



Affiliated with Business and Professional Women Foundation (Washington, DC) with local organizations and members in Vermont, New York, Pennsylvania and Connecticut

## BPW/VT State Board 2014-2015

### Executive Committee

Carolyn Frazier, President  
Pearl Gilbert, Vice President  
Danielle Martel, Secretary  
Kathy Butler, Treasurer

### Parliamentarian

Jacqui Hood-Lefebvre

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

Staci Smith, Immediate Past State President  
Stephanie Hainley, Burlington President  
Kelley Plummer, Champlain Valley President  
Hope Bockus, Franklin County President  
Alice Kitchel, St. Johnsbury President  
Kim Bina, Westshire President  
Leslie Germain, Bylaws Chair  
Donna Rae Heath, Finance Chair  
Lou DiLorenzo, Foundation Chair  
Lisa Grunewald, Historian  
Kim Bina, Individual Development Chair  
Molly Ryan, Legislation (NY) Chair  
Marilyn Grunewald Legislation (VT) Chair  
Amanda Thomas, Public Relations Chair  
Jacqui Hood-Lefebvre, Young Careerist Chair

### Special Committees (Non-voting Members)

Marie Eddy, Membership Grants Chair  
Diane Brockway, Annual Convention Chair  
Staci Smith, CAMP BPW Chair  
Staci Smith, Website Chair  
Laurie Beth Putnam, Past State President Liaison  
Kim Bina, VT Commission on Women  
Donna Rae Heath, Women Joining Forces Chair

### Nominating Committee

Staci Smith  
Lou DiLorenzo

### Auditors

To be elected May 2015

### Website

[www.vermontbpw.org](http://www.vermontbpw.org)

## VERMONT WORKING WOMAN--CONVENTION ISSUE

### CALL TO CONVENTION

The 90<sup>th</sup> Annual Convention of the Business and Professional Women Vermont Inc. will be held in Lake Placid, New York, at the High Peaks Resort from Friday, May 1, 2015 to Sunday, May 3, 2015.

The 90<sup>th</sup> Annual Convention will feature workshops and presentations based on personal, professional and political growth. Young Careerists from around the Federation will be honored along with the announcement of a state representative from this program to the regional program this fall. The Saturday Awards Luncheon will recognize outstanding women, employers and local organization work. Saturday afternoon's business session agenda calls for members electing a new leadership team, adopting changes to the bylaws, and adopting the annual budget.

Members and their family and/or guests are encouraged to experience the sisterhood of our organization as we conclude the year of

**Communication – Mentoring – and Forward Thinking Strategies with FUN.**

### PRESIDENT AND CONVENTION CHAIR REMARKS

The unique retreat environment of the Adirondack Mountains is an outstanding opportunity to enjoy old and new BPW friendships and/or a family vacation. The Olympic venues surrounding Lake Placid have influenced our plans for the 90<sup>th</sup> Annual Convention.

Friday evening is the Opening Ceremonies. Members are encouraged to come dressed as if participating in their favorite sport costume. The presentations of colors, introductions, Emblem Ceremony and Memorial Service will be conducted during the dinner followed by entertainment.

Saturday the games begin! Final negotiations are in progress to offer workshop and presentations for member participation. The business session will have us looking forward to continuing as an organization that has the voice of working women. The Saturday Luncheon will be based on the Olympic Medal Ceremonies with recognition of all awards. Members are encouraged to dress in business casual attire. Saturday evening the Closing Ceremonies will be the Installation of Officers and announcement of the new leadership team. Members are encouraged to dress in semi-formal attire.

Between these events, we invite you to explore the Olympic Village and venues of Lake Placid. The High Peaks Resort is offering the same room rate for members on Thursday and Sunday nights so that you can explore the

many offering the area has developed. Shopping is open on Sunday in Lake Placid as well. We hope you will find the weekend to be enjoyable, educational and celebratory.

