

The Orange Blossom

2022-2024



This issue of the Orange Blossom covers 2022-2024, and contains information provided by Orange District Executive Committee members and Orange District Chairmen.

IMPORTANT: Please give a full copy of this publication to your club President and Vice-President/Dean. Then, with another copy, separate the pages, and distribute them to the member in your club that hold the same position as listed on each page. If you do not have someone with the same title, please give it to the member who handles the tasks outlined on each page. Remind your chairmen and board members to watch for updates and more Orange District information in The Call and The Peal, along with the CFWC emailed newsletter called QuickBytes (*Sign up at cfwc.org*).

Should you have questions, or need additional information regarding this publication, you may contact Colleen Janssen, Orange District 1st VP/Dean of Chairmen for assistance by email at colleenj02@gmail.com, or cell phone: 805-813-0844.

Download /print more copies online:
www.cfwcorangedistrict.com/resources/orangeblossom.



ORANGE DISTRICT ORANGE BLOSSOM 2022-2024



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PRESIDENT

Sandy Tessier, President
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Now you are president of your club. Congratulations! I have gathered here some suggestions that may help to make your time productive and enjoyable.

Know the Rules

Know what is expected of you. Read your club's bylaws and standing rules. Make a timeline for yourself that outlines the tasks to be accomplished month to month.

Know what is expected of your board members. Know the jobs and duties of every one of your board members and make sure they know what is expected of them.

Know your resources. You have lots of resources available to you, including the websites for Orange District, (cfwcorangedistrict.com), the CFWC website (cfwc.org), and the GFWC (gfwc.org) website. Please take advantage of all the Orange District Executive Committee members and the program chairs. They are here to help you.

Be Organized

As president you have many things to keep track of. There are meetings to run and meetings to attend, budget items and deadlines. Develop your own system of keeping track, one that works for you. It could be notebooks, color coding your paper work, or a file system, whatever works for you. Creating a system that is easy to find and easy to read will become your reliable backbone and may even save your bacon.

You need to have an agenda for every meeting you conduct. Send the agenda out to every board member at least one week ahead of the meeting. Prepare an agenda template to use as a guide. For membership meetings creating three agendas may come in very handy. One agenda is for the general membership, just a basic outline and timeline of meeting events. The second is an agenda for the board that includes what they are supposed to do or report on during the meeting. Finally, make a detailed agenda for yourself. This should include all the things you don't want to forget, including announcements, introductions, people's names, motions to be made, thank-yous, etc.

Be an Example

Be an example to your members. Make sure your meetings are well organized, interesting and fun. Participate in your club's activities. Make it a point to attend Orange District meetings and other club's fundraisers. Be seen in your community. Promote your club: get your club's name and picture in the newspaper and on social media. Remember that you are the face of your club and CFWC during your presidency. Your example can work like a magnet to draw active new members to your club.

Good Luck! "And remember YOU are the President!" (Marcia Willett 2022)

1st VP/DEAN OF CHAIRMEN

Colleen Janssen

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GOALS: My goals for 2022-2024 are to serve as an assistant to the president of Orange District and be a resource for the 1st VP/Deans in the 20 clubs that are members of Orange District.

Additionally, training and assistance will be provided to 13 Orange District Chairmen, including: Advocates for Children, Arts & Culture, Civic Engagement and Outreach, Domestic Violence Awareness & Prevention, Education & Libraries, Environment, Health & Wellness, Community Impact, Communication & PR, Fundraising, Leadership, Legislation & Public Policy, and Women's History.

SUMMER CONFERENCE: Each year, Orange District, organized by the 1st VP/Dean, holds a Summer Conference event, providing workshops for club leaders and club members. District Chairmen will assist at the event by providing workshops and/or information tables to educate members of the 20 clubs with ideas, projects, and more.

GFWC/CFWC: The 1st VP/Dean of Chairmen shares information and ideas with club Deans and District chairmen from:

- CFWC state board meetings and GFWC conventions
- Information from GFWC News & Notes and CFWC QuickBytes digital newsletters
- Information from the GFWC Club Manual
- Articles from GFWC Clubwoman and GFWC California Clubwoman magazines
- Information from other publications and handouts

Club members and Deans may sign up to receive these publications directly through GFWC.org and CFWC.org. If you need help signing up, contact me. It's quick to do, and I am happy to help.

ANNUAL REPORTS: The 1st VP/Dean offers a report writing workshop for clubs and Orange District chairmen to help them do their best job on annual reports. The reports will be turned in by early January, then redistributed for judging and awards presented at the District Convention in April. Plan to attend the workshop, date TBA in October, once the report forms are ready.

Annual Reports are on a calendar year basis. They are important at both the club and district levels. 1) They serve to document the work of the club and should be entered into the club or District Minutes as a permanent record. 2) If a club is audited by the IRS, the reports prove that the work of your 501(c)(3), recording donations, volunteer hours, fundraising and more. The statistical report required from each club documents the totals for all aspects of your club for the same reasons outlined.

RESOURCE: The 1st VP/Dean is a resource for club Deans and Orange District chairmen. Should you have questions, or need assistance, please contact me. I will do my best to help.

2ND VICE-PRESIDENT – MEMBERSHIP

LINDA QUEEN

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Websites to know about:

ORANGE DISTRICT **cfwcorangedistrict.com** (district forms, club reports)
CALIF FEDERATION **cfwc.org** (access forms, links to other clubs, publications)
GENERAL FEDERATION **gfwc.org** (create individual member profile to access the Member Portal for GF club manual, numerous forms and resource materials)

What Matters Most in Membership: **RECRUIT / RETAIN / RECOGNIZE**

CONSIDER THESE RECRUITING OPPORTUNITIES

Nextdoor.com / Facebook/Community Help / Volunteernetworkoc.org / yelp.com

REMEMBER TO RECOGNIZE MEMBERS

- Present special awards or certificates at general mtgs based on president's theme, etc.
- Submit write-ups about club projects to CFWC QuickBytes e-newsletter and *Calif Clubwoman* magazine, GFWC News & Notes/club blog.
- Highlight members involved in various club projects in your newsletter, eblasts, etc.

