



Business and  
Professional  
Women/VT

Affiliated with Business and Professional Women Foundation (Washington, DC) with local organizations and members-at-large in Vermont, New York, Rhode Island, Maine, Massachusetts, Pennsylvania and Connecticut

## **BPW/VT State Board 2015-2016**

### **Executive Committee**

Carolyn Frazier, President  
Danielle Martel, Vice President  
Alice Kitchel, Secretary  
Kathy Butler, Treasurer

### **Parliamentarian**

Pearl Gilbert

### **Standing Committees and Local Organizations (Voting Members)**

Staci Smith, Immediate Past State President  
and Communications Committee Chair  
Stephanie Hainley, Burlington President  
Molly Ryan, Champlain Valley President  
Jackie Hawkins, Franklin County President  
Alice Kitchel, St. Johnsbury President  
Kim Bina, Westshire President  
Leslie Germain, Bylaws Chair  
Donna Rae Heath, Finance Chair  
Lisa Grunewald, Historian  
Shelley Maloney, Individual Development  
Chair  
Marilyn Grunewald Legislation Chair  
Jacqui Hood-Lefebvre, Young Careerist  
Committee Mentor

### **Special Committees (Non-voting Members)**

Kim Bina, VT Commission on Women  
Donna Rae Heath, Women Joining Forces  
Chair

### **Nominating Committee**

Donna Rae Heath  
Jackie Hawkins

### **Auditors**

Diane Brockway  
Michelle Tarryk

### **Website**

## **2015-2016 BPW/VT Annual Board Reports**

## **Extrapolated from 91<sup>st</sup> Convention Book**

**Failure is Impossible - Alone We are  
Invisible - Together We are  
Invincible**

# Executive Committee Reports

## **President's Report**

**President:** Carolyn Frazier

### **Goal(s):**

- Continue to promote communication, mentoring, and forward thinking strategies that will take us into the future as a voice of working women.
- Encourage the implementation of teamwork and delegation based on the amended bylaws.
- Facilitate the implementation of a Policy and Procedures Manual.

### **Work anticipated:**

- Encourage state committee chairs to mentor one or two other members on their committee tasks.
- Encourage use of the state web site as a repository of information that all members will have instant access to as well as e-mail blasts on timely matters.
- Hold a Leadership workshop.
- Promote the "Presidents Challenge" as a variety of mission linked activities local organizations can use to be unified but unique in their area.
- Hold teleconference Board Meetings one hour in length to handle business timely.
- Enhance the guidelines developed by PSP Donna Rae Heath into a Policy and Procedure Manual

### **Work to date:**

- A few state committees did seek out committee members based on our bylaws providing a link between locals and the state committees
- Leadership event was held in August with a review of the website and leadership skills
- Collected forms for the Presidents Challenge
- Most teleconferences were held to the one hour time limit by sharing written reports and an agenda for review prior to the phone call.
- Coordinated with the Convention Chairs to offer opportunities for business, personal development and networking opportunities at the 91<sup>st</sup> anniversary of Vermont's state conventions.
- Forwarded information to Vice President for e-blast distribution on diverse items and BPW Foundation

### **Recommendations for the future:**

- Continue transition into teamwork creating a closer bond between locals and state (focus on delegation)
- Continue promotion of the website as a repository of information by developing procedures for updates
- Continue the development of social media outlets
- Conduct a study on the feasibility of online dues payment
- Delegate Bylaws Committee to do a complete review of Bylaws concentrating on grammar and text consistency. Continue to weed out sections that belong in Policy and Procedures rather than Bylaws
- Provide an opportunity for members-at-large to get together during Annual Convention.
- Delegate the Legislation Committee to obtain proclamations for National Business Women's Week, Women's History Month and Equal Pay Day

## Vice President Report

**Vice President and Membership Committee Chair: Danielle Martel, Committee Members: Membership Chairs of Local organizations.**

**Goal (s):** Build up the Local Organizations and our Members at Large group, which in turn will grow our State Organization

### **Actions Planned:**

- Meet by teleconference to continue discussions
- Accept Membership Grant requests and determine whether to fund or not.

