



PRESIDENTS' UPDATE APRIL 2016

Dear Presidents

The end of the biennium is looming, with Convention in July, so there are quite a few tasks for us all to complete over the next couple of months.

I know that you are getting a lot of information sent by email, so I apologise if some of this is repetitive, or if you have received it from your Area Director, but I will endeavour to include all the tasks and dates that I am aware of, with a list of dates at the end.

Last week you were sent the 'March Mailing' from Zonta International with all the convention material to discuss with your clubs. If you did not receive this please let me know as soon as possible.

We have had two very successful Area Meetings in Hawkes Bay and Ashburton, so looking forward to three more before mid-May. The final board meeting is May 28th with a function that evening in Rotorua. We would love to see you in Rotorua to support the outgoing district board.

Janette Irvine
Governor District 16

Convention

Ensure that all your members receive the information from ZI and that this is discussed by your club. Appoint your delegate/s, alternate/s or proxy at a club meeting. Your delegate/proxy can be given guidance on voting, but you must give your delegate the freedom to vote as seems appropriate on the day, after listening to discussion, and nominees' speeches.

From District 16 Rules of Procedure:

30. APPOINTMENT OF CLUB PROXY TO CONVENTION OR CONFERENCE

Any Club appointing a proxy for Convention or Conference shall pay directly to the proxy a minimum of half the basic registration fee to assist with the expenses incurred in attendance at Convention or Conference. This payment shall be a matter between the proxy and the club appointing her, and shall in no way affect the payment given to her by any other club. In return the proxy shall give an undertaking to participate in all business sessions, to provide a written report on return from Convention or Conference and to attend the Club in person if at all possible. The Club shall give their proxy guidelines on how they would wish their vote to be exercised at Convention or Conference. The proxy will be held by one delegate.



From our records the following clubs had over 30 members on March 1st 2016, so entitled to 2 delegates and alternates. If this is not correct please let me know:

Auckland
Wellington
Christchurch-Canterbury
Timaru
Ashburton

The Convention Voting Credentials Registration Form for delegates and alternates and the form for proxies must be returned to ZI **no later than May 12th**.

Please send a copy of this to governord16@zonta.org.nz

Memorial Service at Convention

I have the following names of members who have died since the last convention, including those who were left off the list at the 2014 convention:

Lyn Foote	Metropolitan Dunedin
Netta Noone	Dunedin-Otago
Shirley Goodwin	Ashburton
Jenny Bond	Christchurch North
Loes Walker	Wellington
Val Webster	Tauranga (suggested that I include, as Val a Past Governor)

Please let me know if I have missed anyone.

Zonta International Foundation Donations

To be recognised at convention donations have to be made to the ZI Foundation before April 30th. Clubs and members please send in your donations soon to help us achieve our District's goal of USD85,000. Our Foundation Ambassador, Lynette Grave, has worked very hard to encourage donations and to assist members with their giving to our very worthwhile foundation. We do have until the end of May for the total that will be recognised for this biennium (as opposed to recognition at convention).

Club Dues

Club Treasurers should be working on receiving dues this month, so that Zonta International dues are paid by **June 1st at the latest**. Please don't leave it until the last minute. If you miss this deadline your club will be denied a vote at convention.

District dues should be received by the District 16 Treasurer by **July 1st**.

District 16 Project 2016-2018 Ballot

The ballot paper for your club's vote on the District Project is due by **April 22nd**.

Women's Empowerment Principles Ballot

Please read the proposal for joining the NZ Women's Empowerment Principles Committee, discuss with your club and return your ballot paper by **May 15th**.

Membership and Member Information Changes

If you have not recently completed the **Club Officer Contact Information Form** please do this by **May 1st**. We are unusual in having so many clubs change in December, so all clubs are expected to notify changes by May 1st for the next Zonta year – June 1st to May 31st.

PLEASE remember to use the membership@zonta.org.nz email address for any member information, including new members, resigned members, changes of details, end of Zonta year officer details changes. Give this email address to any club officer notifying membership issues – secretary, treasurer, membership committee chair. If you send anything to ZI Member Records, copy this to our D16 membership email address.

It is important to note that **there is no communication between the ZI website and District 16's website**. You have to notify membership details to both ZI and D16, now that the membership forms are dealt with on-line. You can copy the ZI membership form and send to the D16 address.

