



**CALIFORNIA FEDERATION OF WOMEN'S CLUBS**  
**CLUB AWARD ENTRY COVER SHEET**  
**Annual Reporting January 1 - December 31, 2020**

Prepared by: Kaycee Stack	Club: Yorba Linda Woman's Club	
Number of Members: 111	District: Orange	Area: C
Club Position: Co-1 <sup>st</sup> VP Dean		
Reporter's Address:		
City: Yorba Linda	State: CA	Zip:
Email:	Phone:	

**LEADERSHIP**

Yorba Linda Woman's Club was founded in 1912 by a group of progressive women seeking to better themselves and following in the footsteps of Jane Cunningham Croly, our founder. They focused upon furthering their education and being more involved in the community. Aided by these forward-thinking women, Yorba Linda became the beautiful, well-respected city it is today – *"The Land of Gracious Living"*. Our club Mission Statement is: *We are a diverse organization working to promote civic, philanthropic, cultural, and educational interests within our community through the spirit of volunteerism.* Today, Yorba Linda still has a small-town feel with over 100 miles of trails used by dog walkers, hikers, bikers, and equestrians. Our club supports the City of Yorba Linda as it continues to improve and embrace the many recent changes in our city: low-income housing, infrastructure, including our new Cultural Arts and Public Library campus and Town Center, and technology including our city's interactive website and government transparency.

**Project Title: Engaged & Connected**

**Hours:**                      **Donations: \$**                      **In-kind: \$**

This year has had its challenges; social distancing, no in-person meeting; new technology. But the camaraderie continued in new ways. Over the past several years the club has organized social events for the members. This was one of the most important things we could do to keep our members engaged and connected this year. At the beginning of the lockdown, Zoom meetings were scheduled just to socialize. The members were encouraged to bring their own meal and/or drink. Talking, laughing, and catching up were the focus of the meetings. As restrictions loosened, we continued our monthly Socialite Dinners and Lunches. The Socialite Director would choose local restaurants where our members could eat outdoors and follow social distancing guidelines. Choosing local restaurants also helped the local community businesses.

Collection of items and supplies was easily adjusted. Pickup and delivery of items were either left on the members' porch or the members were able to pick up and deliver at the President's or Chair's porch. One activity had members handing off items over the backyard fence! By making this accommodation, our members were able to provide hand-made items for various charities, baby basket supplies for our military, and much needed comfort for victims of domestic abuse.

Board meetings and General meetings were scheduled via Zoom. Our members rose to the challenge of learning new technology and continued to participate. Agendas and minutes, including the consent agenda, were emailed prior to the meetings. We continued to communicate through e-blasts (information sent via email) to keep our members informed of on-going projects, community events, and club newsletters. The membership committee sent out bios on club members (with their permission), and sent out random question surveys such as "What is your favorite food to eat at Thanksgiving?" or "What is your favorite cocktail/mocktail?". Another way to help the members get to know each other.

Because of the adjustments and accommodations made, learning new technology, and keeping social activities accessible, we were able to keep our members engaged and connected and to continue with our mission in mind.

**Project Title: Leadership Skills****Hours: 100      Donations: \$300****In-kind: \$**

Leadership skills are one of the many aspects that makes our club successful. When there are strong leaders, the members are sure of what to do, where to go, and how to get it done.

Program and Project Chairs are encouraged to provide articles for the monthly newsletter. This gives the Chair a chance to keep the members informed and to participate. The Dean meets with the Program Chairs bi-monthly to discuss what the procedures are to make a motion, writing reports, and communication. Requests are made of the Chairs to submit their agenda items prior to the Board Meeting. The Chairs are responsible for writing their own motions and presenting it to the Board. If there is discussion at the General Meeting, the Chair leads the discussion. When there are new members, they were paired with a seasoned Chair to learn the process of the project(s). The members are instructed to contact the Program Chair if they would like to make a motion or have an idea for a service activity.

One of our club members was chosen to represent the Orange District at the CFWC Executive Board Meeting in February 2020 as a LEADS (Leadership, Education, and Development Seminar) candidate. She absorbed the lessons from the workshops and has worked to utilize those lessons. She shared her thoughts and experiences with the club members, expressing her enjoyment of attending.

**Project Title: HANDLING BYLAWS BY "ZOOM"****Hours: 45**

Accomplishing our annual review and revision of club bylaws became a challenge soon after our community was required to stay-at-home in March and club meetings were cancelled. Because the club president felt it was important for members to discuss and vote on proposed bylaw revisions before the club year ended in May, she worked with the bylaws committee and parliamentarian to explore how this could be done via an all-member teleconference.

After researching concerns such as: how to determine a quorum; how to address questions during the teleconference; and how to tally a vote by teleconference, club members were notified and instructed on how to use Zoom via their computer, tablet, or phone, and encouraged to attend. Although initial response could be described as "*positive skepticism*", when the teleconference began, we had 65-68 members on the call and had met quorum requirements.

The bylaws-by-Zoom experience was not without its challenges, particularly with so many people on the call. Diligent efforts were made by our president and parliamentarian to allow discussion on each revision; followed by a vote using technology available on the Zoom platform. Having a board member act as "vote counter" was vital. We also displayed the bylaws on a shared screen so members could see current language, proposed revision, and the final outcome of each as we moved along.

