

**Vermont Business and Professional Women's  
88<sup>th</sup> Annual Convention  
Jay Peak Resort - Jay Peak, VT  
May 17-19, 2013**

**Friday, May 17, 2013**

Donna Rae Heath, President, opened the program at 6:55 pm. The Presentation of Colors was conducted by Staci Smith and Carol Labounty from St. Johnsbury BPW. The Pledge of Allegiance was led by Donna Rae Heath and the Collect was led by Lucille Winsor of St. Johnsbury BPW.

Staci Smith, Convention Chair, presented the 88<sup>th</sup> Annual Convention Booklet to Donna Rae Heath, President.

After dinner, the Emblem Ceremony was conducted by Stephanie Hainley, President, Burlington BPW and Barbara Swinton, Burlington BPW. Barbara Swinton, Burlington BPW, also conducted the Memorial Ceremony. Janet Leonard, Mid-State BPW (Montpelier) and Patricia Walsh, Franklin County BPW (St. Albans), two longtime BPW members were remembered.

At 8:10 p.m. the meeting was recessed until 9:00 a.m. Saturday morning in the Valhalla Executive Board Room.

**Saturday, May 18, 2013**

**Morning Session**

Call to Order: Donna Rae Heath, President, called the meeting to order at 9:08 a.m.

Introduction: Donna Rae Heath, President, introduced the officers: Staci Smith, President-Elect; Carolyn Frazier, Vice-President; Diane Brockway, Secretary; Trisha Woodward, Treasurer and Kim Bina, Parliamentarian (for Pat Nowak).

Keynote Speaker: Donna Rae Heath, President, introduced Thomas Anderson, assistant professor of Recreation at Lyndon State College. In addition to serving on several college committees, he is the advisor to the Lyndon State Veterans' Club at Lyndon State College and served four years in the Marine Corp. The Veteran's Club held a veterans Summit in March at Lyndon State College with National speakers. Shanna Shushereba served seven years in the Air Force, graduated from the University of Vermont and is pursuing her Master's degree in Clinical Psychology from St Michael's College. She also assisted in today's presentation. Shanna was appointed to the Governor's Veteran's Advisory Council (GVAC) in 2011 and was appointed Chair of the Educational Committee. The Veteran's Club is open to veteran students and family members and veterans in the community. Donna Rae Heath, President, presented a donation to the Veteran's Club at Lyndon State College in appreciation of their presentation.

**BUSINESS MEETING**

Donna Rae Heath, President, called the meeting to order at 10:20 a.m.

NOTE: Carol Morse, Burlington BPW and Pearl Gilbert, Franklin County BPW are ill and not able to attend. Donna Rae Heath passed Get Well cards to be signed.

SECRETARY: Diane Brockway, Secretary, called the Roll and a quorum was met.

PARLIAMENTARIAN: Kim Bina, acting Parliamentarian, stated that Robert's Rule of Order Revised is used. She read the Rules of Order.

**Motion: Laurie Beth Putnam, Westshire BPW, moved to accept the Rules of Order.**

**Seconded by Staci Smith, President-Elect.**

**Motion carried.**

REGISTRATION AND CREDENTIALS: Carina Parrow, Champlain Valley BPW gave the following report for attendance for Saturday May 18th: Past State Presidents (3); State Board Members (4); members (19) for a total of 26 voting members.

(Note: All reports are presented in the Convention Book)

PRESIDENT'S REPORT: Donna Rae Heath, President, stated that she has checked the status of 501(c)3 application (non-profit status) and it is still pending. She is also working on obtaining insurance. Donna Rae was ill when the Spring Board Meeting was held and Staci Smith, President-Elect presided at the meeting. The Executive Committee voted to purchase a projector and screen from the undesignated funds at a cost of \$659.98. Currently the projector and screen will be stored at the Merchants Bank in St. Johnsbury. Anyone needing the projector and screen for a meeting should call a member of St. Johnsbury BPW. Donna Rae congratulated Gina Clark, Franklin County BPW for a great job working on the Vermont Working Women. Donna Rae was one of nine panel members addressing women's issues held at the State House in October. She attended the Equal Pay Day event held at the State House on April 9 with Kim Bina, Danielle Martel, Marilyn Grunewald and Lisa Grunewald.