Carolyn Frazier, State President

Diane Brockway, 90<sup>th</sup> Annual Convention Chair



## TENTATIVE SCHEDULE

Friday, May 1, 2015

- 4:30 p.m. Registration Table Opens
- 5:30 p.m. Pre-Conference Board Meeting  
(2014-2015 Leadership Team, General Membership may attend as observers)
- 6:30 p.m. Opening Ceremonies and Dinner (Sports Attire)
- 9:00 p.m. Past State President's Meeting hosted in the State President's Suite

Saturday, May 2, 2015 (Business casual attire)

- 7:00 a.m. Breakfast  
Registration Table Opens (members must have completed registration prior to 11:00 a.m. for voting credential process)
- 8:00 a.m. Young Careerist Speeches
- 9:00 a.m. Key Note Speaker and Workshops  
Young Careerist Program continues (not open to General Membership)
- Noon Awards Luncheon with Credentials Report
- 1:30 p.m. Live and Silent Auction
- 2:15 p.m. Business Session
- 6:30 p.m. Cash Bar and Group Photographs
- 7:00 p.m. Closing Ceremonies with Installation (Semi-formal attire)
- 9:00 p.m. President's Reception

Sunday, May 3, 2015

- 7:00 a.m. Breakfast
- 8:00 a.m. Post Conference Board Meeting  
(2015-16 Leadership Team, General Membership may attend as observers)

## CONFERENCE/CONVENTION ASSIGNMENTS

The President and Convention Chair have overall responsibilities for planning and implementing the 90<sup>th</sup> Convention. All locals will have the responsibilities of working with them on special events during the convention. This year's assignments are:

### **Burlington**

Group Photographs

### **Champlain Valley**

Reservation and Registration/Credentials

### **Franklin County**

Emblem Ceremony

### **Members at Large**

Installation Ceremony

### **St, Johnsbury**

Live and Silent Auction

### **Westshire**

Memorial Service

## NOMINATIONS

President – none (Our Bylaws state that the president will stay in office until a successor is elected. President Frazier has prepared for this scenario as the President-Elect position was empty this year. Should a member wish to run for this office, nominations from the floor will be accepted at the business session on May 2)

President Elect –none (Should a member wish to run for this office, nominations from the floor will be accepted at the business session on May 2)

Vice President – Danielle Martel, Franklin County – Danielle is the current State Recording Secretary (Should a member wish to run for this office, nominations from the floor will be accepted at the business session on May 2)

Recording Secretary –none (Should a member wish to run for this office, nominations from the floor will be accepted at the business session on May 2)

Treasurer –Kathy Butler, Franklin County – Kathy is the current State Treasurer (Should a member wish to run for this office, nominations from the floor will be accepted at the business session on May 2)

Auditors – According to the bylaws nominations from the floor will be accepted at the business session on May 2

Nominations Committee – According to the bylaws, nominations from the floor will be accepted at the business session on May 2

**Staci Smith and Lou DiLorenzo, Nominating Committee**

## BUDGET

The BPW/VT State Board moved the following budget of the 90<sup>th</sup> Annual Convention for consideration by the General Membership to the business session on May 2.

### Income

State Dues MOL @87	\$1,740
Fundraisers	\$1,750
Interest Income	\$ 25
Transfer from Reserve	\$ 0 (motions required)
<b>Total Income:</b>	<b>\$ 3515</b>

### Expense

Awards	
Alice Paul Award	\$ 100
Berl Morrill Award	\$ 150
Employer of the Year Award	\$ 75
Woman of the Year Award	\$ 75
Young Careerist	
Regional participant	\$ 250
Regional programming	\$ 100
State award	\$ 250
State programming	\$ 150
State Programs/Speakers	\$ 350
Insurance	
General Liability	\$ 300
Bonding, Treasurer	\$ 0 (if bylaw passes)
Licensing Fee to Foundation	\$ 50
Officer Expenses	
President	\$ 600
President-Elect	\$ 0
Vice President	\$ 400
State Committees	\$ 500 (except YC)
Website	\$ 165
<b>Total Expenses</b>	<b>\$ 3515</b>

**Donna Rae Heath, Finance Chair**

## BYLAWS

**The following are proposed changes to the state bylaws voted on by the State Board to be forwarded to the general membership for consideration at the 90<sup>th</sup> Annual Convention business session on May 2.**

### ARTICLE VIII: DUES

Section 2. Dues for Members shall be:

- (a) Member Affiliated with a local Organization-Annual dues for each member affiliated with a local organization shall include Local and State dues. State dues shall include a subscription to the official State publication.