TIPS TO RETAIN MEMBERS

- Run meetings that work for today's members – more polish & professionalism, make sure chairmen have prepared remarks, don't wander off script; use technology (PayPal for dues and registrations, emailed meeting agendas, eblasts, online newsletters, well-maintained website).
- Icebreaker games @ meetings and regular social activities (lunch/dinner groups)
- Help members subscribe to CF *QuickBytes* and GF *News & Notes*. CF website has an online subscribe form (\$0 cost). Assist with creating individual member profiles on GFWC website to access the Member Portal. Bring a laptop to a club mtg; have a "subscribe drive" w/ prizes.
- Encourage members to read CFWC *Calif Clubwoman* and GFWC *Clubwoman* magazines. Quarterly. Both publications are available FREE on the CFWC and GFWC websites.
- Orientation workshops – include info to educate all members, whether new or seasoned.

IMPORTANT! PAY DUES PROPERLY & ON TIME

- **May thru Dec 1st** -- Submit dues MONTHLY using **NEW Dues Remittance form**, identify:
 - 1) Members who renewed after May 1 (who were not included on the Data Blank form)
 - 2) New members joining your club during **May, June, July, Aug, Sept, Oct, Nov**.
 - 3) Submit form + dues to OD Financial Secy each month that you gain/renew members.
- **Dec, Jan, Feb, March, April:** Include OD/CF/GF dues for new members joining in these months on the Data Blank you will submit to OD by 5/1. Do not send in their dues separately.
- **March-April:** Collect annual renewal dues from current members during these months. *NOTE:* beg. 2023, OD/CF/GF dues will be \$21.00 pp (CF dues increased from \$4.00 to \$5.00)
- **Deadline May 1st:** Submit club dues and annual Data Blank form to district. Include an accurate and current club roster listing only those members who have PAID for the coming year and highlighting NEW MEMBERS who joined since the prior year's data blank.

3rd VP/WAYS & MEANS, FUNDRAISING AND DEVELOPMENT

Natalie Skullr-White

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I have two goals this administration. My primary goal is to assist Orange District in balancing the budget by conducting fundraisers both big and small. My second goal is to assist Orange District clubs with ideas that will help them fund their projects.

Fundraising and Development supports raising money for club selected philanthropies while developing individual talents and building community relationships. Fundraising can also provide publicity by putting the club's name and accomplishments in front of the community. And most importantly, fundraising can be a way to recruit new members.

Steps to Successful Fundraising and Development

- Appoint a chairperson. An enthusiastic and energetic member to be responsible to meet goals, delegate, and monitor progress by matching skills and interests to participants. The chairperson is a leader.
- Set goals and objectives. Define the amount of money to be raised and for what purpose. Fundraisers are excellent publicity and membership opportunities.
- Research and follow applicable laws. Charitable fundraising is regulated and can require registering with the state prior to the event and/or reporting after the event.

Plan Your Fundraiser

- Type of Fundraiser - An event, sell a product(s), or solicit money etc.
- Chairperson and/or committees are needed. Ask for those best suited to volunteer to serve.
- Consider estimated costs. Decide how much income is needed to pay estimated expenses to reach the goal.
- Pursue cooperation with local leaders, businesses, or civic groups. Every event can build relationships.
- Set a timeline. Set meetings dates, work sessions, activities, and deadlines for needed items.
- Design a communications plan of the efficient way of reaching the targeted audience. Publicity is key.

Evaluate and Appreciate

- After the event, evaluate what worked and what did not. A member survey can provide feedback for a report. Brainstorm on what you might do different next time.
- Determine if goals were realistic and if the budget was adequate.
- Were other organizations cooperative and beneficial, and were the tasks matched to members skills and interests.
- Was the publicity strategy effective? Was the event well received by the community?
- Communicate the successful results to those who supported the event.

Celebrate

Don't forget to celebrate success! A get-together, thank you notes, recognition in your club newsletter. Little gestures like a candy bar that says "Thanks for being so sweet!" goes a long way.

Types of Fundraisers

- Events:** Galas/banquets, fashion shows, competitive run/walks, teas/brunches, cook off etc.
- Sales:** Merchandise or food acquired or purchased by the club or donated and sold by members.
- Direct Soliciting:** Letter writing campaigns to local businesses for a specific project, partner with a local restaurant that remits a portion of proceeds to the club.

Community Grants: Contact your local City Government to see if community non-profit grants are available. Community groups like your local Rotary Clubs, Lions Club, Kiwanis Clubs may also have non-profit community grants available.

RECORDING SECRETARY

Kathy Loch

714-326-4643 ktloch@yahoo.com

As an elected officer, Recording Secretary shall attend all meetings requiring a written record of the proceedings (“the minutes”) to ensure accurate, legal documentation of all club business and activities.

Typical Duties of a Recording Secretary:

- Know your club’s bylaws and standing rules and have them on-hand at meetings.
- Be familiar with *Robert’s Rules of Parliamentary Procedure, Newly Revised*.
- Devise a method to keep track of motions made during a club year for future reference.
- Organize a notebook containing final minutes of all meetings, including all attachments.
- Make minutes and club records available to members upon request.
- If requested, maintain the official member roll call for each meeting.
- At general meetings, read board recommendations for approval, as directed by the president.
- Preside over the meeting when both the president and vice-president(s) are absent.