### **Accomplishments:**

- The Membership Committee held three teleconferences this year: on Sept. 21, 2015, Nov. 20, 2015, and Apr. 7, 2016. .
- We approved \$1,385 worth of membership grants, and still have \$456.29 left in the Membership Grant Fund to roll over to next year's fund.
- With the money St. Johnsbury was able to put on a mixer and help out with the Veteran's summit again this year.
- Franklin County was able to donate memberships for local silent auctions to build awareness of the organization and encourage membership growth.
- The committee did deny one grant request by Franklin County because it was not needed once BPW/VT's Full Board voted to split and disperse the Camp BPW state fund.
- We are excited that we have retained many of our seasoned members, and have grown to include members from many states through our members at large program!

# Champlain Valley Report

## President Molly Ryan

### Goals:

- Continue to increase the membership of the local chapter
- Increase awareness of our mission
- Increase education about the challenges women face in the workplace
- Continue to acknowledge individuals who are making strides to help women in business succeed
- Provide forums for individuals to be educating on issues surrounding women in business

### Completed Activities:

- This past year we had chapter meetings from July through May.
- In August there was an informal recruitment event at a local establishment. Education was given about the group and we obtained 4 new members.
- In October we held our annual “Meet the Candidates” event whereas over 90 candidates from various county wide elections were invited to share their thoughts on their upcoming campaign. This was held in conjunction with the League of Women Voters and was a very successful event with great media coverage.
- December we hosted our annual Christmas Auction which brought in almost \$2000. It was well attended and there were some great donations.
- In January our speaker we hosted the President of ETS, a local employment agency, who came to talk about the challenges and triumphs of being a female owned business. She also discussed tips for career seeking individuals.
- February brought about the launch of our new fundraiser, Easter baskets/chocolate in conjunction with local candy provider Lake Shore Chocolate.
- March concluded our candy sale where we raised just under \$500, but we learned some lessons to help us be more successful in the future.
- In April we hosted our annual Women in Business event. It was a packed room where we celebrated our new woman in business, employer of the year, and the Young Careerist competition was held. Additionally we held elections whereas the officers remained the same with the exception that Emily Owens was elected to the president-elect position and is set to take on the presidency next year. We also hosted a virtual equal pay day event to bring awareness to the fact that women still only make \$0.79 to the \$1.00 that men make.

### Accomplishments

- We have increased our membership by 8 new members, a HUGE accomplishment.
- We have moved our meetings to a more formal atmosphere, which members have reported really enjoying.
- We added an equal pay event.
- We participated in more events of other BPW organizations.
- We have exceeded our fundraising goals by incorporating more sponsors for events.

### Recommendations

- Re-evaluate candy fundraiser to make it more successful
- Increase awareness regarding equal pay day event
- Invite more businesses to speak at regular meetings
- Increase fundraising efforts to allow for increase in scholarships and awareness
- Collaborate with other chapters in Vermont BPW

## Franklin County Report

**President: Jackie Hawkins**

**Goal(s):**

- Get out into the community more
- Diversify our membership
- Hold successful fundraiser for year

**Work anticipated:**

- Find community events that we can align ourselves with
- Get volunteers to show the community who we are and what we do
- Have Membership Chair reach out to local businesses and well known business people in our community to find out why not a part and what might get them to join

**Work to date:**

- Put on a Financial Literacy Day at BFA St. Albans
- Had float in Maple Festival Parade
- Held successful Calcutta

**Recommendations for the future:**

- Make sure Membership Chair has time to fully devote to promoting membership and being liaison between current membership and board
- Make sure members are assigned to a committee and feel needed and involved
- Create a Community Events committee to continue what has been started and expand on it

## St Johnsbury Report

**President Alice S. Kitchel**

**Goals:**

- Increase the membership of the local chapter
- Add new endeavors that fit our mission
- Increase local awareness of BPW and its work
- Support chapter members and local women
- Participate in events that support women

**Planned Activities:**

This past year we had chapter meetings from August through May.

- In August there was an informal gathering and planning for the coming year and several of us attended the BPW training at La Quinta Inn in St. Albans.
- In September our planning continued. Some of us attended the Leahy Conference for Women, the Past President's Meeting and Young Careerist competition, and the Franklin County 50<sup>th</sup> Celebration. In October the chapter held a mixer introducing BPW to newcomers and enjoying some fun icebreakers and good food.