**Proposed Change: Delete “State dues shall include a subscription to the official State Publication.**

**Rationale: We do not sell subscriptions and the official State Publication is evolving into an online resource (the website).**

- (b) Student Member (Samotheace or NIKE) Affiliated with a Local Organization-Annual dues for each student member affiliated with a local organization shall include Local and State dues as specified in the current respective Bylaws (See appendix for current amount). State dues shall include a subscription to the official State Publication.

**Proposed Change: Delete “State dues shall include a subscription to the official State Publication.**

**Rationale: We do not sell subscriptions and the official State Publication is evolving into an online resource (the website).**

- (c) Affiliate Member – (dues structure or payments are being developed). See appendix for current amount.
- (d) Member-at-Large – Annual dues for Members-at-Large shall include a subscription to the official State publication. (See appendix for current amount)

**Proposed Change: Delete “shall include a subscription to the official State publication.”**

**Rationale: We do not sell subscriptions and the official State Publication is evolving into an online resource (the website).**

### ARTICLE XI NOMINATIONS:

Section 2. The nominating committee shall prepare a slate of one or more candidates for the offices of President-Elect, Vice President, Treasurer, Secretary and two or more auditors, of whom one or more will audit the books for the outgoing President’s fiscal year. This slate shall be published in the official State publication and shall be voted on by ballot at the annual State convention. The President, with the consent of the Executive Committee shall appoint the Parliamentarian.

**Proposed Change: Delete “published in the official State publication” and replace with “sent with the Call to Convention.”**

**Rationale: the official State publication is evolving into an online resource and the Call to Convention can be posted there or sent to every state member by way of the local organization communication network.**

### ARTICLE XIII: DUTIES OF OFFICERS

Section 1. The President shall be the principal officer of BPW/VT and shall:

- (a) Preside at all meetings of BPW/VT, the Board of Directors and the Executive Committee;
- (b) Appoint standing committee chairs, the Parliamentarian and Editor of the State publication, subject to the approval of the duly elected officers;
- (c) Be a member, ex-officio, of all committees except the committee on nominations;
- (d) Cause to be sent to every Local Organization having membership in BPW/VT the call for the annual convention at least (45) forty-five days prior to the date of the convention and notification of board meetings at least (2) two weeks before the set date;
- (e) Require each local organization to submit names and addresses of Local Organization officers and chairs by (5) five days after convention to the State Vice President and Treasurer who shall maintain a membership data base;
- (f) Interpret the BPW Foundation programs, policies, procedures and objectives;
- (g) Work with the Issues Management Committee, President-Elect and Vice President to insure the coordinated program, projects and activities planned for their Presidential year are delivered to the State membership.
- (h) Insure bonding for the treasurer.

**Proposed Change: (b) – Delete “and Editor of the State publication,”**

**Rationale: In an effort to downsize the state chairs due to membership numbers the Editor of the State publication can be eliminated and the website become the resource for communications.**

**Proposed Change: (h) – Delete wording.**

**Rationale: a financial process to protect the funds in our accounts has been developed and will be voted on at the Post Conference Board meeting. If defeated, this wording could be put in our Policy and Procedures document. It does not need to be in the Bylaws.**

Section 4. The Secretary shall:

(c) The incoming Secretary shall transcribe and submit the minutes of the following meetings to the State President within thirty (30) days of each meeting:

- 1- Post convention Board meeting;
- 2- Fall Get Together,
- 3- Spring Board Meeting,
- 4- Any other Board Meeting or Executive Committee meetings within the term of their office.

**Proposed Change: Delete #2 and #3 and deleting the word “other” between any and board in #4**

**Rationale: Deleting the word “other” in number 4 makes the responsibility more inclusive of all board meetings rather than just singling out one or two meetings.**

Section 5. The Treasurer shall be responsible for all monies of BPW/VT and shall:

(g) Be bonded.

**Proposed Change: Delete the entire line.**

**Rationale: a financial process to protect the funds in our accounts has been developed and will be voted on at the Post Conference Board meeting. If defeated, this wording could be put in our Policy and Procedures document. It does not need to be in the Bylaws.**

Section 6. The President, President-Elect, Vice President, Secretary, Treasurer, Standing Committee Chairs and Special committee Chairs shall make a written report at the State convention, providing the President a copy thirty (30) days prior to said convention.