PRESIDENT-ELECT'S REPORT: Staci Smith, President-Elect, congratulated Donna Rea Heath on a productive and enlightening year with VT/BPW. The Fall Board Meeting was held in Colchester, VT, the Spring Board Meeting was held in Rutland, VT and the 88<sup>th</sup> Annual Convention held in Jay at Jay Peak Resort to incorporate as much of the Local chapters presence at each event. We had the privilege of hearing Jesse Remillard, USCIS Section Chief at Fall Board. Her work with the Domestic Violence Unit for Immigration fueled her discussion on being "the best that you can be". Members also participated in a discussion during the business meeting focusing on what we want BPW to be and how we can work to make our goals a reality. The Spring Board Meeting was held at the Franklin Conference Center in Rutland and featured Laurie-Ann Muribito with her program on leadership. Carolyn Frazier presented Module 1 of our Individual Development Program on membership. Over the last few months Staci has solicited input from the membership to pull together a Creative Brief, a design and thought platform for a new and undated website. The Finance Committee has continued working on a checklist for the position of Treasurer.

VICE-PRESIDENT REPORT: Carolyn Frazier, Vice-President, reported that a committee had been formed to facilitate a membership drive in the fall of 2012 to help in redeveloping the Westshire BPW local. However, efforts had to be delayed until Spring. Pearl Gilbert, Franklin County BPW, and Ellie Smith, Westshire BPW attended a Chamber of Commerce event in the area to invite women to our Spring Board Meeting and hear our speaker, Laurie-Ann Muribito, a motivational speaker and author. At the Fall Board Meeting, members were urged to concentrate on Programming that would bring in new members. Past State President, Marilyn Grunewald is putting together a booklet with contact information for speakers/programs that could be shared. A motion was made to use \$1,000 to coordinate the event and have a quality speaker for the event. At the Spring Board Meeting, Laurie-Ann Muribito facilitated a program, "The Leader Within You" and Carolyn followed with her presentation of Module 1 of the Individual Development Program (IDP). Members in attendance started a membership activity to develop a Value Proposition Statement for Vermont BPW. Each local was asked to take the activity back to their local for input and

bring the finished poster project to the Annual Convention. At the Annual Convention a Membership workshop will be held to finish the Value Proposition Statement. Carolyn introduced Katie Collete, Arbonne representative, as a Fundraiser for IDP.

**SECRETARY'S REPORT:** The minutes for the Fall Board Meeting, Spring Board Meeting and the 87<sup>th</sup> Annual Convention June 1 & 2, 2012 were presented in the Convention Booklet. In April, Diane Brockway, Secretary, installed the 2013-2014 Officers for Champlain Valley BPW.

**Motion: Deborah Williams, St. Johnsbury BPW, moved to dispense of the reading of the minutes from the 87<sup>th</sup> Annual Convention**  
**Seconded by Danielle Martel, Burlington BPW.**  
**Motion carried.**

**Motion: Jacqui Hood Lefebvre, Franklin County BPW, moved to accept the minutes for the 87<sup>th</sup> Annual Convention.**  
**Seconded by Laurie Beth Putnam, Westshire, BPW.**  
**Motion carried.**

**TREASURER'S REPORT:** Trisha Woodward, Treasurer. The Board at Pre-Convention Board meeting approved the report to be moved to the Convention for vote. Treasurer's Report filed for audit at end of year.

**Motion: Carolyn Frazier, Champlain Valley BPW moved to accept the Treasurer's Report pending audit.**  
**Seconded by Deborah Williams, St. Johnsbury BPW.** **Motion carried.**

**AUDITOR'S REPORT:** Donna Rae Heath, President, gave report for 2012 and approved at Fall Board Meeting. She informed everyone that the Auditors had resigned. She will need Auditors for 2012-2013 and 2013-2014.

**FINANCE REPORT:** Marilyn Grunewald, Chair, was not present. Staci Smith, President-Elect, presented the Proposed Budget for 2013-2014 with the following corrections and changes: President - \$800; President-Elect - \$500; Regional Y/C - \$500; Remove website - \$1,000 and add State Y/C - \$400. Note: The State Board may add additional fundraisers.