- In November our speaker, Amber Roberts, explained the ins and outs of social media.
- December brought our annual holiday party.
- Our speaker in January was Susan Cherry, the executive director of the local restorative justice center. She explained the principles of restorative justice, COSA's and reparation boards.
- For the program in February, our own Jen Way presented "Be a Hero in Your Own Life," based on Joseph Campbell's work.
- Stacy Jewell, St. Johnsbury town clerk, presented to the chapter on changes in voting regulations in March. We also heard from someone hoping to start a League of Women's Voters Chapter in St. Johnsbury.
- In April the annual Education Incentive Grant of \$1000.00 was awarded to Jen Way. We also heard from John Perry, grant writer for Aspire!, an effort to give grants to women in the Northeast Kingdom who want to start or expand a business. (St. J. BPW is a member of the group involved with this effort.)
- And in May, we held a book discussion of "The Dream Boss" by Carrie Stack, we celebrated award winners, the Woman of the Year, Alice Paul, Berl Merrill, Woman of Achievement, and Employer of the Year, and inaugurated our new slate of officers for 2016-2017.

### **Accomplishments**

The essence of this year's efforts has been to grow new endeavors.

- We moved the location of our monthly meetings to be more handicapped accessible.
- We conducted a survey to better understand what aspects of BPW our members value. We learned that most valued are the networking, socializing, and support at the meetings.
- We continued to explore joining with other local organizations, NEKCA, NEKLS, Umbrella, and Springfield College to organize and achieve grant funding for Aspire!, a program to grant women in the Northeast Kingdom funds to start or expand a business.
- And we began a collaboration with Catamount Arts in St. Johnsbury to celebrate Women's History month. This year we sponsored a gallery discussion on a woman artist's photographs of women recovering from breast cancer therapies and a free screening of Iron-jawed Angels, about the efforts of Alice Paul to secure the vote for women.
- Several participated in the Veteran's Summit, making up many survival/hygiene kits for homeless veterans.
- We held several fundraisers to raise money for our Education Incentive Grant.

### **Recommendations**

- Continue collaboration with other groups to launch Aspire!
- Continue collaboration with Catamount Arts to celebrate women's history month
- Continue increasing membership through community activities and outreach
- Conduct Camp BPW next year
- Raise funds for an Education Incentive Grant
- Collaborate with other chapters in Vermont BPW

## **Finance Committee**

**Donna Rae Heath, Chair, Kathy Butler, Treasurer, Finance Chairs of BPW Locals**

### **Goals:**

- Update and continue the financial reporting of BPW/VT finances through continued use of Quick Books.

### **Planned Activities:**

- To issue financial reports for each meeting and conference call during FY16 (July 2, 2015 through June 30 2016 and make available final financials after June 30, 2016 the end of FY16.

### **Accomplishments:**

- Kathy Butler, Treasurer, and Donna Rae Heath, Finance Chair, met with the auditors Diane Brockway (Champlain Valley) and Michelle Terryk (St. Johnsbury) at the Windjammer in South Burlington on August 4, 2015 for the audit of FY15 financials.
- Kathy Butler and Donna Rae Heath met on October 21, 2015 at the P&H Truck Stop in Wells River to clarify and update income and expense categories for BPW/VT in Quick Books.
- Kathy Butler, Treasurer has submitted for each conference call and meeting current financial reports including: Balance Sheet; Profit and Loss; Profit and Loss Budget vs. Actual; and the Transaction Detail by Account.

### **Recommendation:**

- We recommend continuing the financial reporting in Quick Books in the format as follows:
  - Balance Sheet; Profit and Loss; Profit and Loss Budget Versus Actual; and Transaction Detail by Account.
- We recommend that BPW/VT members have a discussion on whether to increase dues or fundraise for future programs or go on a strong membership campaign, or all three. As of the end of February 2016, BPW/VT had about 65 paid members, down 22 from the 87 members budgeted for FY16. This affects our ability to administer the organization and its programs.

Thank you to Kathy for her diligent work to maintain our financial records in a business and professional manner.