How to Take Proper Minutes:

- First paragraph includes: name of club; type of meeting; date/time/place; presence of president, or substitute, and recording secretary; whether minutes of previous meeting were approved as read or as corrected.
- Record the meeting, motions, and important points of reports or discussion in the order they occur.
- Include clear and concise descriptions of proceedings-what was done, not specifically what was said.
- Record exact wording of motions. Include name of who made it, if it was seconded, and final outcome (whether motion was adopted or failed).
- Incorporate any formal amendments into a main motion; be prepared to read new wording or amended motion to the group, if asked.
- Include a treasurer’s report/financial statements (account balance, receipts, expenditures).
- Include names of new members and resignations (Note: new members are not voted in or “accepted”).
- Record the names of members appointed or elected to club committees.
- Do not embellish, add personal comments, or include derogatory remarks or personal opinions.
- End with “*There being no further business, the meeting was adjourned at (time)*”.
- It’s helpful to obtain an advance copy of the agenda to assist in preparing a draft outline of minutes.

Prepare minutes and circulate for review as soon as possible to the executive committee or others, as determined by your club bylaws. This is typically done via email, allowing a short deadline for corrections. Hint: Show any corrections in a different color font so they are easily identified.

At the subsequent meeting, announce only the corrections or read entire minutes, including corrections, depending on how your club functions. Make any additional corrections right on the official minutes. Note: If minutes have already been circulated to members via newsletter, email, or distributed at the meeting, it is not necessary to read them again. The Chair will ask if any corrections were received and also calls for corrections from the assembly. Recording Secretary then moves to approve the minutes, “as read” or “as corrected”. After approval, the minutes are signed and dated by the recording secretary and filed.

Tips on Motions:

- When making a motion, the maker should read only the motion itself, then stop. No discussion or questions should occur prior to a second (if one is needed).
- A second opens the door to hearing details and is needed primarily for motions that, if adopted, would require club action (i.e., monetary disbursement, a new project, club support or funding, etc.)
- Voicing a “second” does not mean that person is in favor of the motion itself, only that she’s willing to hear more about it. She can later vote however she chooses.
- If there is not a second on motions that require one, it fails - without further discussion or a vote.
- Withdrawn motions are not recorded in the minutes.

CORRESPONDING SECRETARY

Carrie Knipfer

23 Ballard, Irvine, CA 92602

Carrie.knipfer@gmail.com cell: 678-906-8514

As the corresponding secretary of the club, you have the job of sharing communications received through the club through mail and email and sharing it with the members in a timely manner. This may include community events; thank you notes and communications to members.

Incoming Correspondence:

- Correspondence should be dated as received.
- Consult with your president if the communications should be read at board meetings and general meetings.

Outgoing Correspondence:

- Correspondence should always be composed on a computer except for informational notes, personal invitations, and thank you notes; these should be handwritten.
- Double check spelling of names and mailing addresses prior to sending mailed correspondence.
- Keep a copy of all correspondence in procedure book.

Member Correspondence:

Birthday Cards: Check out free programs to send automated birthday email cards to members. You can load the emails and birthdays at the beginning of the year and automate the sends.

Get well and sympathy cards to club members and other community members: Buy cards in bulk at discount stores to have on hand. Invite other members to do the same

Emails and text messages: A cost effective way to keep members in the know. Services such as MailChimp can be used to send bulk email messages. Use services such as What's App or Group Me to send group text messages to members. These are ideal ways to remind members about meetings or upcoming events.

COMMUNICATIONS SECRETARY

Carrie Knipfer
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As the Communications Secretary you are responsible for keeping your club members and the community updated on what is happening. This could be sharing information that is received through digital and print. Through digital marketing channels we now have multiple ways to share information.

MailChimp-Free for up to 500 contacts and they also have a nonprofit rate if you want to do more advanced automations and payment processing. You could use this tool to email your members time sensitive information or pass along your newsletter. This tool offers tracking you could see if someone engaged with your emails (opened or clicked). You can then change your subject lines or content to increase engagement.

You could also use this tool to send monthly birthday messages to members or celebrate their club anniversary.

Also, create a separate distribution list for other club business (community members, school contacts, etc.)

Canva-Sign up for a free Enterprise account using your nonprofit number. You can create everything from your yearbook to social media posts, easy and free.

Facebook & Instagram Ads: Social media is a great and low cost way to share information with club members and community. I would suggest having a private page just for members and a public facing page. Use the private page to communicate events, information, or fun facts for members. The public facing page can be for the community, how they can get involved and what is happening with your club.

Google Drive- Let's make 2022 the year our clubs go paper free! Set-up a Google Drive account and create different folders with different permissions to share access across your club and if needed outside. Save money on copies and easily make changes to documents.

My goal for this administration is to help clubs advance with new technology, save money by changing to platforms with free or low-cost options and find new ways to correspond with your club and the community. Reach out if there are questions or if you need help setting up any of these platforms.

Don't forget to track all your good work for year-end reports and send your photos to me to display on the website and social media.

DIRECTOR OF FINANCE

Gerri Walsh

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In Orange District, we have three financial officers: Director of Finance, Financial Secretary, and Treasurer. In clubs with no Director of Finance, most of the duties are in the job description of the Treasurer. Although we are not CPAs or Financial Advisers, we are here to help you, and steer you in the right direction. Do not hesitate to call and ask for guidance.

In Orange District, the Director of Finance is the chairman of the Budget Committee, which is usually composed of the Treasurer, Financial Secretary, 1st Vice President, 3rd Vice President (Ways & Means), and the President as an ex-officio member. This committee is responsible for drafting the budget for the coming year, and presenting it to the Executive Committee, which in turn, recommends it for approval by the general membership at the September Council Meeting.

BUDGET: A budget is an estimate of itemized income and expenses for the club year (June 1 to May 31 at District). It is a guideline, and shows all money going through your bank account. You will have to carry-over funds from the prior year. To this, add all income expected (dues, Ways & Means, monies collected for other reasons). Expenses are everything for which your club writes a check. A good way to estimate on the budget, is to look at the prior year's budget and compare it to actual expenditures and income. Then, consider inflation, and any new expenses expected (increase in postal rates, insurance, etc.) Remember, if an item is budgeted, it does not mean the club HAS TO spend it.

PAYING BILLS: The Director of Finance will receive all requests for payments made by Orange District. Upon receiving a green expense warrant, the Director of Finance will code it with the appropriate budget category, present the bill to the Executive Committee (mentioning if it exceeds the budget). When approved, the warrant goes to the Treasurer, who then writes the check. The Director of Finance keeps a record of what is being spent (a ledger), and whether it is within budget. At the January Council Meeting, the Director of Finance will give an interim report of the budget.

RECORD KEEPING: Each item in the budget has a code number that is put on the warrant presented for payment. This allows tracking of expenses by category (ledger) so you can see the balance left in each account.

CLUBHOUSE: If your club has a clubhouse, make sure there is proper insurance coverage in place. It is smart to separate clubhouse finances from club finances.

NOTE: Keep all legal and important paper in a safe and secure place. Keep all financial records for at least seven (7) years.

TREASURER

Barbara Murphy

18406 Betty Way, Cerritos, CA 90703 - 562-367-9706 - chuckandbarbmurphy@verizon.net

The Treasurer writes checks that have been submitted via warrants, prepares a detailed Treasurer's Report monthly and submits to the OD Executive Committee. The Treasurer is responsible for filing all necessary tax or government forms.

EXPENSE WARRANTS

A green Expense Warrant is available from the OD Director of Finance. All warrants must have receipts attached and will need approval of the Director of Finance. They will be coded according to the OD Budget and sent to the Treasurer for payment

TREASURER'S REPORTS

Include all Income and Expenses for the month. Reconcile your report with the bank account monthly.

DISTRICT CHAIRMAN EXPENSES

Each Orange District Chairman is allowed \$25 per year for expenses relating to each her chairmanship. An itemized statement with receipts and a completed voucher must be sent to the OD Director of Finance by April 30.

FEDERAL TAX FORMS

At the end of each fiscal year, you must file taxes for your club. If your club income is under \$25,000, file Federal Form 990ez. If your club income is over \$50,000, you should file taxes with a licensed accountant. You have 4 months and 15 days from your fiscal year end to file returns.

STATE TAX FORMS

Form 199: Franchise Tax Board – report information relevant to maintaining your tax-exempt status

RRF-1: Annual Registration Renewal Fee Report. You are required to file this form annually no later than four months and fifteen days after the end of the organizations accounting period.

CT-NPT-1: form to be submitted by nonprofits conducting a raffle from September 1 through August 31. Must be submitted and approved before conducting a raffle

CT-NPR-2: use this form to report all raffles conducted during the reporting year. This form is due on or before October 1.

SI-100: Statement of Information Form must be filed every 2 years during the calendar month that the Articles of Incorporation were filed and can be filed up to five months in advance of that date.

All forms and instructions are on the IRS website or the State Franchise Tax Board website.

FINANCIAL SECRETARY

Gina Whinery

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Primary Duties

The Financial Secretary collects and deposits all funds received by Orange District. A detailed deposit report is prepared which shows the category for which the funds were received, the name(s) of who submitted the funds, the check number and amount. A duplicate deposit slip is received from the bank at the time the deposit is being made. One copy is kept by the Financial Secretary for her records and one copy is provided to the Treasurer.

Delegates

The Financial Secretary certifies to the club membership as to the number of delegates to which each club is entitled at Orange District Convention and forwards this information to the Credential Chairman.

Annual Dues

The Financial Secretary processes the Annual Dues submitted by each Orange District Women's Club and submits the forms and dues to CFWC. In addition, she determines the total number of members in each club.

Annual Dues are Payable by May 1st

In March of each year, Orange District gives to the Past President of each club written instructions for the preparation of the dues forms, copies of all forms required and the deadlines to submit the forms.

The processing of the Annual Dues is performed by four Orange District Executive Committee Members (Financial Secretary, Director of Finance, Treasurer and District President.).

The Financial Secretary is to receive the Club Information form and dues no later than May 1st. Thereafter, the Remittance form for New and/or Late Paying Members and dues are to be received by the Financial Secretary no later than July 15th.

It is important that all of the above time frames are met by each club. The Executive Committee Members need sufficient time to process the dues, and get the required forms and check to CFWC.

The membership count of each club is determined by the above forms, these are the total membership shown in the CFWC Yearbook. Any dues paid after July 15th will be used to determine the number of delegates for that club. This count of members will not be added to the CFWC Yearbook. Pursuant to the bylaws, dues paid after July 15th. are to be paid by the 15th of each following month. No dues will be accepted after December 1st.

PARLIAMENTARIAN

Maria E. Sterk

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The Parliamentarian's job is to be the advisor to the president, and to other members of the club. The Parliamentarian is the person who advises the president, all officers, and the members of committees on procedures that they need to follow, primarily parliamentary procedures. Parliamentary procedure is basically rules that define how particular situations are to be handled. Knowing how to handle different situations helps keep the meetings running smoothly **and it makes it easier for people to work together effectively.**

DUTIES DURING A MEETING

- Should assist the presiding officer in preparation of the agenda.
- The parliamentarian should arrive early to counsel as needed.
- **Know the rules** - Have a copy of the governing documents at the meeting.
- Have a copy of the presiding officer's agenda; keep track of the motions to assist the presiding officer.
- Know the quorum for the meeting and vote strength.
- Keep track of all amendments and disposition thereof.
- Provide advice when requested and communicate with the president tactfully and discreetly. Be as inconspicuous as possible.
- Remain **IMPARTIAL** and be prepared to cite references if needed.
- Be available after the meeting for further counsel.
- Have the most current edition of Robert's *Rules of Order, Newly Revised, 12th edition*.

Help your members learn basic parliamentary skills through short workshops/skits, and/or articles in the organization's newsletter.

Above all... REMEMBER you are an advisor and you do not speak during discussion, except to clarify a parliamentary point; you speak to the presiding officer; and you do not vote unless it is stated differently in you club bylaws, or if it is a ballot vote and you are a member of the organization.

RESOURCE MATERIALS: Robert's Rules of Order, Newly Revised, 12th Edition; Robert's Rules of Order, Newly Revised, In Brief; The Complete Idiot's Guide to Robert's Rules; Notes on the GFWC website, gfwc.org.

