution emails and send these out at least 48 hours prior to the meeting's Call to Order.

Timekeeper: In the interest of time, our Timekeeper at this meeting is Peggy Baumann. She will have warnings to keep you informed of your time left to report. Reports are 3 minutes, unless otherwise informed by the President. If you are reporting at this meeting, please adhere to this limit and everyone will appreciate you! Motions are not timed; however, discussion might be limited.

Live Attendance: At the Meeting held on September 18, 2020, attendance will be taken during the Morning Session and Afternoon Session by CFWC Corresponding Secretary, Gina Radocchio.

Zoom Chat: Chat will be used for questions only. Questions on current topics being covered and discussed live in the meeting will be monitored by 2 CFWC Administration Chairs. We may be able to answer your questions that same day, or we may have to get back to you, so end your question with your email please.

Songs, the Pledge of Allegiance, and The Collect: Since our last Meeting via Zoom it has been decided that your personal microphones should remain off unless you are leading one of these items. In other words, Songs are now solos for the Chair, and you will hear only 1 person lead the Pledge and The Collect.

Preliminary Agenda (Subject to change)

Friday, September 18, 2020

Fall Board meeting of GFWC California Federation of Women's Clubs

9 am – 5 pm

Meeting will be held via Zoom

Call to Order

Pam Ament, CFWC President

Inspirational Message

Peggy Baumann, CFWC
Inspiration Chairman

Renewal of the Pledge of Allegiance

Yolanda Petroski, CFWC Civic
Engagement & Outreach
Chair

America the Beautiful

Barbee Heiney, CFWC Song
Leader & Sound Chair

Patriotic Message

Yolanda Petroski, CFWC Civic
Engagement & Outreach
Chair

Minute in History

Julie Lehenbauer, CFWC
Woman's History Resource
Chair

Introductions

Pam Ament,
CFWC President

Quorum Announcement

Valerie Barnes, CFWC
Parliamentarian

Welcome first timers to a CFWC Board Meeting

Sonya Matthies, CFWC 2nd
Vice President

Officer Reports: (3 Minutes each)

Corresponding Secretary

Gina Radocchio

Recording Secretary

Rita Aleman

Adoption of Executive Committee Recommendations

Director of Finance	Reggie Mattox
Treasurer	Marsha LaRusso
Financial Secretary	Jill Drescher
Parliamentarian	Valerie Barnes
Workshop: LEADERSHIP (20 Minutes)	Dori Kelsey, CFWC Leadership Chair
Recess	
Come back to Order	Pam Ament, CFWC President
President's Projects Program Reports (5 Minutes each)	
➤ Yolanda Petroski, CFWC Civic Engagement & Outreach Chair	
➤ Jane Thomey, CFWC Environment Chair	
Chairmen Reports: (5 Minutes each)	
Amenities and Protocol	Joyce Opjorden, CFWC Amenities and Protocol Chair
Reports of CFWC Committees (5 Minutes each)	
Bylaws	Valerie Barnes, CFWC Parliamentarian
Communication	Sonja Hults, CFWC Communication, PR & Facebook Chair
Legislation	Deborah Bushnell, CFWC Legislation & Public Policy Chair

Resolutions

Mickie Read, CFWC
Resolutions Chair

Lunch Break 1 Hour**Come back to Order**

Pam Ament, CFWC President

Attendance Number Summary for Morning Session:

Gina Radocchio,
CFWC Corresponding
Secretary

Workshop: MEMBERSHIP (20 Minutes)

Sonya Matthies, CFWC
2nd Vice President

Officer Reports (3 Minutes each)**1st Vice President**

Barbara Briley-Beard

2nd Vice President

Sonya Matthies

Area A Vice President

Cindy Sanders

Area B Vice President

Patsy Wilson

Area C Vice President

Marcia Willett

Area D Vice President

Wendy Curren

Area Meetings: Open to All Attendees (40 Minutes each)**Chairmen Reports: (5 Minutes each)****Promotions**

Gail Fitzpatrick, CFWC
Promotions Chair

Website Update

Linda Queen, CFWC Website
Chair

Color Guard

Lynne Youngstrom, CFWC
Color Guard Chair

Publications

Toni Lima & Chris Herzog,
CFWC Publications Co-Chairs

Recess

Come back to Order

Pam Ament, CFWC President

CFWC President's Report

Pam Ament

Attendance Number Summary for Afternoon Session:

Gina Radocchio,
CFWC Corresponding
Secretary

Announcements

Jean Lash, CFWC Meeting
Planner

Recite Collect

Toby Kahan CFWC past-
President

Let there Be Peace on Earth

Barbee Heiney, CFWC Song
Leader & Sound Chair

Adjourn

Thank You all for attending!

**Next Board Meeting:
February 25, 26 and 27, 2021, Oakland
Hilton Oakland Airport**





California Federation of Women's Clubs

Member: GENERAL FEDERATION OF WOMEN'S CLUBS, INT'L.

MOTION FORM

DATE: _____

NAME: _____

CHAIRMANSHIP: