



Affiliated with Business and Professional Women Foundation (Washington, DC) with local organizations and members 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



CALL TO CONVENTION

The relaxing banks of Lake Champlain provide an outstanding opportunity to enjoy old and new BPW friendships. Our conference activities will have a strong focus on Women's History and Individual Development as we gather at the Hampton Inn and Suites, Colchester, VT, May 20 - 22, 2016.

Friday evening is the Opening Ceremonies with a Networking Pajama Party. Yes, we wrote pajama party. Members are encouraged to come dressed in pajama attire. An area is set aside to change if you are not staying in the hotel. The presentations of colors, introductions, Emblem Ceremony and Memorial Service will be conducted during the dinner followed by entertainment based on an old fashioned pajama party and networking activities. The evening will end with participants traveling in our slumber attire just down the street to enjoy bowling. Remember Well-behaved women never make history.



Saturday begins with the Young Careerists followed by our keynote and interactive Individual Development workshops. Members are encouraged to dress in business casual for the day. The Keynote Speaker will be Marilyn "Lyn" Blackwell, Ph.D., a Vermont historian and writer. She holds a doctorate in US history with a specialty in women's history and has taught at UVM, Norwich University, and Community College of Vermont. She co-authored, Frontier Feminist: Clarina Howard Nichols and the Politics of Motherhood and has published many articles on nineteenth-century women in the U.S. and the social history of Vermont. Her presentation is entitled "How the Personal Became Political: Remembering the Women's Revolution."

The Awards Luncheon agenda includes the presentation of Woman of the Year, Employer of the Year, the Alice Paul Award, the Berl Morrill Award, the Anne Shelansky Award and Membership Awards. The 2016 State Young Careerist will also be named at the luncheon. Informal group photos will be taken during the luncheon.



Following the luncheon, we will hold our Annual Silent and Live Auctions. The afternoon finds us in a business session where we will again be looking forward to continuing as an organization that has the voice of working women.

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. More formal group photos will be taken. Installing officer will be Franklin County BPW Member Pearl Gilbert with a promise of a ceremony that will light the way to the future. Sunday morning, the new state board will begin the new organizational year with the Post Convention Board Meeting.

Between these events, we invite you to explore the Colchester, Essex and Burlington area or just relax and enjoy the amenities of the Hampton Inn. We hope you will find the weekend to be enjoyable, educational and celebratory.

Carolyn Frazier, State President

Jacqui Hood Lefebvre and Jackie Hawkins, 91st Annual Convention Co-Chairs

TENTATIVE SCHEDULE

Friday, May 20, 2016

- 4:00 p.m. Registration Table Opens
5:30 p.m. Pre-Conference Board Meeting
(2015-2016 Leadership Team, General Membership may attend as observers)
6:00 p.m. Cash Bar, Opening Ceremonies and Networking Dinner (**Slumber Attire**)
9:30 p.m. Cosmic Bowling
9:30 p.m. Past State Presidents' Gathering at the bowling alley

Saturday, May 21, 2016

- 6:00 –
10:00 a.m. Hampton Inn Hot Breakfast (for members staying overnight in hotel)
7:30 a.m. Registration Table Opens if needed (members must have completed registration prior to 11:00 a.m. for voting credential process)
8:00 a.m. Young Careerist Speeches (**Business Casual Attire** for the day)
Hot Beverage Set – up for morning
9:00 a.m. - Key Note Speaker and Individual Development Workshops
Noon
10:00 a.m. Young Careerist Program continues (not open to General Membership)
Noon Awards Luncheon with Informal Group Pictures
1:30 p.m. Live and Silent Auction
2:00 p.m. Health Break
2:15 p.m. Business Session
6:00 p.m. Cash Bar and Group Photographs
7:00 p.m. Closing Ceremonies with Installation Dinner (**Semi-formal Attire**)
9:00 p.m. President's Reception

Sunday, May 3, 2015

- 6:00 –
10:00 a.m. Hampton Inn Hot Breakfast (for members staying overnight in hotel)
9:00 a.m. Post Conference Board Meeting
(2016-17 Leadership Team, General Membership may attend as observers)

CONFERENCE/CONVENTION ASSIGNMENTS

The President and Convention Chair have overall responsibilities for planning and implementing the 91st Convention but each local will have the responsibilities of working with them on special events during the convention. This year's assignments are:

Registration & Friday night entertainment – Champlain Valley
Emblem Ceremony – Members at Large
Flag Ceremony – Franklin County
Memorial Service – St. Johnsbury

Pages and Floor tellers – St. Johnsbury and Westshire
Auction – Burlington and Westshire
Installation and Reception – Franklin County
Fundraising statewide – Franklin County
Speaker and Workshops – President and Convention
Chairs/Committee

NOMINATIONS

President –Usually the President Elect steps up to be installed and election is not necessary; however, we did not have a President Elect this year, so an election must be held for this position.