**Proposed Change: Delete “thirty (30) days prior to said convention” and replace with “based upon a date designated by the President.”**

**Rationale: As members of the state board are volunteers and have different life schedules, the wording change allows for more flexibility in preparing reports.**

Section 7. All officers within ten (10) days after retiring from office shall deliver to their successor all monies, accounts, record books, papers or other property belonging to the Federation.

**Proposed Change: Delete the word “Federation” and replace with “State Organization”**

**Rationale: Federation represents the old structure of BPW**

#### **ARTICLE XIV: BOARD OF DIRECTORS**

Section 1. The Board of Directors shall consist of the elected officers, the Immediate Past President, chairs of Standing Committees or a duly authorized member of their committee, the Presidents of the Local Organizations or a duly authorized member of the Local Organization’s Executive Committee and the Editor of the Vermont Working Woman. If a duly authorized member of the Standing Committee or the Local Organization’s Executive Committee is not present, the State President has the authority to appoint a member of the committee or Local Organization present to serve as the representative.

**Proposed Change: delete the wording “and the Editor of the Vermont Working Woman.”**

**Rationale: With the decline of membership numbers, we are looking at downsizing or merging state leadership positions to lessen the drain on members. Information in the Vermont Working Woman can be posted to the website.**

#### **ARTICLE XVI: STANDING COMMITTEES**

Section 1. The standing committees of the Vermont Federation shall be Bylaws, Finance, Foundation, Historian, Individual Development, Issues Management, Legislation, Membership, Public Relations, and Young Careerist.

**Proposed Change: Delete “Foundation” and “Public Relations” and insert “Communications” between Membership and Young Careerist.**



**Rationale:** With the decline of membership numbers statewide, it is believed that some duties need to be combined or deleted. Foundation is basically a communication pass thru for the national structure to the state structure. This duty could be added to the President's duties in the Policy and Procedure document and a link already resides on the website for individual members to access. The Public Relations committee has been taken over by individual programs and the website is becoming more of a public communication tool that more PR work can be restructured into a new committee named Communications which would combine the PR and Website committees.

Section 5. The Bylaws Committee shall be composed of a Chair and as many members as deemed necessary by the Chair. It shall be the duty of this committee to:

**Proposed Change:** Delete "as many members as deemed necessary by the Chair and replace with "a representative from each local organizations bylaws committee".

**Rationale:** The change of wording would set up an opportunity for each local to have more communication on what happens at the state level and would also structure a mentoring option for future state chairs.

Section 6. The Finance committee shall be composed of a chair and two members. The finance chair shall serve as member ex-officio, without vote, on all committees whose programs require expenditures of monies. It shall be the duty of the finance committee to work with President-Elect to prepare an annual budget for the President-Elect to present to the State Federation at the Annual convention for membership approval. The Finance Committee shall have general supervision of all expenditures.

**Proposed Change:** Delete "two members" and replace with "a representative from each local organization's Finance committee"

**Rationale:** The change of wording would set up an opportunity for each local to have more communication on what happens at the state level and would also structure a mentoring option for future state chairs.

Section 7. The foundation chair shall promote interest in and support of BPW Foundation.

**Proposed Change:** Delete this section

**Rationale:** With the decline of membership numbers statewide, it is believed that some duties need to be combined or deleted. Foundation is basically a communication pass thru for the national structure to the state structure. This duty could be added to the President's duties in the Policy and Procedure document and a link already resides on the website for individual members to access.

Section 8. It shall be the duty of the Historian's committee to keep safely up to date history of the Federation and to add yearly briefs on each year's activities and see that all historical materials be passed on to future Historians. The Historian prepares the annual President's scrapbook.

**Proposed Change:** Delete "The Historian prepares the annual President's scrapbook."

**Rationale:** The scrapbook has taken a greater importance over the years than the true purpose of preserving the history of the organization. This duty could be moved into the Policy and Procedure document for consideration with the individual President's wishes and not a mandatory responsibility with it in the Bylaws.

