

The Hoosier Business Woman

Official Publication of the Indiana Federation of Business & Professional Women's Clubs (INFBPW)

Vol. 2015, No. 2/Fall 2015



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2015-2016 Board:
(front row) President-Elect
Tina Williams, President Ann
Windell, Vice-President Brooke
Adkins.
(back row) Nominating
Committee Chair Gayle
Henderson, Secretary Twilla
Deaton, Treasurer Judy Zell.



Important Updates

Hoosier BusinessWoman

Vol. 2015, No. 2

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Send articles and organization news to Penny Sitler, Editor, penny.sitler@gmail.com. Address changes should be sent to INFBPW, c/o Judy Zell, Treasurer, 9449 N. College Avenue, Indianapolis, IN 46240.

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Advertising

Advertising in this publication is the best way to reach the members of INFBPW! Please contact Penny Sitler to learn more. 765.345.5414 or penny.sitler@gmail.com.

Web Sites to Bookmark

www.infbpw.org (Indiana Federation of Business & Professional Women)

www.inwomeneducation.org (Indiana Women's Education Foundation)

www.infbpw-crawfordsville.org (INFBPW/Crawfordsville)

www.powerfulwomensnetwork.org

www.congress.org (track votes, legislation, contact legislators)

www.nwlc.org (National Women's Law Center)

Please submit web addresses for local organizations!

Join Us on Facebook!

If you are using Facebook, INFBPW is too! Please join our group and our business page. Look for them by entering "INFBPW" in Facebook's search box.

If you have not joined Facebook and would like help getting started, e-mail Ann Windell: awindell@epowerc.net.

Contacting INFBPW

Through April 2016:

INFBPW (Indiana Federation of Business & Professional Women)

c/o Judy Zell, Treasurer

9449 N. College Avenue

Indianapolis, IN 46240

Phone 765-345-9812

infbpw@centurylink.net

www.infbpw.org

Update your calendar!

2015

| | |
|---------------|-----------------------------------------------------------------|
| August 25 | Equality Day |
| September 30 | Fall Conference Hotel Deadline |
| October 1 | Fall Conference Registration Deadline |
| October 16-17 | Fall Conference Occasions, Shelbyville, IN (Jennie Scott Award) |
| November | Indiana Working Women's Month |

2016

| | |
|---------------------------------------------------------------------------|--------------------------------------------|
| January 1 | Spring HBW Deadline! |
| February | Indiana Women's Education Foundation Month |
| February 5 | Executive Committee Teleconference |
| February 6 | State Board Meeting Teleconference |
| February 15 | IWEF Scholarship Deadline |
| March 15 | Awards Deadline |
| March | Spring District Meetings |
| March | Women's History Month |
| April 14 | Equal Pay Day |
| April 15-17 | State Convention |
| Celebrate Indiana's 200th birthday in the First State Capitol of Corydon! | |

A Note from State President Ann Windell



Ann poses with her special peacock cake at the installation reception.

Welcome to another new year with INFBPW. It is an honor to serve as your 2015-2016 State President.

Engaging our membership to keep our organization strong continues to be a challenge, as most of us are busy with church, family, work, and other volunteer opportunities.

When asked to serve as Vice-President I had a long list of reasons why I couldn't. As time passed, and no other candidates were presented for the office, I had to admit that I was part of the problem and needed to be part of the solution for continued leadership of this organization.

"Be the Solution" is my theme, and I encourage you to speak up, make suggestions, help when you can, get or stay involved, chair a committee, be an officer, lead by example, mentor, and keep the lines of communication open.

While it saddens me to report that Auburn and Washington have voted to disband, we celebrate that we have LOs that are growing in number.

There are major by-law changes in our future, so come to Fall Conference in Shelbyville, October 16-17, and let your voice be heard. We definitely want you to come to State Convention, April 15-16, in Corydon, Indiana's First State Capitol. 2016 is Indiana's Bicentennial, and celebrations will be taking place all around the state. Take some extra time and tour the First State Capitol building and visit the Constitution Elm.

Our own INFBPW Centennial is just around the corner, in 2019. We want to be around for THAT celebration.

Ann Windell,
2015-2016 INFBPW State President



Tina D Williams
Financial Advisor

5355 E Thompson Road
Indianapolis, IN 46237
317-781-0108

Edward Jones
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Fall Conference, October 16-17, Shelbyville

INFBPW Fall Conference

Occasions Banquet Hall

415 East Hendricks Street, Shelbyville, Indiana

We want to invite you to a one-day conference. Come Friday night and attend the IWEF-hosted fundraiser--"Trivia Night." Brush up on your Indiana History and join the fun!

