



# **CFWC FEBRUARY WINTER EXECUTIVE BOARD CALL**

**Via Zoom**

**February 10 - 27, 2021**



**"Change is Beautiful"**

**Pam Ament, CFWC President**

*It is my hope that you and your family are safe and healthy as we usher in the New Year! The Holiday Season is always one of hope, no matter which holiday we celebrate, and I know for a fact, we've each so much to hope for this year and next year too.*

*I have fashioned our Winter State Executive Board Meeting set for February 2021 after the same format presented last September. The schedule worked well, and the pace was perfectly spaced for time and convenience to offer our membership the supporting documents and get our business done in our time-honored tradition. There are many meetings scheduled between February 10 – 27, 2021. The General Executive Board Meeting of the CFWC will be held on Friday, February 26, 2021 between 9 am and 5 pm.*

*I hope that each District has a LEADS Representative ready to be present and part of the LEADS Seminar and Training to be held on February 24 and 25. This too will be held as a Zoom Meeting open to Presenters and District LEADS Representatives. As a past LEADS trainee that went on to represent our State at GFWC, I cannot emphasize enough the important role the training had in my own Leadership Path towards the State Presidency. With no cost to attend, Districts should have no problems in finding the one person that is ready for a leadership role to attend.*

*I want to personally invite anyone from our California Federation Membership to attend the General meeting held on February 26<sup>th</sup>, from 9 am – 5 pm. Registration for this meeting will be open on January 5, 2021 and closed at 11:59 pm on February 12, 2021. We will hold fast to these dates. No one may register after February 12, 2021 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 February 26, 2021.*

*This 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 an 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.*

*I want to take this opportunity to wish each of you a wonderful start to 2021. I dream that we will all be together again soon meeting in person but thank the stars that we have computers and Zoom to keep us together for the time we can spend with one another now.*

*Take Care, Bee Happy, and Bee Well.*

**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 would 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:**

**February 10, 2021:** 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 1<sup>st</sup> Vice President/Dean

**February 17, 2021:** 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 1<sup>st</sup> Vice President/Dean  
CFWC 2<sup>nd</sup> 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

**February 18 - 23, 2021:** 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

**February 18 - 23, 2021:** TBA Time and Date CFWC Membership Team

This meeting will be scheduled, and invitations will be sent from Sonya Matthies, CFWC 2<sup>nd</sup> Vice President.

Required Attendance: CFWC 2<sup>nd</sup> Vice President  
CFWC Area A Vice President  
CFWC Area B Vice President  
CFWC Area C Vice President  
CFWC Area D Vice President

**February 24 and 25, 2021:** Time TBA LEADS Workshops

This meeting is open to all LEADS District Representatives and Workshop Presenters. The meeting will be scheduled by Dori Kelsey, CFWC Leadership Chair with invitations sent from Sonja Hults, CFWC Communications Chair.

**February 26, 2021:** 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 January 5, 2021 and closed at 11:59 pm on February 12, 2021. We will hold fast to these dates. No one may register after February 12, 2021 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 is listed on the following page however we invite any CFWC member to attend this meeting.

Required Attendance:

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

**February 27, 2021:** 10 am – Noon

CFWC District Presidents Meeting

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

Required Attendance: CFWC District Presidents

**February 27, 2021:** 10 am – Noon

CFWC Chairmen

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

Required Attendance: All CFWC Chairmen

**February 27, 2021:** 1 pm – 3 pm

CFWC District Deans

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

Required Attendance: CFWC District Deans

**February 27, 2021:** 4 pm – 6 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  
All District Presidents  
All District Deans

## THE FINE PRINT...

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

Gina Radocchio, Corresponding Secretary at [spiritedbootsie@yahoo.com](mailto:spiritedbootsie@yahoo.com)

**Also notify the Officer assigned to your grouping below:**

Officers, Administrative Chairs & District Presidents, notify:

Pam Ament: [ament.pam5@gmail.com](mailto:ament.pam5@gmail.com)

District 1<sup>st</sup> Vice Presidents & Program Chairs, notify:

Barbara Briley-Beard: [bbbins@homail.com](mailto:bbbins@homail.com)

Area Vice Presidents, District Membership Officers, notify:

Sonya Matthies: [shmatthies@verizon.net](mailto: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 February 26, 2021 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 February 26, 2021. Invitations to the Meeting will be sent to your Email address on both December 23rd, 2020 and again on December 27th, 2020. Your attendance will be verified through Zoom. The CALL will be available through Quick Bytes and via the website CFWC.org.

**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 February 23, 2021. If you will please look in your email inbox and spam folder between February 17 and February 24 for your copies of preparatory paperwork. Print all paperwork you may want to examine during the meeting prior to the Meeting being called to order. NOTE: All Motions must be typed for easy reading.