Although the call got a bit chaotic and people talked over one another at times; in the end, our bylaws review by Zoom was productive, informative to members, and we met the goal of beginning our new club year in June with up-to-date bylaws benefitting our members.

**Project Title: President's Influence****Hours: 700****Donations:**

A Club President spends endless hours in **preparation** for the board/general/committee meetings, writing articles for the newsletter column and working at club events. And her efforts show. Our President through May used the theme, "Bee the Reason Someone Smiles". She used the hive analogy throughout the year which supplied cohesiveness (this played off her last name). We purchased various items to continue that theme at our meetings. The President's theme for the second half of the year is "Together-Teach-Trust". Working *together*, we have an opportunity to acknowledge and learn from each other. We know that every woman in our club can teach. When we meaningfully do something, it tends to get done. The president asks each officer and chair to meaningfully *teach* the member following her. *Trust* that each of us comes together with the same intentions and values. Trust that you have made it clear that you are available to help in any and every way. The President trusts that the members will support each other.

Early in the year monthly guest speakers were chosen because they were more meaningful than in the past. Several of the speakers either were already recipients of our donations or became recipients due to their presentation. Three of our members are on the Yorba Linda City Council.

The President(s) met quarterly with her Dean to plan the meetings. She incorporated the **Dean's Agenda** to both our Board and General Meetings. A great deal of preparation is put forward so that all items are clear. She continued to write Agendas that were short yet informative. Agendas were sent by eBlast, so all of the members knew in advance what would be covered at the meeting. Non-computer users were sent hard copies by mail. She continued the use of a "Consent Agenda" making the list of motions needing a vote more apparent. She has worked to improve the members' understanding of how **GFWC and CFWC** affect our Yorba Linda Woman's Club-how we can work together to support each other.

The board meetings are being held to a more exacting standard. **Protocol** and **Parliamentary Procedures** are followed faithfully at our meetings. Our President(s) continues to address small issues in a way to add clarity. The club budgets enough money to cover half the members' cost to attend Orange District meetings; District Convention; Area meetings, the Summer Conference; and the annual CFWC convention. The club covers 100% of the cost for our President and Dean to attend District events. Our members appreciate that the club helps them gain valuable knowledge about the organization and their place in it. Due to COVID-19 restrictions, the Conventions and Area Meetings were held via Zoom, but the information gained was beneficial.

Our club is honored to have members participating at the District and Area level. A member is the CFWC AREA C VP, the Recording Secretary for Orange District is also serving as CFWC Website Chairman, an Orange District Chairman and the Club President also serves as the Orange District Yearbook Chairman and is on the Orange District Bylaws Committee. Our club is well represented at these levels.

The Yorba Linda Woman's Club supports and believes in the LEADS program. "LEADS" stands for Leadership Education and Development Seminar and is a GFWC program. This is a successful training program intended for GFWC members who have been identified by their respective club, district, and state federations for their potential and who desire to assume leadership positions in GFWC beyond the club level. The 2019 **LEADS** representative was voted District LEADS participant and went to the state training in Sacramento to participate in various leadership and training opportunities where she was runner-up. Our President was a LEADS candidate herself; she went on to win at the state level. It is clear she has the skills to go on to other District and State positions. We are lucky because our district has funds for us to attend this training.

**Project Title: Dean's Influence**

**Hours: 500**

**Donations: \$0**

**In-kind: \$0**

In 2020, the Dean had the responsibility of overseeing Program and Project Chairmen, providing education, guidance where needed, lots of encouragement and **many, many acknowledgements, and pats on the back**. There are seven Program Chairs and many, many Project Chairs who together delivered 31 projects.

Covid-19 restrictions reduced the opportunities for more projects; facilities shut down, not accepting donated items, and following CDC guidelines. Not all projects are going on at the same time nor take an entire year. This Dean's goal was threefold: to increase the number of worthy projects; increase the number of new members involved in active leadership positions; and to **train and mentor members in their roles as current and future leaders**. She offered mentoring to all her Program and Project Chairs, so they better understood their roles and responsibilities. The Dean emailed our Program Chairs a week before both board and general meeting encouraging them to contact their Project Chairs to have their newsletter articles, motions and/or oral reports ready in a timely fashion which formed the Dean's Agenda.

We continued the use of our "Parade of Projects" where each chair sat and was available for questions. The chairs shared information about her project so that a member could listen to, read about, sign-up or turn in donations. All current project chairs and projects were there. This simple redesign now show-cased to our members a greater knowledge and understanding of the depth and breadth of our projects than ever before. This improved new member participation in projects. Our "Parade of Projects" won the California Federation Creativity Award in 2018. The Dean asked the membership whether they wanted to continue this procedure and it was overwhelmingly passed. The Dean plans to continue this plan when we can resume in-person meetings.

She trained chairs to understand their roles as Program Chairmen. She encouraged the use of Procedure Books to pass forward year by year to continue the communication of knowledge. Learning to speak from the podium for projects and reports was difficult for some of our chairs and our Dean worked with these women to find the confidence to succeed. She trained them to train their Project Chairs in how to track their hours and dollars in readiness for end of year Report Writing. The Dean prepares the District Annual Reports of all programs and projects. This task can be daunting but with the Dean's consistent reminders to and training of the chairs throughout the year, the chairs have the information to hand which the Dean uses to compile the reports. It takes all of us to make these reports meaningful and to showcase our amazing contributions to our communities.