Section 9. The Individual Development Committee shall be composed of a chair and as many members as deemed necessary by the Chair. It shall be the duty of the Individual Development Committee to:

**Proposed Change:** Delete "as many members as deemed necessary by the Chair and replace with "a representative from each local organization"

**Rationale:** The change of wording would set up an opportunity for each local to have more communication on what happens at the state level and would also structure a mentoring option for future state chairs.

Section 11. The Legislation Committee shall be composed of a chair and as many members as deemed necessary by the chair. The Legislation Committee shall prepare and present to the convention body for adoption the Legislative Platform. The Executive Committee, the Board of Directors, Local Organizations, or the Legislation Committee may propose changes to the State Legislative Platform. It shall be the duty of the committee to receive proposed changes to the platform and to make recommendations on all proposed changes. The chair shall present the (proposed) National Legislative Platform to the convention body for discussion and recommendations. The committee shall implement the legislative programs priorities adopted by BPW Foundation and BPW/VT.

**Proposed Change:** Delete "and as many members as deemed necessary by the chair" and replace with "co-chairs from each state in our federation and a representative from each local organization's Legislative Committee"

**Rationale:** The change of wording would set up an opportunity for each local to have more communication on what happens at the state level and would also structure a mentoring option for future state chairs.

**Proposed Change: Delete: “The chair shall present the (proposed) National Legislative Platform to the convention body for discussion and recommendation.”**

**Rationale: There is no longer a National Legislative Platform due to the dissolution of the National Federation.**

Section 13. The Public Relations Committee shall be composed of a chair and as many members as deemed necessary by the chair. It shall be the duty of the Public Relations Committee to interpret the BPW Foundation and State Programs through available communications media: to direct press, radio, and television services of the State Federation; and to encourage wider use of these media.

**Proposed Change: Delete section and replace with “The Communications Committee shall be composed of a chair and members of local organization communication committee members such a website, technology and public relations. It shall be the duty of the Communications Committee to interpret the BPW Foundation and State Programs through available communications media; to direct press, radio and television services of the State Federation; and to encourage wider use of these media.”**

**Rationale: By changing the wording to Communications Committee it allows the members to use more media sources as they become available.**

Section 14. The Young Careerist Committee shall be composed of a chair and as many members as deemed necessary by the chair. It shall be the duty of the Young Careerist committee to:

**Proposed Change: Delete “as many members as deemed necessary by the chair and replace “a representative**

**Rationale: The change of wording would set up an opportunity for each local to have more communication on what happens at the state level and would also structure a mentoring option for future state chairs.**

#### **ARTICLE XVIII: STATE PUBLICATION**

Section 1. The Vermont Federation shall publish an official publication.

Section 2. The Editor of the State publication shall be appointed by the President with the approval of the duly elected officers and be a member of the Board of Directors.

Section 3. All funds relative to the state publication shall be handled through the office of the State Treasurer.

**Proposed Change: Delete this entire Article.**

**Rationale: These duties are absorbed into the Communications Committee and do not need a separate article.**

#### **ARTICLE XIX: PARLIAMENTARY AUTHORITY**

The rules of Parliamentary procedure comprised in the current Roberts Rules of Order Newly Revised shall govern all proceedings of the State Federation, the Board of Directors and the Executive committee, subject to special rules as have been or may be adopted. The maker of a motion and the second must be from different Local Organizations.

**Proposed Change: Delete “The maker of a motion and the second must be from different Local Organizations.”**

**Rationale: With the downsizing of membership number throughout the federation, the pool of candidates for leadership positions is dwindling for this provision to be effective. This past year every time a motion needed to be made the President had to step down as Chair of the EC meeting to either make the motion or second it due to the fact that all the other members on the EC belonged to one local.**

**(NOTE: A proposed amendment that carries/passes by the membership at convention is adopted and effective immediately unless an effective date is noted in the motion. Once all bylaws articles have been considered, the overall document will be reviewed for renumbering and relettering if necessary. This does not require a motion but is more of a housekeeping process)**

**Leslie Germain, Bylaws Chair**



# HOTEL RESERVATION FORM FOR BUSINESS AND PROFESSIONAL WOMEN VERMONT'S 90<sup>TH</sup> ANNUAL CONFERENCE IN LAKE PLACID, NY

High Peaks Resort|2384 Saranac Avenue Lake Placid|NY 12946-1105|Phone: 518.523.4411|Toll-Free: 1.800.755.5598|Fax: 518.523.1120

**Please mail by April 7, 2015 with \$150 room deposit.** Rooms not guaranteed by a Credit Card will be released for public sale on this date, but reservations after this date will be considered, subject to availability.