On Saturday morning, Major Hospital will host a Women's Wellness Fair for our membership and for women in the Shelbyville community. There will also be workshops to benefit your health: Healthy Choice Eating, Zumba Gold (low impact) and Chair Yoga. We can't forget the retail therapy, as there will be vendors galore to shop. We will invite Girl Scouts from all over the state to attend a special workshop just for them. Join us at 11 a.m., when the Shelbyville Chamber of Commerce will host a ribbon cutting to welcome INFBPW to Shelbyville.

Saturday's luncheon will honor the Jennie Scott recipient and feature keynote speaker Betsy Stephen, Shelbyville's first lady mayor. After the luncheon, please attend the INFBPW Fall Board meeting. Local presidents and treasurers are invited to attend a workshop after the board meeting. It will be a full day!

Please come to learn, reunite with friends, and to enjoy yourself in Shelbyville!

Mary Richardson, Rita Emsweller, Theresa Adams
Fall Conference Co-Chairs

It's All About Shelby County

Come to Shelby County and surround yourself with the charm of a classic midwestern town. Discover downtown Shelbyville, where friendly shopkeepers and restaurant owners make you feel like one of the family. Where streets are lined with trees and buildings from a century ago and lovingly preserved. Many of the older homes along Washington, Broadway and Mechanic streets were built during Shelbyville's furniture manufacturing heyday--you won't find more beautiful residential architecture anywhere in the Midwest.

Founded in 1821 and named after Isaac Shelby, Kentucky's first governor, Shelby County offers amenities for every member of the family. Quaint shops, antiquing, bookstores, arts and entertainment, and outdoor fun are here and waiting for you!

We are centrally located and easy to get to from virtually anywhere! Come see for yourself why "It's All About Shelby County!" We look forward to seeing you soon!

<http://www.visitshelbycounty.com>

Schedule of Events

All events at Occasions Banquet Hall

| Time | Event |
|-----------------------------|---------------------------------------------------------------------------------------|
| Friday, October 16 | |
| 4:00 PM | Vendor Setup |
| 2:00-4:00 PM | Executive Committee |
| 5:00-7:30 PM | Vendor Sales |
| 7:00- ? PM | Trivia Fundraiser for IWEF |
| Saturday, October 17 | |
| 8:00-10:30 AM | Registration/Credentials |
| 8:00 AM-3:00 PM | Vendor Sales/Shopping |
| 9:00-11:00 AM | Girl Scout Workshop |
| 8:30-11:00 AM | Women's Health Fair Zumba Yoga BloodMobile Food Drive for Senior Services |
| 11:00 AM | Chamber Ribbon Cutting -- Shelbyville Welcomes INFBPW! |
| 11:45 AM-1:30 PM | Luncheon |
| 2:00-4:00 PM | Business Meeting |
| 4:00-4:30 PM | Nominating Committee |
| 4:00-4:30 PM | President & Treasurer Workshops |

Vendor Booth Opportunities

We will have a variety of items, with something for everyone. Contact Rita Emsweller, Fall Conference co-chair, at 765-932-4438 or email ritae25258@aol.com to reserve a vendor booth and sell your wares to our members, guests, and to other hotel guests. Vendors' sale hours are 5:00 PM-7:30 PM on Friday and 8:00 AM-3:00 PM on Saturday.

Vendor booth rates are:

| | |
|----------------------------|---------|
| Club Sale Booth | \$20.00 |
| Member Sales Booth | \$25.00 |
| Charitable Organization | \$20.00 |
| Outside Vendor Sales Booth | \$35.00 |

Fall Conference, October 16-17, Shelbyville

Betsy R. Stephen, Luncheon Speaker



Betsy Stephen has received the two highest awards given by the Shelby County Chamber of Commerce. She was most recently presented with the Shelby County Community Lifetime Achievement Award, which recognizes accomplishments that promote the development and culture of the community through citizenship and involvement in the community. Stephen was also honored in 2008 with the Athena Leadership Award. This annual honor is awarded to the woman who has achieved the highest level of professional excellence by contributing time and energy to her community, as well as actively assisting others to improve their quality of life.