ARTS & CULTURE

Linda Holman, Chairman

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Art inspires us to see the possibilities, the beauty, and the deeper meanings in life. History shows that an outpouring of artistic expression precedes positive social changes and scientific innovation.

Whether the art is poetry, painting, music, dance, architecture, sculpture, or photography, it influences and reflects our culture at the time, including our potential. It is our history, our present, and our future. Great art lives on for centuries and continues to inspire and evoke emotional responses.

Art has the power to transform us. One art expression that can be personally transformative is coloring mandalas. The coloring brings out our creative side. To begin, select no more than 4 colors and start in the center and work out. Here is a sample template. You can download free templates online. Find one you like.



Art nurtures the spirit and everyone has an artist within.

A culture's beauty, richness, and diversity is reflected in their art. A prominent display of a culture's art is found in their temples, cathedrals, mosques, synagogues and churches. From the architecture to the interiors you can find exquisite displays of fine art.

For a fun excursion, take a trip to the His Lai temple in Hacienda Heights, stay for lunch, or visit a local Hindu temple, or some cultural place that is unfamiliar to you. You will find wonderful surprises. One of my favorites is the Hindu temple in Calabasas. Call ahead for lunch.

I would love to hear from you if you want to share or receive more information. Let's have a fun and creative year.

CIVIC ENGAGEMENT AND OUTREACH

Judy Wagner, Chairman

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As we start the New Year, we may need to be reminded of all the many things that we can do to help in our community. I recommend that that you as Chairman of your Club's Civic Engagement and Outreach Programs might want to sign up for the CFWCs QuickBytes, California Clubwoman Magazine, and the websites; CFWC.org and GFWC.org. All of these have great ideas that you could pass on to your Club.

At the end of the year, you will be collecting reports and submitting them to the District for the many annual awards. You need to remind the Project Chairs to keep track during the year of their projects. Offer your help and let them know that reports are due at the end of the year.

This is a very interesting and important Chairmanship. You can help many people in your community. I have listed below several suggestions that you might want to pass on to your Club Chairman:

CELEBRATE PATRIOTISM:

- Organize a Public Policy Meeting once a month for members. (ZOOM meetings work very well in getting speakers)
- Have club members sign up for the Legislative Action Center at GFWC.org

MILITARY - DON'T FORGET

- Work with shelters for women veterans who are homeless
- Collect coupons for the military to use and Sunday funnies to pack in care packages
- Remember our veterans in the hospital during the holidays, and deliver 'Buddy Boxes' to the patients.
- Provide resources to support military families (Fisher House at Long Beach Veterans Hospital)

OUTREACH SUGGESTIONS

- Work with fire departments to provide fire safety and develop a Disaster Preparedness toolkit for their homes.
- Provide needed donations and volunteer at local food and distribution centers for people in need.
- Work the local Senior Centers on helping deliver MEALS ON WHEELS or KINDNESS BAGS.

Please feel free to contact me if you need further information or help.

EDUCATION AND LIBRARIES

Susan Denley, Chairman

12152 Paseo Bonita, Los Alamitos, CA 90720 (562) 430-5762 susandenley4804@gmail.com

“Education is not the learning of facts but the training of minds to think.” — Albert Einstein

My goal is to support education and literacy — including the digital literacy that’s necessary to separate fact from fiction online. In addition, we can align our efforts with GFWC’s 2022-2024 education mission to “Bring sparkle to public libraries.”

Project ideas:

- Donate books to senior citizen facilities, convalescent homes, preschools, children’s hospitals, etc.
- Host story time events for children.
- Partner with a library or classroom to produce a fun seasonal event. For instance, a Florida club donated pumpkins to a classroom for a literary decorating contest: students decorated a pumpkin inspired by a book character and won a pizza party.
- Donate school supplies to local schools, homeless shelters or military family support organizations.
- Volunteer as a tutor to help students with homework or to coach adults who can’t read.
- Provide materials for an after school learning program.
- Participate in Read Across America Day on March 2.
- Honor your local librarian on National Librarian Day on April 16.
- Provide scholarships to local high school students to further their educations.
- Provide scholarships for women returning to college or vocational school.
- Sponsor one or more students to attend Hugh O’Brian Youth (HOBY) Leadership Training, a program that trains them to become school and community leaders.
- Sponsor one or more students to attend Tech Trek, a program of the American Association of University Women (AAUW) that sends girls to a one-week STEM summer camp focused on science, technology, engineering and math.
- Start a book club, either an informal group or one affiliated with GFWC’s Epsilon Sigma Omicron (ESO), which provides a structured reading program.

Resources:

GFWC: <https://www.gfwc.org/news-publications/2020-gfwc-top-projects/education-community-service-program/>

Orange County Libraries: <https://www.ocpl.org/>

South Coast Literacy Council: <https://southcoastliteracy.org/>

HOBY Youth Leadership: <https://hoby.org/>

AAUW Tech Trek: <https://www.aauw-ca.org/tech-trek/>

Read Across America: <https://www.nea.org/professional-excellence/student-engagement/read-across-america>

Support libraries: <https://ilovelibraries.org/>

The News Literacy Project: <https://newslit.org/>

ENVIRONMENT

Veronica Gonzalez, Chairman
4427 Pepperwood Ave., Long Beach 90808
526-275-9032 can.de22@live.com

As Environment chair for your club, you can have a lot of fun and while making a big impact on your community. Here are a few ideas to suggest to club members or to take on as club projects. Have fun and good luck!

- Clean up trash and litter. Start composing.
- Refuse, reduce, recycle, reuse. Explore zero waste practices.
- Find creative and purposeful ways to reuse glass containers.
- Donate or sell old clothing.
- Stop using plastic grocery bags, opting for a reusable bag instead.
- Cut down on plastic water bottles/disposable cups; carry a reusable bottle/travel mug.
- Ride a bicycle or walk, rather than drive.
- Make your own natural cleaning products.