## Historian Report

**Chair:** Lisa Grunewald    **Committee Member:** Marilyn Grunewald

**Goal(s):**

- Collect artifacts of outgoing President's year
- Develop a display of the past 91 years of BPW/VT for the Annual Convention

**Anticipated Activity:**

- Take picture and collect news articles from meetings and events.
- Contact local organizations for artifacts for Convention display

**Accomplishments:**

- As historian for BPW/VT I collected news articles, taken pictures and gathered materials from meetings and events. These materials are presented to the out going President as a history of her year.
- Highlights of the year include Equal Pay Day with Governor Shumlin signing a Proclamation declaring April 12 as Equal Pay Day. In addition, a proclamation was passed on the house floor. Members of BPW also participated in the Women's "We Can" Expo and Conference in St. Albans.
- This year we are celebrating 91 years of State Conventions and are requesting artifacts from local chapters to document our history. At the time of this writing, I am still putting the display together.

## Individual Development Report

**Chair:** Shelley Maloney    **Committee Members:** Local Organization ID Chairs

**Goal(s):**

- To support Local Organizations wishing to hold an ID course or even one module.

**Anticipated Activity:**

- Attend Recertification Course at NEBPWPSP Meeting to attain new strategies
- Match Facilitators with Local Organization Request

**Accomplishments:**

- Attended NEBPWPSP Recertification Course
- Will be assisting in IDP workshops presented at State Convention

**Recommendations:**

- There hasn't been much activity, hoping that the convention workshops will spark an interest at the local level or that more workshops can be continued at the state level.
- Pursue electronic avenues such as Facebook, Twitter, Pinterest to market the ID course

**Facilitators who have membership in BPW/VT:**

Kim Bina

Carolyn Frazier

Jacqui Hood

Shelley Maloney

Denise Spink Morin

Laurie Beth Putnam

Marie Saucier

Nancy Werner



## Legislation Committee Report

**Chairperson: Marilyn Grunewald    Committee Members: Kathy Keenan, Danielle Martel**

### **Goal(s):**

- To keep members informed about legislation and initiatives important to women and their families.
- To work with the Vermont Commission on Women and the League of Women Voters to plan Equal Pay Day Activities
- To work with the Vermont Commission on Women and the League of Women Voters to plan a governor's candidate debate in Montpelier.

### **Anticipated Activity:**

- Support members to work with their local and national legislators to understand important issues and to share their personal and community needs.
- Work closely with the Vermont Commission on Women and the League of Women Voters.
- Attend the Senator's Leahy's 19<sup>th</sup> Annual Economic Opportunity Conference at Vermont Technical Center.

### **Accomplishments:**

- BPW members helped plan and participated in Equal Pay Day where Governor Shumlin signed a Proclamation declaring April 12 as Equal Pay Day. In addition, a proclamation was passed on the house floor.
- The most recent brief on "Where Women Work and Why it Matters" produced by Change the Story, a statewide initiative of the Vermont Commission on Women, the Vermont Women's Fund and Vermont Works for Women was presented prior to Governor Shumlin signing the Proclamation.
- Helped to educate the local communities about ACT 46, the Vermont school unification law by urging them to write letters to the editor and serving on communication committees
- BPW/VT attended and had a information table at the Leahy conference
- A governor's candidate debate is being held this fall.

**REMINDER: As a 501c(3), BPW/VT cannot lobby but we can provide education on issues so that members and others can advocate as individuals.**

## **Women Joining Forces Committee**

**Donna Rae Heath, St. Johnsbury, Chair;** Pearl Gilbert, Franklin County; Trisha Woodward, Franklin County; Carolyn Haggett SSG USARMY NG VTARNG, St. Johnsbury; Elaine Noyes, St. Johnsbury

### **Goals:**

- Our main goal for 2015-2016 was to participate in the 2016 Veterans Summit on March 12, 2016 at Lyndon State College.

### **Planned Activities:**

- The Committee planned a booth to display BPW activities and to encourage membership in BPW at the 2016 Veterans Summit on Saturday. A very special project was to provide homeless veterans with essential personal-care items.
- St. Johnsbury and Franklin County collaborated closely on this project, truly in the BPW spirit of community work while the Committee enjoyed each other's company during the planning stages and also at the Summit.