Stephen's impressive background includes her election as the only woman mayor of the City of Shelbyville, 1996-2000. She has served as president of the local school board and of the Indiana State School Board Association, and is also past president of the American History Club, P.E.O., and Master Gardeners. She is a member of the Shelby County Recycling Board and currently serves as chair of the Citizens Action Committee, the Compliance Board, and the Shelby County Arts Alliance. She also holds memberships in the DAR, Chamber of Commerce, Historical Society, SCUFFY, the Woman's Club, the Shelby County Extension Board, and is an active member of the St. Joseph Catholic Church. Stephen currently serves as volunteer coordinator at Shelby Senior Services. In her spare time, Stephen loves to cook.

Hotel Choices

Super 8
20 Rampart Dr., I-74 Exit 113
Shelbyville, IN 46176-9472
317-392-6239
\$68.10 + 12% tax

Hampton Inn
59 E. Rampart
Shelbyville, IN 46176
317-398-9100
Refer number: 84564013
\$99.00 + 12% tax

Holiday Inn (IHG Rewards Club)
38 W Rampart
Shelbyville, IN 46176
317-398-0800
Ref Code: BPW
\$89.00 + 12% tax

Comfort Inn
36 W Rampart
Shelbyville, IN 46176
317-398-8044
Ref Code: BPW
\$71.10 + 12% tax

Giving Back to Shelby County

Shelby Senior Services is seeking donation of the following items for its new food pantry for seniors on low-sodium, low-sugar diets. Baskets will be available Friday and Saturday during the conference.

Whole-wheat pastas
Crackers (low sodium, whole grain)
Oatmeal (low sugar, heart healthy)
Dry cereal (whole grain, no sugar added)
Brown rice
Light popcorn
Peanut butter
Dried/canned beans
Canned fruit in its own juice
Unsweetened applesauce

Canned vegetables (no salt added)
Ensure
Pasta sauces (heart healthy)
Low sodium soups
Canola oil
Sugar-free jelly
Honey
Sugar-free pudding
Carnation Instant Breakfast

Fall Conference, October 16-17, Shelbyville

Registration Form (Please print.)

Full Name: _____ Email: _____
Local Organization: _____ District: _____
Address: _____ Daytime Phone: _____
City/State/Zip: _____ Name for Badge: _____
Registration Fees:
Registration \$25.00 _____
First-Timers Registration \$20.00 _____
Late Registration – Additional Fee (if postmarked after October 1, 2015) \$20.00 _____
On-site Registration – Additional Fee \$50.00 _____
Activities:
Foundation Fundraiser (Friday, 7:00 PM, see back cover for information) @\$15.00 _____
Meal:
Saturday Luncheon @\$25.00 _____
Food allergies or dietary needs? Please note here: _____
Total Registration Fees, Activities and Meals: \$ _____

Mail Check & Completed Form to: Judy Zell, 9449 N. College Ave., Indianapolis, IN 46240.

Phone or fax: 317-846-0174.

(A \$20.00 fee will be charged for returned checks. Credit cards are not accepted at this time.)

Refund Policy: Cancellations must be made in writing to the address above, attention INFBPW Treasurer Judy Zell. Those postmarked NOT LATER than October 1, 2015, will qualify for a full refund. ALL requests must be made within thirty (30) days after the event. See INFBPW Standing Rules.

Volunteers Needed:

_____ Pages
_____ Federation Sales
_____ Doorkeepers
_____ Registration/Credentials

Conference Registration

Registration is required for members attending any event scheduled as part of the INFBPW Fall Conference. A name badge serves as your pass to all conference activities and is given to each registrant at the registration desk. Meals and some activities require advance purchase of tickets, which will be documented on your badge.

Credentials must be presented at the registration desk before 10:30 a.m., Saturday, October 17. All members in good standing, who have paid the appropriate registration fee, are eligible to vote in the business sessions.

A discount is offered for first-time attendees at Fall Conference. If you have never attended Fall Conference before, you qualify!

Non-member guests may attend Fall Conference. They are welcome to attend any non-ticketed event, free of charge as guest(s) of a registered member. Guests may purchase tickets in advance for meals and other ticketed activities.

Registrations postmarked after October 1, 2015, must include a late fee of \$20.00.

Conference Fundraising

Please support our fundraisers!

Jewelry and Purses

Bring some and buy some! Deliver to the vendor room at Fall Conference.

Refresh your accessories while supporting INFBPW!