OTHER IDEAS:

- Visit a park on a regular basis or tour a botanical garden and enjoy nature.
- Encourage preservation of historic properties. Visit a state or national park.
- Plant and care for trees or donate funds for reforestation. Preserve natural habitats to protect wildlife. Also, plant native wildflowers.
- Plant a vegetable & fruit garden at home, clubhouse, or community. Create community gardens to promote self-sufficiency.
- Advocate for and investigate local food and where it comes from.
- Start a school or classroom garden in spring to learn about weather, nutrition, and life cycles.
- Provide needed items to sanctuaries for animal rehabilitation and care.
- Conserve water and energy.
- Educate children on how they can protect the environment.
- Invite local experts and others to speak at club meetings about conservation and beautification
- Clean up roadways, waterways, and trails.
- Clean up trash after youth games and community events.
- Support curbside recycling programs or organize one.
- Work with others to facilitate proper disposal of unused medicines and needles.
- Participate in/volunteer at a hazardous waste collection event.
- Visit a landfill to learn about practices that protect the land, air, and water.
- Investigate renewable energy projects and sources in your area.
- Participate in an awareness day such as Arbor Day, America Recycles Day, Earth Day, etc.

REPORTS: Remember to keep track of everything you do, so you can document it in your club's annual report on Environment activities.

CONTACT ME: If you have questions, or need more ideas, contact me for help.

HEALTH & WELLNESS

Rhea Black, Chairman

1-562-761-7806 rheablack34@gmail.com

CALL TO ACTION...CHALLENGE FOR MEMBERS

- Develop a healthy personal habit or goal
- Start section or group to work together
- Present short posture and stretch at meetings
- Healthy meals and snacks at events
- Suggest TV, reading materials for wellness

SUGGESTIONS...SOURCES

- TV...KVCR Create...stretch, cooking, exercise
- YouTUBE...walking, exercise, lectures
- Local Exercise... YMCA, Churches, city programs
- Your Club...walking together, share healthy recipes
- Contests... for keeping active and setting goals
- Healthy tips at each meeting...5 minutes

TOPICS...READING LABELS

- Sugar, oils, healthy vegetables. Fruits, water, movement, heart
- Set small goals and do for a month...do it together

GOOD LUCK! SMALL CHANGES CAN SAVE LIVES

ADVOCATES FOR CHILDREN

Carla Jones

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714-310-3591 Carla@Cjones4homes.com

Of all the small voices in our world, the child's voice is the smallest. Of all the marginalized in our world the child suffers the most from marginalization. Our goal is to strengthen the efforts of the organizations, institutions and families that support, protect, and give loving care to our children.

The efforts of Children Advocacy outreach will overlap with Domestic Violence outreach. Creating safety for the child and the mother allows the mother to focus on bonding with and caring for her child.

Goals:

Protect children from harmful situations

Ex. Supporting Women's shelters with items specifically for their children.

This can include games, tactile items, books, clothing and much more

Encourage healthy lifestyles

Ex. A group of women from your club might partner with an elementary school to help the children create and care for a community garden. The club can supply seed and some tools. More information on this available (714 310 -3591, Carla Jones)

The need for excellent Foster Parenting

A few ideas - ask your program director to schedule a foster parent who raises awareness through speaking on the subject or schedule the director of a local foster office. Ask other clubs, groups or churches to schedule such speakers.

Reducing hunger in children - food pantries & food banks

Ex. collect food supplies and take to food banks. This can be done year-round, not just during holiday season.

Volunteer assisting teachers and reading to children

Reading to a child increases the child's sense of well-being and creates meaningful connections.

Collect diapers and wipes for local child care.

Sponsor & support DRIVES for school supplies and backpacks

Support outreaches to children that you become aware of in your community.

One outreach is a one-person show from a survivor of child abuse. "**Trying to be normal is driving me crazy**". Performed August 20th, 4:00 at the Long Beach Congregational church. Admission is free! Although a painful subject matter, the show's producers promise an uplifting message. (For more information call Carla Jones at 714 310 3591).

COMMUNITY IMPACT PROGRAM

Ginger Osman, Chairman
9327 Christopher St., Cypress, 90630
714.656.8110 gosman@uci.edu

GOALS:

To continue the project of Kindness Bags for homebound seniors and to assist other Women's Club in developing similar programs for their community.

To assist Clubs in developing plans and evaluations for their community impact programs

The project for Kindness Bags for our homebound seniors began when we learned that there were 27 seniors receiving Meals on Wheels in the City of Cypress. A committee was formed to launch the project. The project name was important, something that would describe what we were doing for our Cypress Seniors. Project "Kindness Bags" was born! Meals on Wheels would provide food and we would provide "Kindness Bags."

We began delivering Kindness Bags every month to the 25 to 27 homebound seniors. We sent out surveys via the Senior Center Meals on Wheels program asking what they needed. The survey revealed that 25 out of 27 seniors asked for basic household goods such as toilet paper, toothpaste, dish soap and paper towels. We soon learned that they also needed clothing, bedliners and even coffee pots.

When the pandemic hit and paper goods were hard to obtain, we were worried about our homebound seniors. We created an outreach letter that was sent to Cypress businesses asking for assistance. The response was unbelievable. Costco immediately donated 160 rolls of toilet paper. As the word spread about homebound seniors, it touched the hearts of people and businesses. In addition, we also raised money through fundraising events, flyers posted through the Chamber of Commerce and partnering with service clubs at local high schools.

I would strongly recommend club officers or chairmen sign up CFWCs QuickBytes, and GFWC News and Notes. I also highly recommend the CFWC California Clubwoman Magazine and GFWC Clubwoman Magazine.

There is also the Community Impact Program Awards, award period January 1, 2022, to December 31, 2023. This award is designed to encourage and recognize the positive effects a club can have on specific needs in their community.