**Motion: Stephanie Hainley, Burlington BPW, moved to accept the 2013- 2014 Budget.**  
**Seconded by Carolyn Frazier, Champlain Valley BPW.**  
**Motion carried.**

**Motion; Jacqui Hood Lefebvre, Franklin County BPW moved to transfer \$1,000 from account from the undesignated checking account #1343 to designated account for development of the Vermont BPW website.**  
**Seconded by Lou Di Lorenzo, Westshire, BPW.**  
**Motion Carried.**

**NOMINATION:** Donna Rae Heath, President, conducted nominations for the 2013-2014 officers:

- President-Elect: Carolyn Frazier, Champlain Valley BPW
- Vice-President: Amanda Thomas, Champlain Valley BPW (from floor)
- Secretary: Deborah A. Williams, St. Johnsbury BPW (from floor)
- Treasurer: Gina Clark, Franklin County BPW (from floor).

**Auditors:** Donna Rae Heath accepted nominations from the floor. Lucille Winsor, St. Johnsbury BPW nominated by Staci Smith, President-Elect.

**Motion: Stephanie Hainley, Burlington BPW moved the Secretary to cast one ballot for the Slate of Officers**  
**Seconded Rene Kilroy, St. Johnsbury, BPW**  
**Motion carried.**

## REPORTS:

**BURLINGTON BPW:** Stephanie Hainley, President

Stephanie Hainley, Burlington congratulated new officers. She apologized for the President's Tea held on Friday. Invitations did not get sent out.

## **NEW BUSINESS:**

**Website:** Staci Smith, President-Elect, is working with Amanda Aria from Champlain College on the new website. Staci has the agreement ready to send to Amanda. The website will be modeled from the St. Johnsbury BPW website. She will ask if FACEBOOK will be "tied" to this website. Staci is looking for a FACEBOOK facilitator. Our existing state website is up-to-date.

**VETERAN'S Club:** Donna Rae is looking for volunteers to help in setting up a booth at the next Summit to be held in March 2014.

**International BPW:** Staci Smith would like to discuss with local organizations the possibility of joining with EBPW (Entrepreneurial and Professional Women). She would need 10 members from the state in order to have access to their programs. Staci will give information to L/O presidents. It is more expensive than BPW FOUNDATION. Carolyn Frazier, Vice-President, said that there is an International BPW group in New York and she will get more information.

## **ANNOUNCEMENT:**

Carolyn Frazier, Champlain Valley BPW, BPW Area I Representative said that there is a conference sponsored by Area 1 Representatives (Formerly under BPW/USA). This year's conference is in Pennsylvania. The structure is around speakers and workshops. This information will be available at the Post-Convention Meeting on Sunday.

11:40 a.m. Meeting recessed and will reconvene after lunch.

## **LUNCH**

**YOUNG CAREERIST PROGRAM:** Stephanie Hainley, Chair, introduced the judges for this year's program: Laurie Locke, Ellen Ohina and BPW member Janet Graham. This year's candidates are: Carolyn Bright from St. Albans, Sarah DeGray from South Burlington and Emilie Lariviere from St. Johnsbury. Each candidate introduced themselves and gave a four-minute speech. All candidates chose the topic "If you could choose one woman whom you value as a role model, who would that person be".

**AWARDS:**

Woman of the Year: Staci Smith, President-Elect, announced this year's Woman of the Year is Jacqui Hood Lefebvre from Franklin County BPW. Jacqui is 2010-2011 Past State President.

2:20 p.m. Meeting reconvened.

**Young Careerist Program:** Stephanie Hainley, Chair, thanked the judges and gave each a gift. Donna Rae Heath, President, presented each Y/C candidate with the book, "Travels with Myself and Another". Stephanie Hainley, Chair, also presented each candidate with a certificate of participation and achievement and a floral bouquet and corsage. The 2013 BPW/VT Young Careerist is Sarah DeGray. Sarah also received a Young Careerist pin. Sarah will represent VT/BPW at the Regional New England Past State Presidents Meeting to be held September 28, 2013.

Note: The Silent Auction and Live Auction were held. \$195 was made at the Silent Auction and will be deposited in the Convention account. \$831 was made at the Live Auction and will be deposited in the undesignated check account.

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Meeting resumed at 8:00 p.m.

President Donna Rae Heath welcomed members and guests. Nancy Young, St. Johnsbury BPW and mother of Staci Smith, incoming President, installed the 2013-2014 Officers.

Awards:

Ann Shelansky: Jacqui Hood Lefebvre, Past VT State President, presented the award to Kim Bina, Westshire BPW.

Berl Morrill Award: Donna Rae Heath, President, read letters of nominations and presented this year's award to Diane Brockway, Champlain Valley BPW.

Meeting Adjourned at 9:00 pm.

Respectfully submitted,

Diane M. Brockway, Secretary