The Business and Professional Women of Vermont have negotiated a room rate of \$129.00 per day, and this rate is subject to applicable taxes. (NYS & Essex County taxes applicable at 11%, which is subject to change)

Please note this is a room rate based on single or double occupancy. Each additional person in the room will be charged \$20 per day. Children under the age of 19 stay free in a room accompanied by at least 1 adult.

*Early arrival and late departure: The High Peaks Resort will honor the Conference Room rate for any guests that wish to arrive before Friday, May, 2015 or depart after Sunday, May 3, 2015. These reservations will be taken subject to availability.*

The High Peaks Resort is comprised of three unique buildings: The BPWVT room block is in the Main Building.

**Check-in time is 4:00 p.m. and Check-out time is 11:00 a.m.**

All names of guests the room is to be registered under:

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Contact \_\_\_\_\_  
Date of arrival: \_\_\_\_\_  
Date of departure: \_\_\_\_\_

3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Contact \_\_\_\_\_  
Date of arrival: \_\_\_\_\_  
Date of departure: \_\_\_\_\_

2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Contact \_\_\_\_\_  
Date of arrival: \_\_\_\_\_  
Date of departure: \_\_\_\_\_

4. Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Contact \_\_\_\_\_  
Date if arrival: \_\_\_\_\_  
Date of departure: \_\_\_\_\_

Special Room Needs: \_\_\_\_\_

## Payment

Deposit can be in the form of a Company or Personal Check or major Credit Card. Cancellations to confirmed rooms must be received on or before Friday, April 24, 2015 in order to avoid the Lost Deposit Charge. Any changes or cancellations after this date will result in a Lost Deposit Charge of \$150 per room, plus applicable taxes.

Major Credit Card Information:

Type of card \_\_\_\_\_ Card number: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on card \_\_\_\_\_ Expiration Date \_\_\_\_\_

**or**

Check Number \_\_\_\_\_ Financial Institution check is drawn on \_\_\_\_\_

90<sup>TH</sup> ANNUAL BPW/VT CONVENTION RESERVATION FORM

Mail with payment before April 14, 2015 to:  
Carolyn Frazier, State President  
30 Roosevelt Street  
Massena, NY 13662

Name: \_\_\_\_\_

Address \_\_\_\_\_

Telephone no. \_\_\_\_\_ Email \_\_\_\_\_

Local organization \_\_\_\_\_

Check all positions that apply to you:

\_\_\_ State Officer (state which \_\_\_\_\_)                      \_\_\_ Past State President  
\_\_\_ State Board Chair (state which \_\_\_\_\_)                      \_\_\_ Local Organization Member  
\_\_\_ Local Organization President (state which \_\_\_\_\_)                      \_\_\_ Member at Large

**Overnight Accommodations**

\_\_\_ Sent hotel reservation form to High Peaks Resort    \_\_\_ Accommodations not needed

**Reservation fee for BPW members**

\_\_\_ Early bird discount fee (\$35 by April 1<sup>st</sup>)    \_\_\_ Regular fee (\$40 April 2 – 14)    \_\_\_ On site fee (\$50)

**Meals**

Medical dietary need \_\_\_\_\_

Children 5 and under may eat at the conference food functions free of charge. Children with the ages of 6-12 meal tickets will have a 50% discount for each meal ticket.

Indicate number of tickets needed.

Friday Dinner: \$50	_____ Adult	_____ Child 5 and under	_____ Child 6-12
Saturday Breakfast: \$20	_____ Adult	_____ Child 5 and under	_____ Child 6-12
Saturday Lunch: \$25	_____ Adult	_____ Child 5 and under	_____ Child 6-12
Saturday Dinner: \$50	_____ Adult	_____ Child 5 and under	_____ Child 6-12
Sunday Breakfast \$20	_____ Adult	_____ Child 5 and under	_____ Child 6-12

Total Payment Enclosed: \_\_\_\_\_

Come Celebrate  
Communication

Mentoring

Forward Thinking  
Strategies

with Fun