### **Accomplishments:**

- Franklin County and St. Johnsbury BPW delivered over 50 baggies to the Summit some of which were picked up during the day at the Student Veterans Lounge at LSC, while others were transferred by the National Guard to a vet center that works with homeless Veterans in Berlin, Vermont. The 2 ½ gallon baggies contained: stockings, hand warmers, toothpaste and toothbrush, soap and washcloth, Kleenex, hand wipes, small flashlight, band aids, hand lotion, shampoo, snack bars and crackers. The Committee thanks the members and friends of BPW for their many donations of items that enabled us to fill over 50 baggies.
- The BPW Women Joining Forces Committee attended the opening ceremonies at which the Business and Professional Women/VT was recognized as a Silver Sponsor of the Summit. Elaine Noyes, Trisha Woodward, and Donna Rae Heath participated in a workshop on employment while Pearl Gilbert managed the BPW booth. Carolyn Haggett SSG USARMY NG VTARNG, a recruiter for the Vermont National Guard, prepared the BPW exhibit and spent the day at the National Guard booth. Alice Kitchel, St. Johnsbury BPW President helped at the booth in the morning while the committee was at the opening ceremonies.
- At the opening ceremonies, Representative Peter Welch spoke about the fellowship and support when soldiers serve in the Armed Forces during war and the significance of the sudden loss of that support system after being discharged and returning home.
- Two combat Veterans spoke about the Veterans Expeditionary Team. The team offers Veterans rugged outdoor experiences in an effort to transition the soldier from life at war to civilian life. One of the combat Veterans talked about his severe injuries in an explosion. He demonstrated a strong strength of character and sense of humor at the same time. The keynote speaker, Jon Turner, Chair of the Farmer Veterans Coalition of Vermont spoke about matching up Veterans who want to farm to farmers who want to retire. He described the healing process in working with the soil.

### **Recommendation:**

- The Women Joining Forces Committee recommends the continued support by BPW of the Veterans Summit at Lyndon State College and to encourage women Veterans to become participating members of the Business and Professional Women VT/Inc.

## Virginia Allan Young Careerist Committee Report

**Mentor:** Jacqui C. Hood, Esq. **Committee Members:** Molly Ryan, Jen Way, and Danielle Martell

### Goal(s):

- To conduct a Young Careerist competition at the 91<sup>st</sup> Annual Convention.
- To mentor committee members in the various components of the annual competition.

### Anticipated Activity:

- Obtain Regional Speech topic early in the year and use as state topic.
- Hold teleconference meetings for committee planning.
- Assist local organization YC committees if needed.
- Split the various tasks among the committee members.

### Accomplishments:

- Obtained Regional Speech topic: **“Who in your life excluding family members has had the most influence on you professionally and personally and how do you plan to pay it forward?”**
- Held teleconference meeting and split tasks between committee members.
- Order a Young Careerists pin from BPW Supply.
- Currently receiving paperwork from local organizations’ Young Careerist candidates.

### Dorey Demers



Dorey Demers is employed as the Rise VT Coordinator at Northwestern Medical Center Inc. in St. Albans, Vermont. She is a graduate of the University of Vermont’s BSN-RN Program, where she won the Vermont State Nurse Student Award in 2009. Demers is also the recipient of the John Engroff Legacy Award in 2013. She is a Foster Parent, a Foster Family Advocate for the Department of Children and Families, and is working on the Women’s “We Can” Conference & Expo planning committee. Demers is a member of the VT Public Health Association, Vermont Foster and Adoptive Family Association, and the Franklin County Business and Professional Women.

### Katherine McDonough



Katherine McDonough is employed as the General Manager at GAP, Inc./Old Navy in Plattsburgh, New York. She has pursued college coursework at the University of Vermont and Clinton County Community College. She is responsible for leading a team of 50+ associates and up to 7 managers to drive profitable sales growth in the \$2.8M business. She is also responsible for the growth and development of all members of her team. She has been involved since 2004 as an Adopt a Family Holiday Volunteer and is a member of the Champlain Valley Business and Professional Women.