The Nominations Committee has announced they are putting forth the name of Danielle Martel, Franklin County – Danielle is the current State Vice President, is a past State Recording Secretary and is a Past Local Organization President.

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 21)

Vice President – Alice Kitchel, St. Johnsbury – Alice is the current State Recording Secretary and President of the St. Johnsbury Local Organization.

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 21)

Treasurer - Michelle Thibault Hatch – Franklin County – Michelle has been a member for a couple of years. This past year (2015-2016) she was Franklin County's Camp BPW chair.

Auditors --The Nominations Committee is putting forth the names of Diane Brockway (Champlain Valley) and Michelle Tarryk (St. Johnsbury) who served as auditors this past year. Additional nominations from the floor will be accepted at the business session on May 21.

Nominations Committee – According to the bylaws, nominations from the floor will be accepted at the business session on May 21. This position requires the committee to reach out to state members to run for the above positions.

Donna Rae Heath and Jackie Hawkins, Nominating Committee



BUDGET

Proposed Budget

The BPW/VT State Board moved the following budget to the 91st Annual Convention for consideration by the General Membership at the business session being held on May 21.

Income

State Dues MOL @90	\$1,800
Fundraisers	\$2,100
Interest Income	\$ 5
Transfer from Reserve	\$ 0 (motions required)
Total Income:	\$ 3905

Expense

Awards	
Alice Paul Award	\$ 100
Berl Morrill Award	\$ 150
Employer of the Year Award	\$ 77.50
Woman of the Year Award	\$ 77.50
State Programs/Speakers	\$ 350
Insurance	
General Liability	\$ 300
Bonding, Treasurer	\$ 0
Licensing Fee to Foundation	\$ 50
Officer Expenses	
President	\$ 600
President-Elect	\$ 0
Vice President	\$ 400
State Committees	\$ 500 (except YC)
Young Careerist	
Regional participant	\$ 250
Regional programming	\$ 100
State award	\$ 250
State programming	\$ 150
Past State Presidents Pin	\$ 350
Total Expenses	\$ 3905

Donna Rae Heath, Finance Chair

BYLAWS

Leslie Germain, Bylaws Chair

(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 re-lettering if necessary. This does not require a motion but is more of a housekeeping process)

Proposed Bylaw Amendments

ARTICLE XIII: DUTIES OF OFFICERS

Section 4.

(b) Conduct the correspondence of the State Federation, the Board of Director, and the Executive Committee, if so directed by the president.

Proposed Amendment - replace State Federation with State Organization

Rationale – We are no longer a federation of BPW/USA

ARTICLE XIV: BOARD OF DIRECTORS

Section 5.

A quorum of the Board of Directors shall be one-third (1/3) of its board members present members, provided they represent at least one-third (1/3) of the Local Organizations of the Federation, and provided that two (2) of those present are elected officers shall be members of the Executive Committee.

Proposed Amendment – remove the Federation and replace with BPW/VT

Rationale – We are no longer a federation of BPW/USA

HOTEL RESERVATION FORM

FOR

**BUSINESS AND PROFESSIONAL WOMEN VERMONT'S 91ST ANNUAL
CONFERENCE IN COLCHESTER, VT**

Hampton Inn and Events Center Burlington - Colchester 42 Lower Mountain View Dr, Colchester, VT Phone: 802-654-7646

Hotel must receive reservation by May 1, 2016. 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. When contacting the hotel **please refer to the room block set aside for BPW/VT.**

The Business and Professional Women of Vermont have negotiated a **room rate of \$159.00 per day**, and this rate is subject to applicable local sales and occupancy taxes.

Early arrival and late departure: These reservations will be taken subject to availability.

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: _____

Type of room (Choices will be honored on a first-come, first-serve basis, based of availability):

_____ Double Double _____ King with sleeper sofa

Note: If you would like a BPW roommate to share the room, please indicate it on the BPW reservation form, NOT this form.

Payment

Deposit can be in the form of a major Credit Card. **Cancellations to confirmed rooms must be received on or before Thursday, May 19, 2016 to avoid the Lost Deposit Charge.**

Type of card _____ Card number: _____ Security Code: _____

Name on card _____ Expiration Date _____



91ST ANNUAL BPW/VT CONVENTION RESERVATION FORM

Mail with payment to:
Carolyn Frazier, State President
31 Roosevelt Street, Massena, NY 13662
Checks are made payable to BPW Vermont.