This email address is directed to:

Governor – to be informed of all changes, and to keep the District Directory up-to-date

Lt Governor – responsible for District Membership so needs to know membership changes

Treasurer – to know who has to pay District and ZI Dues, particularly between the annual payment dates

Secretary – to send a welcome letter and certificate to new members

Webmaster – to make the necessary changes to the website information

The change of officer notification is to:

Zonta International on-line using the Club Officer Contact Information Form

District 16 using membership@zonta.org.nz

Club Achievement Checklist

This was sent to you by Zonta International. It is due to be returned by **May 1st**.

Area Meetings

Area Meetings are now underway, so please ensure that your members are aware of the dates. All club officers and potential club leaders should attend the Leadership Development sessions planned around most of these meetings. Your AD will be giving you details. Encourage new members to attend as these are very good opportunities to learn more about Zonta and meet members from other clubs. A lot of planning and effort goes into organising the Area Meeting, so please support your AD. Those still to come:



Area 1: Saturday 17 April	Host East Auckland
Area 3: Saturday 30 April	Host Christchurch-Canterbury
Area 4: Sunday 15 May	Host Rotorua

District 16 Website

- We would like presidents to ensure that **all members** can access the website. This could be done by a tutorial at a club meeting, if you have Wi-Fi available, or arranging tuition for any members experiencing difficulties. It is easy to navigate the site. We have a great website so want to use this more for informing members and sharing information.
- All members should be checking their details. Many are out-of-date, as I have experienced many times recently when searching for email addresses.
- A club officer should be responsible for ensuring that the club's membership is up-to-date. A lot of time is currently being spent by Anne Walker to have an accurate membership database and we would like this to be maintained. This is **not** connected to the ZI membership database.

Club Websites

Mega Advertising has a very good offer to clubs wanting to develop a website. The flyer is attached with this emailing. Check out the club websites that Mega has designed.

New Zonta International Website

You will have received the email from ZI re the new website. An important change is that you have to be logged in to access the forms and tools, so please ensure that your club's officers and directors are aware of this. Use the same login as on the old site.

Information Sharing

Please send your stories, photos and copies of media releases to me, webmasterd16@zonta.org.nz, and PR Chair, Marilou Crequer cmcrequer@xtra.co.nz following your events. The information about the ZSN events is on the website, but missing some photos. Please check this and if your photo is missing it means that we did not have it in high enough resolution, so please send to webmasterd16@zonta.org.nz.

You can now enter your information about forthcoming events on a form on the 'Events' page, and this will be put up by the webmaster.

Facebook Notifications

Do you have an event to add to the D16 Facebook page? Then email us at: facebook@zonta.org.nz. In the email include:

- subject line - Facebook
- the written post (target max 200 words, we don't need a novel), ready to be copied up to Facebook
- relevant pictures that we have permission to use



- names and dates relevant

Social Media Crisis Plan

As many clubs now have their own Facebook page, webmaster, Nikola Bass, has provided the following 'Social Media Crisis Plan', available via the D16 website. Please pass this link on to your Facebook and Website managers.

<http://zonta.org.nz/wp-content/uploads/2016/04/Zonta-D16-Social-Media-Crisis-Plan.pdf>

District 16 Board Meetings 2016

May 28th

August 20th

November to be notified

Your Area Directors will remind you about the reports, which are due at least 2 weeks before the board meetings, longer for Area 1 because of the number to collate. It is important to record all your club's activities, accurate membership data, and any concerns that you would like the district board to discuss.

Other Reminders

- Major club events: clear dates with your Area Director to avoid clashes and notify the date to the District Governor
- If a District Board member is invited to a function it is the responsibility of the host club to provide a meal and accommodation- usually home hosting. If the Board member wishes to stay at a motel/hotel it is at her own expense
- Please send your club newsletter to the District Governor, Lt. Governor, Area Director, District Secretary and other clubs in your area, unless they have indicated they don't wish to receive them
- Zonta Pins are available from Lt Governor, Janet Hope - cost \$7.50

DEADLINE DATES TO REMEMBER

April	Club dues to be paid by members
April 22 nd	District Project Ballot
April 30 th	Zonta International Foundation donations
May 1 st	Club Officer Contact Information Form
May 1 st	Club Achievement Checklist
May 15 th	Women's Empowerment Principles Committee Ballot
May 15 th	Affiliated Organisations List feedback
June 1 st	Zonta International Club dues
July 1 st	District Club dues
July 1 st	JMK District Applications to Chair Anne McMurtrie
	annemcmurtrie@extra.co.nz