50/50 Raffle

\$1 each or 6 for \$5

Tickets are available NOW through your local president.

Drawing at Convention!

Need not be present to win—sell tickets to all of your friends!



From Your Finance Chairs

This year at Fall Conference, we again want your gently-used purses and costume jewelry.

We are bringing back the T-shirts and knick-knacks from last year's State Convention, all for \$1 each.

If you don't have an INFBPW embroidered apron, you may order one for \$18. Contact Diane Fisher: diane.fisher999@gmail.com or by phone at 734-529-3759. In order for the aprons to be delivered at Fall Conference, please order no later than September 15. You may pay for them upon delivery.

We will again have a 50/50 raffle for Fall Conference. Local presidents will receive tickets in the mail.

We look forward to seeing everyone at Fall Conference in Shelbyville at Occasions.

Linda Hochstetler and Vickie Reeves
Finance Chairs



News and Updates

Hoosier DD

Calling all past district directors! You are invited on Saturday, October 17, at 6 p.m. to . . . Well, we're just not sure yet, but it will be in Shelbyville!

Please email with Hoosier DD in the subject line, or call me with your current email address or mailing address. Information and invitations will be in the mail by September 15.

Mary Richardson

Mary.Richardson@bankatfirst.com - 765-679-5939

Membership Ideas

The strength of our organization comes from its locals. To build your local, you need a solid foundation. That foundation consists of membership, programming, and community.

To increase your membership, begin by holding a strategic meeting to set up a plan that includes recruitment, retention, expansion and diversity.

Retain:

Know your members and when they pay dues. Survey your members to determine their needs.

Put new members on an active committee so that they become involved. Make sure they have mentors.

Good programming is the key to attracting and keeping members. Orientation is also critical in keeping members. Educate new members, attract potential members, and refresh continuing ones.

Keep meetings concise. Use an agenda, printed minutes and reports.

Recruit:

Any person is eligible for membership who supports our mission and vision and supports women's issues. Be alert for potential members who have a positive attitude towards women's issues and life in general.

Plan special events for member recruitment: a membership tea, wine & cheese party, cocktail hour, or a get-acquainted night. Send personal invitations. Have membership brochures and applications available.

Publicize all activities of the local. Be verbal on the many assets of membership. Mention what is important to YOU.

Onda Harris, PSP and PNP, told me when approaching potential members, she was completely honest about our organization. If the potential member was not

interested, she asked them why and brought the reason back. She kept in touch as a friend. This let them know she was sincerely interested. Almost all members she brought in have remained with us.

Most importantly, keep in touch with other locals about what they do and how they have succeeded.

Four Steps to Plan a Membership Blitz

Announce it to the membership and the community;

- Reach out with a message about your local and its interest in NEW members.
- Show off your organization to the women reached by the activities. Tell what you do locally and for the state.
- Make sure that each potential member is personally asked to join.
- Motivation, Communication, and Implementation are the keys to a successful membership plan.

Patricia Barker, IPSP
INFBPW Membership Chair



Indiana Women's Education Foundation

News from Your Foundation

The Indiana Women's Education Foundation, Inc. (IWEF) held its annual meeting in June. Officers for the 2015-2016 year were elected: Barbara Mofield, chair; Theresa Adams, PSP, vice chair; Bonnie Mayfield, secretary; and Jackie Woolard, PSP, treasurer.

New trustees are Beverly Lickey, PSP; Tina Williams, INFBPW president-elect; Marie Martin, PSP, INFBPW foundation chair; and Joyce Nessel-Phipps, PSP, INFBPW Choices chair. The Board accepted the resignations of Lois Hoelle, INFBPW foundation chair, and Patricia Barker, PSP, director of marketing.

The 2015-2016 Eighth Grade Essay Contest's topic is "How Can I Be the Solution?" The essay contest, in conjunction with the Conni Richards Youth Fund, is open to all 8th grade students in the state of Indiana. The essay contest begins October 1, and the deadline is December 1, 2015. Please encourage all schools in your area to participate.

The Youth of Achievement Award is for a high school student who does above and beyond community service. Nominations are due February 15, 2016.

IWEF presents scholarships each year: The Working Woman, The Woman in Transition, The Dr. Bertha Beazley Scholarship (health field), The Lynn Rhoades Scholarship (accounting field), The Girl Scout Scholarship (must have earned the BPW Girl Scout patch), and The Teaching Indiana's Youth Scholarship (student teaching semester). All scholarship forms and supporting documentation are due February 15, 2016, and mailed to IWEF, 510 E. Silver St., Knightstown, IN 46148

These scholarships depend upon your donations to IWEF. Donations are tax deductible as defined by tax laws for a 501(c)3 foundation.