**Area Meetings:** Area Meetings will be conducted for all members to attend as part of the Agenda on Friday Afternoon, February 26, 2021.

**CFWC Program Chairmen:** Please Contact Barbara Briley-Beard, 1<sup>st</sup> 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 February 26, 2021, attendance will be taken during both 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:** All 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, February 26, 2021***

**Winter Board meeting of GFWC California Federation of Women's Clubs**

**9 am – 5 pm**

**Meeting will be held via Zoom**

<b>Call to Order</b>	Pam Ament, CFWC President
<b>Inspirational Message</b>	Peggy Baumann, CFWC Inspiration Chairman
<b>Renewal of the Pledge of Allegiance</b>	Yolanda Petroski, CFWC Civic Engagement & Outreach Chair
<b>America the Beautiful</b>	Barbee Heiney, CFWC Song Leader & Sound Chair
<b>Patriotic Message</b>	Yolanda Petroski, CFWC Civic Engagement & Outreach Chair
<b>Minute in History</b>	Julie Lehenbauer, CFWC Woman's History Resource Chair
<b>Introductions</b>	Pam Ament, CFWC President
<b>Quorum Announcement</b>	Valerie Barnes, CFWC Parliamentarian
<b>Welcome first timers to a CFWC Board Meeting</b>	Sonya Matthies, CFWC 2nd Vice President
<b>Officer Reports: (3 Minutes each)</b>	
<b>Corresponding Secretary</b>	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: DOMESTIC AND SEXUAL VIOLENCE AWARENESS AND  
PREVENTION (20 Minutes)**

Diane Waterhouse,  
CFWC Chair

**Recess**

**Come back to Order**

Pam Ament, CFWC President

**GFWC Community Service Program (CSP) Reports (5 Minutes each)**

- Stephanie Zichichi, CFWC Arts and Culture Chair
- Yolanda Petroski, CFWC Civic Engagement & Outreach Chair
- Shirley Lorraine, CFWC Education & Libraries, ESO Chair
- Myrna Binford, CFWC Health and Wellness Chair
- Jane Thomey, CFWC Environment Chair

**Reports of CFWC Committees (5 Minutes each)**

**Bylaws**

Valerie Barnes, CFWC  
Parliamentarian

**Communication**

Sonja Hults, CFWC  
Communication, PR and  
Facebook Chair

<b>Legislation</b>	Deborah Bushnell, CFWC Legislation & Public Policy Chair
<b>Resolutions</b>	Mickie Read, CFWC Resolutions Chair
<b>Lunch Break 1 Hour</b>	
<b>Come back to Order</b>	Pam Ament, CFWC President
<b>Attendance Number Summary for Morning Session:</b>	Gina Radocchio, CFWC Corresponding Secretary
<b>Workshop:        LEADERSHIP (20 Minutes)</b>	Dori Kelsey, CFWC Leadership Chair
<b>Officer Reports (3 Minutes each)</b>	
<b>1<sup>st</sup> Vice President</b>	Barbara Briley-Beard
<b>2<sup>nd</sup> Vice President</b>	Sonya Matthies
<b>Area A Vice President</b>	Cindy Sanders
<b>Area B Vice President</b>	Patsy Wilson
<b>Area C Vice President</b>	Marcia Willett
<b>Area D Vice President</b>	Wendy Curren
<b>Area Meetings: Open to All Attendees in their Area (40 Minutes each)</b>	
<b>Chairmen Reports: (5 Minutes each)</b>	
<b>Promotions</b>	Gail Fitzpatrick, CFWC Promotions Chair

<b>Website Update</b>	Linda Queen, CFWC Website Chair
<b>CIP Award Report</b>	Jan Emde, CFWC CIP Chair
<b>Nominating Committee</b>	Nancy Alcorn, CFWC Nominating Committee Chair
<b>Recess</b>	
<b>Come back to Order</b>	Pam Ament, CFWC President
<b>CFWC President's Report</b>	Pam Ament
<b>Attendance Number Summary for Afternoon Session:</b>	Gina Radocchio, CFWC Corresponding Secretary
<b>Announcement of LEADS Representative to GFWC</b>	Dori Kelsey, CFWC Leadership Chair
<b>Announcements</b>	Jean Lash, CFWC Meeting Planner
<b>Recite Collect</b>	Chris Herzog CFWC past-President
<b>Let there Be Peace on Earth</b>	Barbee Heiney, CFWC Song Leader & Sound Chair

**Adjourn**

***Thank You all for attending!***



**GENERAL FEDERATION  
of WOMEN'S CLUBS**