GFWC/CFWC Signature Project
DOMESTIC VIOLENCE AWARENESS AND PREVENTION

Lucy Garza Park, Chairman

2001 Saratoga Ave., Placentia, CA 92870 Cell 714-474-8142 E-mail: historyferret@gmail.com

“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.” Margaret Mead

The goal of the GFWC Signature Program Domestic Violence and Sexual Violence Awareness and Prevention is to increase awareness of and help prevent domestic violence against women in Orange County by networking with established program and increasing educational opportunities for club members and our local community.

Program Focus includes: *Intimate Partner Abuse * Child Abuse *Teen Dating * Campus Sexual Assault *Elder Abuse *Violence Against Native American Women *Military Sexual Assault *Human Trafficking.

Go to GFWC 2022-2024 Club Manual for more information on each established program and initiative under the Signature Program, Domestic and Sexual Violence Awareness and Prevention.

National Domestic Violence Hotline 1-800-799-7233.

Laura’s House: provides state approved comprehensive domestic violence in South Orange County. Annually, Laura’s House provides residential services, transitional housing, counseling and workshops, and legal services to thousands of individuals. 24/7 hotline :1-866-1511. Resource Center 949-361-3775. Book a Presentation: 949-361-3775. www.laurashouse.org

Orange County Child Protective Services 24/7 hotline: 714-940-1000 or 800-207-4464

Women’s Transitional Living Center: (WTLC) Honor. Empower. Restart. Overcome. Comprehensive residential program, children’s program, crisis hotline and community services program. Elia Renteria: Director of Community Engagement 714-992-1939 ext. 137. Call 24/7 Bilingual helpline 1-877-531-5522. www.wtlc.org

Orange County Human Trafficking Task Force: is a collaboration of law enforcement, victim services and community volunteers. Zoom General Meetings fourth Thursday of the month, 10:30-11:30 starting September 2022. RSVP Brandi Velez bvelez@waymakersoc.org Hotline: 1-888-3737-888 www.ochumantrafficking.com

Grandma’s House of Hope: specializing in trauma-informed care for women and men escaping abuse and human trafficking. Program office 714-558-8600 ext. 115. Intake line 714-455-9528. www.grandmashouseofhope.org

Human Options: advocating for those affected by abuse, extending a safe place for victims and empowering survivors. www.humanoptions.org Hotline: 1-877-854-3594

Crime Survivors: Mission, “To provide hope and healing to victims and survivors of crime through advocacy and the support of resources, information, and empowerment from the critical time after a crime occurs through the challenges and successes of surviving and thriving.” www.crimesurvivors.org (844) 853-HOPE.

COMMUNICATIONS & PUBLIC RELATIONS

Carrie Knipfer, Chairman

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Carrie.knipfer@gmail.com | (678)906-8514

We hear all the time clubs are the “best kept secret in town”. Now is the time to change this and get out in front of our communities. Let’s connect with the community and potential new members and let everyone know what we do and how they can support us.

In addition, let’s use technology to keep our members updated, reduce costs, and find new opportunities to connect. I know that change can be difficult especially as it applies to new technologies. Let’s work together and find the right mix to help your club grow and thrive.

MailChimp-Free for up to 500 contacts and they also have a nonprofit rate if you want to do more advanced automations and payment processing. Keep all your membership data in one place and create different segments based on club needs. Tracking data to see if your membership engaging with your email communications and resend if needed.

Google For Non-Profits-Sign up through TechSoup. You will get the entire G-Suite which includes ads, lots of space on Drive to store documents, email account and more. Also, Google Forms make the perfect way to gather information without the use of paper forms or conduct surveys.

Canva-Sign up for a free Enterprise account using your nonprofit number. You can create everything from your yearbook to social media posts, easy and free.

Donor Box-Online payments through Square with reduce processing fees for nonprofits. Accept donations and payments through your website.

Facebook & Instagram Ads: These platforms are a “pay to play” and by spending a small amount of money you can reach your target audience with specific segmentation. Perfect for new member drives or fundraising events.

Website: Your website is not just for members! It should show the community what you do, who you are and why they should get involved to support you. Clean it up and keep it current. Look at websites you like and look to emulate their layout. Also, look at changing your website hosting to lower cost options.

My goal for this administration is to help clubs advance with new technology, save money by changing to platforms with free or low-cost options and find new ways to get your club’s name out in the community.

Don’t forget to track all your good work for year-end reports and send your photos to me to display on the website and social media.

LEADERSHIP

Louise Hernandez, Chairman
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What is Leadership?

Leadership is about making others better, as a result of your presence, and making sure that impact lasts in your absence.

What Can You Expect from the Orange District Leadership Program?

- To learn the value of connecting the dots between your Club, Orange District, California Federation of Women's Clubs (CFWC) and the General Federation of Women's Clubs (GFWC)
- To understand that where your Club has been, where it is now, and where it is going is a vital element of leadership
- To recognize that aligning your Club's goals with a vision is the foundation of successful leadership
- To be aware of the importance of engaging Club members, and that positive energy is uplifting and contagious
- To discover that "Serving others can be a wonder drug. It's effective treatment for scores of conditions, and there are essentially no side effects." (Wonder Drug, 2022, by Stephen Trzeciak, M.D. and Anthony Massarelli, M.D.)
- To receive leadership and personal development resources

What is Your Role?

- To attend the Orange District Council Meetings and Convention, and encourage Club members to join you
- To share the opportunity for a Club member to attend a Mini-LEADS Workshop in the fall (date tbd)
- To obtain and share valuable information from GFWC.org, CFWC.org, and cfwcorangedistrict.com
- To sign up for CFWC QuikBytes and GFWC's News and Notes (free emails), and encourage others to do so
- To subscribe to the GFWC California Clubwoman Magazine and the GFWC Clubwoman Magazine (subscriptions are on their websites), and share this opportunity
- To feel free to ask me any questions or concerns you have about leadership

LEGISLATION & PUBLIC POLICY

Susie Huber, Chairman

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susan.huber303@gmail.com

Women's Clubs were founded in the mid-19th century as a way to provide women an independent avenue for education and active community service. Exploring intellectual topics and current events, they began to gain greater social and political power. By the late 1800s, these clubs became the major vehicle by which American women could shape the world beyond their homes. By the 20th century, Women's Clubs provided members the opportunity to learn about social issues, identify civic problems, and find solutions through volunteering.