IWEF will hold a Trivia Night fundraiser on Friday night, October 16, 2015, during Fall Conference. For more information, see the back cover.

Barbara Mofield, IWEF Chair

Proposed Bylaw Amendments

The Bylaws Amendments have been divided into three parts: Fall Conference, Executive Secretary, and Typographical. These will be voted on at Fall Conference.

Fall Conference: The event has had low attendance, making it difficult to reserve facilities one year in advance and making it more likely to create financial loss. Since there is no real business to transact at Fall Conference, the Board shall identify whether there is a need to meet each year. Members would vote on the board's recommendation at State Convention, putting control of Fall Conference back into the members' hands.

Executive Secretary: In lieu of an Executive Secretary, a volunteer or an employee, not necessarily a BPW member, will allow flexibility in assuming duties of the State Office. Terms will be defined annually in a document entitled the "State Office Agreement."

Policies and Procedures: The amendment of Policies and Procedures is also in progress. Important changes have already been made (through board vote) to the procedure for disbanding a local organization. See page 16 for this important information.



Fall Conference:

| EXISTING BYLAW | PROPOSED CHANGE |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ARTICLE XIII – DUTIES OF OFFICERS | ARTICLE XIII – DUTIES OF OFFICERS |
| Section 2. The President-Elect shall: d. Present to the Board of Directors a selection of sites for Fall Conference at the first summer Board Meeting; | Section 2. The President-Elect shall: d. Serve as Chair of a committee to recommend the need for a Fall Conference at the spring Board Meeting. If a conference is needed, the committee shall arrange a place and fall date no more than eighteen (18) months in advance; |
| <i>RATIONALIZATION: Assign accountability to an officer on the State Board so that action is not forgotten. Wording is similar to that in Section 2e, for State Convention but leaves determination to the voting body at State Convention.</i> | |
| ARTICLE XV – BOARD OF DIRECTORS | ARTICLE XV – BOARD OF DIRECTORS |
| Section 5. g. Decide the time and place for the State Convention at least one year in advance; and | Section 5. Insert new item g then renumber existing items g and h to items h and i. g. Decide the time and place for the Fall Conference between six (6) and eighteen (18) months in advance; |
| <i>RATIONALIZATION: Put conference and convention date and place selection in the same article.</i> | |
| ARTICLE XVIII – FALL CONFERENCE | ARTICLE XVIII – FALL CONFERENCE |
| Section 1. The Fall Conference of INFBPW shall be held in the fall of each year. The place and date shall be determined no later than the Summer Board Meeting at least one year in advance. | Section 1. The Fall Conference shall be held in the fall of any year that it has been deemed necessary and approved by a prior State Convention. |
| <i>RATIONALIZATION: This is an attempt to streamline costs for an expensive event that is not well attended. While it does remove a potential for income to INFBPW, it also removes the risk of loss and the consistent financial dependence on the faithful attendees.</i> | |