Name: _____

Address _____

Telephone no. _____ Email _____

Local organization _____

Check **all** positions that apply to you for the 2015- 2016 year:

- State Officer (state which _____) Past State President
 State Board Chair (state which _____) Local Organization Member
 Local Organization President (state which _____) Member at Large
 First time attending a BPW/VT Annual Convention

Overnight Accommodations

Sent hotel reservation form to Hampton Inn Accommodations not needed

Would like a BPW roommate to share hotel room, please contact me

Reservation fee for BPW members

Early bird discount fee (\$35 by April 20th) Regular fee (\$40 April 21 – May 14) Late - On site fee (\$50)

Meals

Medical dietary need _____

Indicate number of tickets needed.

Friday Dinner: \$30 _____ (Breakfast Buffet – Yes breakfast for dinner!)

Saturday Lunch: \$25 _____ (Plated Lunch) Indicate entrée: _____ Stuffed Portabella Mushroom

_____ Asparagus Stuffed Chicken

Saturday Dinner: \$45 _____ (Banquet Buffet)

Additional Fees

Friday Night Bowling (bowling lanes included in our registration fee)

_____ Participating _____ Spectator _____ \$3 Shoe Rental _____ Will bring my own bowling shoes

Total Payment Enclosed: _____

Menus

Friday Cash Bar (Contracted for no charge for bartender if \$250 in sales) Mimosas have been requested to be available for purchase

Friday Dinner --- Breakfast for Dinner

“The Big Breakfast Buffet”

Scrambled Eggs with Cheddar and Chives	Assorted Muffins, Pastries and Croissants
Homefries	Fresh Sliced Fruit Display
French Toast with Vermont Maple Syrup	Orange Juice and Cranberry Juice
Bacon and Maple Sausage Links	Freshly Brewed Coffee and Assorted Teas

Saturday Breakfast – hotel lobby breakfast for members staying in hotel

Saturday Morning - Hot Beverage Station set-up (Freshly Brewed Coffee and Assorted Teas)

Saturday Luncheon

Entrée Choice :

Stuffed Portabella Mushroom (stuffed with spinach, ricotta cheese and roasted red peppers)

or

Asparagus Stuffed Chicken (stuffed with fresh asparagus and provolone cheese, lightly breaded and served with a roasted tomato veloute)

Freshly Tossed Salad	Freshly Brewed Coffee and Assorted Teas and Soft Drinks
Maple Thyme Roasted Butternut Squash	Build your own Strawberry Shortcake
Rice Pilaf	
Warm Rolls and Butter	

Saturday Evening Cash Bar (Contracted for no charge for bartender if \$250 in sales) A special BPW/VT drink has been requested to be available for purchase. The Mapletini (Vermont Maple Vodka and Vermont Maple Liqueur)

Saturday Installation Banquet

“The Marble Island Buffet”

Cheddar Ale Soup	Sliced Top Round of Beef (slow roasted with garlic and herbs and served with rosemary and balsamic gravy)
Caesar Salad	Chicken Athena (boneless breast roasted with artichoke and parmesan cheese crust)
Maple Glazed Baby Carrots	Triple Chocolate cake
Green Beans Amandine	Cheesecake
Herb Roasted Red Potatoes	

Memorial Service Survey

Friday night May 20th, we will honor BPW members who have passed away this year. Information will be placed in the Convention Book regarding each. Please send the information below to Carolyn Frazier by email to bpwvt@yahoo.com by May 1st. She will ensure that the information is sent to the St. Johnsbury committee after inclusion in the book. Should a member pass after the due date and before convention, please let Carolyn know as soon as possible and an addendum will occur for the Convention Book.

Name of deceased member to be honored: _____

Membership dates: _____

Local Organization: _____

Info that may be shared during the Memorial (newspaper clipping, obit, prayer card, paragraph etc.)

BPW info (special offices/chairs held)

A photograph may be sent to be displayed but not necessarily returned.

Silent and Live Auction Form

All Local organizations are encouraged to send to conference 4 items for the silent or live auctions. Individual members who would like to contribute items are welcome to do so as well.

In order to prepare for the auction, please complete this form and email to Carolyn Frazier at bpwvt@yahoo.com by May 10.

Local or member donating item: _____

Description of item with estimated value:

Who is delivering this item to Convention (leave at our BPW registration table)

Please note: Funds from the silent and live auctions are fundamental in balancing the convention budget or the operational budget. Donors are urged to look for items that would not be considered “garage sale” or “white elephant” items.

Come to Convention and Network with your BPW Sisters!