The Woman's Clubs and their members are the local advocates for the General Federation of Women's Club's (GFWC) legislative agenda.

One of my primary jobs is to inform all clubs in our district of any legislation that the GFWC is supporting. Each club is encouraged to inform its members so they can continue the nearly two hundred year old tradition of helping to shape the world in positive ways.

In keeping with this goal, the GFWC maintains an online Legislative Action Center (LAC), a communication system that offers each individual clubwoman the opportunity to communicate to her elected officials.

Club members are encouraged to sign up for notifications and visit the GFWC LAC site. www.gfwc.org/legislative-action-center/ When you sign in, the site automatically determines your California and US legislators. Click a button to send a message to these legislators for or against the legislation. Your club president, your dean, or I will be happy to help anyone register for the LAC. Do not let lack of technical prowess discourage you.

Another responsibility is to help keep members up-to-date on US and state voting processes. Women fought hard for the right to vote and, no matter your political affiliation, it is important to exercise it. The GFWC believes that its members should contribute to changing the world for the better via this precious right.

It is worth repeating that the organization does not endorse or oppose any particular candidate or political party, nor can any club do so. Advocacy of the legislation is non-partisan and based on the issue the proposed legislation is addressing.

Become an influencer. Sign up on the LAC and review the proposed legislation that we support. Let your legislators know *your* position, learn about voting processes, assist in teaching other club members and remember to vote in elections. Contact me if I can help in any way.

WOMEN'S HISTORY AND RESOURCE CENTER

CHAIRMAN TBA

“PRESERVE, PROMOTE, and INSPIRE”

The 2022-2024 emphasis of the WHRC is to encourage member participation in diverse club and community projects developed to preserve the past, promote the present, and inspire the future. Ever since the Federation was founded in 1890, GFWC members have carried out the organization's mission to improve communities through volunteer service.

The years 2020 and 2021 were historic in that they affected every person on this earth. The Covid-19 Coronavirus outbreak impacted lives in many ways. The Pandemic hit the USA in mid-March 2020, and since then workplaces, schools, stores, and public gatherings have been closed throughout Californian and the world due to the high number of COVID-19 cases.

It is important for Clubs to continue to document how the Coronavirus has changed Club business, activities, and communication with members. Club WHRC Chairs and Historians should take this unique opportunity to describe how their Club has changed, and what Clubs are doing to practice social distancing and still carry out Club business and communicate with members.

These are a few ideas to include:

- Track the ways you carry out club business
- Email, Zoom, and communicate with club members to check on members' well-being
- Use email, website, Facebook, and Zoom to start a club phone tree
- Reach out to your community to donate critical supplies (face masks, etc.)
- Feed the needy (families and pets)
- Give blood
- Volunteer your time (Shop for, and check on family, friends, & neighbors)
- Write letters of support to the lonely
- Support local businesses as they recover from shutdowns
- Take care of yourself - stay safe at home when possible
- Wear a face mask
- Practice social distancing
- Communicate with family and friends
- Continue to look for ways you and your club members can be leaders in your community.
Be the change-makers, the people your community looks to for solutions to problems.

If you have any questions, please contact the Women's History and Resource Center chairman, once she is identified.

AMENITIES/PRESIDENT'S AIDE

Shelley Solis

1540 Northwood Road, 270C, Seal Beach, CA 90740

562-209-9040

The definition of Amenities is “an agreeable way or manner; courtesy; civility; or any feature that provides comfort or convenience or pleasurer. The quality of being pleasing or agreeable in a situation”.

You are there to aid the President and to make her job easier. Seat yourself where President may see you.

You are also there to make members and guests feel welcome and comfortable. You may be asked to escort guests or speakers to their proper place. You never leave guests or speakers alone.

You place guests at beginning of the refreshment line or personally serve them when necessary.

You are the greeter and help strangers and late comers find where to sign in and where to sit. You have a seating chart ready for the president.

You are always gracious, thoughtful, kind, and courteous.

You are prepared. You keep an emergency kit with you including: tape, scissors, Band-Aids, pens, paper, paper clips, envelopes, extra cards, a marker, stapler, and anything else that you think might be useful or necessary.

You always arrive early to allow time to check the set-up, heat or air conditioning, seating, place cards, microphone, flag and/or any last-minute details.

You know where the emergency exits and the restrooms are located. You may be asked to reserve a parking space for speakers, guests, and/or president.

You always remember to approach the head table from the side or rear, never from the front. And YOU NEVER pass between the head table and the assembly while the meeting is going on.

Enjoy your Chairmanship because YOU are perfect for this job!

YEARBOOK

Carrie Knipfer

23 Ballard, Irvine, CA 92602

CELL: 678-906-8514 Carrie.knipfer@gmail.com

The yearbook is a big job for one club member. Ask for help from VP of membership and their team. They can help with editing and making sure the membership names and photos are correct.

Collecting the Data:

Ask members to complete a Google Form with their current information. This information is then collected in a spreadsheet which will allow you to copy and paste the information rather than retyping.

Deciding on the Format:

There are several online programs that will make the job easy. Google Docs will allow multiple people to edit, make changes and approve before you get started. Get your copy approved before you get started to reduce the rounds of changes during editing.

Canva:

Free online program offering templates to help get started. It also includes clip art borders and other items you may want to use in the pages. The enterprise edition is free for non-profits.

Bylaws and other formatted items:

Save as a PDF and import into the tool to save time and formatting issues.

Printing:

Save your final copy as a PDF (ready to print version). Price your book with several printers and see if any offer a non-profit discount.

Online:

Save a copy of the PDF under a password protected section of your website to allow members to use if they choose not to purchase a hard copy or need to access.