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Proposed Bylaw Changes

| EXISTING BYLAW | PROPOSED CHANGE |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section 3. Fall Conference shall promote the policy adopted by INFBPW and shall ratify the place of the State Convention at least one year in advance. It shall voting power to transact business of INFBPW between State Conventions. | Section 3. Delete in its entirety; renumber existing Sections 4 through 8 to Sections 3 through 7. |
| Section 4. It shall be the purpose of the Fall Conference to: Receive reports of the Officer and Committee Chairs for the current year; Act upon recommendations, resolutions, and other business presented to the conference body; Consider proposed changes in the INFBPW bylaws. | |
| RATIONALIZATION: <i>Eliminate the vote on State Convention location because if there is no Fall Conference, the date must be determined at another meeting. Recommending this vote be taken at State Convention.</i> <i>Stating that transacting the business of INFBPW is not necessary because that is what happens in Section 4 which is identical to ARTICLE XIX – STATE CONVENTION, Section 3, except for the election of officers.</i> | |
| ARTICLE XIX – STATE CONVENTION | ARTICLE XIX – STATE CONVENTION |
| Section 1. The State Convention of INFBPW shall be held in the spring of each year. The place and date shall be determined by the Fall Conference body at least one year in advance. | Section 1. The State Convention of INFBPW shall be held in the spring of each year. |
| RATIONALIZATION: <i>Eliminate the Fall Conference wording because if there is no Fall Conference, the date must be determined at a different meeting. Selection of the State Convention place and date are defined in ARTICLE XV – STATE BOARD, Section 5g, "Decide the time and place of the State Convention at least one year in advance;"</i> | |
| Executive Secretary: | |
| ARTICLE VI – LOCAL ORGANIZATION REQUIREMENTS | ARTICLE VI – LOCAL ORGANIZATION REQUIREMENTS |
| Section 4. A local organization applying for membership in INFBPW shall forward to the INFBPW Executive Secretary all documents and dues required by INFBPW. | Section 4. A local organization applying for membership in INFBPW shall forward to the INFBPW State Office all documents and dues required by INFBPW. |
| RATIONALIZATION: <i>Replace Executive Secretary with the more generic term "State Office or State Office Staff." How documents and dues are handled would be defined in the State Office Agreement.</i> | |
| ARTICLE XI – NOMINATIONS | ARTICLE XI – NOMINATIONS |
| Section 1. Not later than October 1 after the State Convention, the Chair of the Nominating Committee shall make available through the Executive Secretary uniform blanks to the Board of Directors, the Presidents of all affiliated local organizations, the Chairs of the INFBPW standing and special committees, and the Indiana Past State Presidents (IPSP), together with a request for information concerning persons qualified for state office. | Section 1. Not later than October 1 after the State Convention, the Chair of the Nominating Committee shall make available uniform blanks to the ... |
| RATIONALIZATION: <i>Delete the phrase "through the Executive Secretary" and allow the Nominations Chair more freedom to use a State Office or other means to distribute requests for nominations from the listed resources.</i> | |

Proposed Bylaw Changes

| EXISTING BYLAW | PROPOSED CHANGE |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ARTICLE XIII – DUTIES OF OFFICERS | ARTICLE XIII – DUTIES OF OFFICERS |
| Section 1. The President shall: Employ an Executive Secretary on behalf of the Board of Directors, define the duties, and fix the compensation, with the approval of the Board of Directors. | Section 1. The President shall: With the approval of the Board of Directors, define the duties of, set the compensation for, and employ the State Office Staff, often referred to as "the State Office" within these bylaws. |
| RATIONALIZATION: <i>Provide for either an employee or volunteer secretarial relationship. Allow for the possibility of using the address of the volunteer/appointed secretary for the "State Office." Provide some secretarial resources for officers and committee chairs who need assistance.</i> | |
| ARTICLE XIII – DUTIES OF OFFICERS (Cont'd) | |
| Section 1. The President shall: Require each local organization to submit names and addresses of local organization officers by May 1 to the INFBPW Executive Secretary. ... j. Shall appoint an "Executive Secretary Employment Contract Committee" at or before the Winter Board meeting. The Committee shall consist of three (3) members of the Executive Committee. k. Provide the Executive Secretary and the State Board Meeting Coordinator a list of attendees who have been invited to each state meeting; and Section 4. The Secretary shall: b. Maintain, through the Executive Secretary, an accurate roster of all local organizations belonging to INFBPW; Section 5. The Treasurer shall: Maintain, through the Executive Secretary, an accurate list of the members of INFBPW; Oversee the financial duties of the Executive Secretary, assist in check writing, recording, and reporting in the Executive Secretary's absence. | Section 1. The President shall: Require each local organization to submit names and addresses of local organization officers by May 1 to the INFBPW State Office. ... j. Shall appoint a "State Office Agreement Committee" at or before the Winter Board meeting. The Committee shall consist of three (3) members of the Executive Committee. k. Provide the State Office Staff and the State Board Meeting Coordinator a list of attendees who have been invited to each state meeting; and Section 4. The Secretary shall: b. Receive from the State Office Staff, an accurate roster of all local organizations belonging to INFBPW; Section 5. The Treasurer shall: Receive from the State Office Staff, an accurate list of the members of INFBPW; Oversee the financial duties in the State Office. In the absence of a financially active State Office, perform check writing, recording, and reporting. |
| RATIONALIZATION: <i>Replace Executive Secretary with the more generic term "State Office Staff". Section 5b uses State Office because check writing will not be assigned to non-bonded volunteers.</i> | |
| Section 5. (Cont'd) | Section 5. (Cont'd) |
| Have the financial records of the treasurer and Executive Secretary audited or reviewed on order of the Board of Directors by a certified public accountant at the end of the fiscal year and when otherwise deemed advisable by the Executive Committee. A financial report shall be made at the State Convention subject to final audit. A copy of the accounting firm's report shall be available for viewing by appointment at the office of the Executive Secretary. Obtain through the Executive Secretary required bids for the review/audit of INFBPW's financial records for the end of the fiscal year; | Have the financial records of the treasurer and State Office Staff audited or reviewed on order of the Board of Directors by a certified public accountant at the end of the fiscal year and when otherwise deemed advisable by the Executive Committee. A financial report shall be made at the State Convention subject to final audit. A copy of the accounting firm's report shall be available for viewing by appointment at the State Office. Obtain required bids for the review/audit of INFBPW's financial records for the end of the fiscal year; |

Proposed Bylaw Changes

| EXISTING BYLAW | PROPOSED CHANGE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>RATIONALIZATION: Section 5f, replace Executive Secretary with the more generic term "State Office Staff". Section 5h, the treasurer now performs almost all financial activity and should probably seek auditors. She has a wealth of BPW resources to assist in the search.</i> | |
| ARTICLE XIV – EXECUTIVE COMMITTEE | ARTICLE XIV – EXECUTIVE COMMITTEE |
| Section 1. The Executive Committee shall be composed of the elected officers. The Parliamentarian, the Executive Secretary, and the State Board Meeting Coordinator shall attend all meetings of the Executive Committee, serving without vote. | Section 1. The Executive Committee shall be composed of the elected officers. The Parliamentarian and the State Board Meeting Coordinator shall attend all meetings of the Executive Committee, serving without vote. If State Office Staff is requested to attend an Executive Committee meeting, they shall serve without vote. |
| <i>RATIONALIZATION: Section 5f, replace Executive Secretary with the more generic term "State Office Staff" which allows for more options than an Executive Secretary.</i> | |
| ARTICLE XV – BOARD OF DIRECTORS | ARTICLE XV – BOARD OF DIRECTORS |
| Section 1. The Board of Directors shall be composed of the elected officers, the District Directors, the Immediate Past State President and the Standing Committee Chairs. The Parliamentarian, the Executive Secretary, and the State Board Meeting Coordinator shall attend all meetings of the Board of Directors, serving without vote. | Section 1. The Board of Directors shall be composed of the elected officers, the District Directors, the Immediate Past State President and the Standing Committee Chairs. Special Committee Chairs, the Parliamentarian and the State Board Meeting Coordinator shall attend all meetings of the Board of Directors, serving without vote. If State Office Staff is requested to attend a Board of Directors meeting, they shall serve without vote. |
| <i>RATIONALIZATION: Special Committees were accidentally omitted from the Board of Directors. Replace Executive Secretary with the more generic term "State Office Staff" which allows for more options than an Executive Secretary.</i> | |
| Section 5. The Board of Directors shall: Approve the contract for a paid Executive Secretary not later than State convention; | Section 5. The Board of Directors shall: Approve the State Office Agreement not later than State convention. The Board of Directors is the ultimate authority in the hiring and releasing of State Office Staff; |
| <i>RATIONALIZATION: Update terminology to match "State Office Agreement" from ARTICLE XIII – DUTIES OF OFFICERS, Section 1j. Also added the verbiage establishing authority for hiring and firing from Section 9 or this Article which keeps accountabilities located together.</i> | |
| Section 5. The Board of Directors shall: (Cont'd) Approve the bonds of the President, Treasurer, and the Executive Secretary; Select the place of deposit of all funds of the organization in the city in which the Executive Secretary resides; Contract for the continuing services of a certified public accountant to audit or review annually the accounts of the Treasurer and the Executive Secretary and prepare the necessary tax forms. Such services shall be paid from the funds of the state treasury; | Section 5. The Board of Directors shall: (Cont'd) Approve the bonds of the President, Treasurer, and the State Office Staff; Select the place of deposit of all funds of the organization in the bank with the best terms and the most convenient location to the Treasurer and/or the State Office; Contract for the continuing services of a certified public accountant to annually audit or review the accounts of the Treasurer and State Office and prepare the necessary tax forms. |
| <i>RATIONALIZATION: Section 5d and 5f replace Executive Secretary with State Office Manager for consistency. Section 5e allows the Treasurer and bonded State Office Staff to collaborate on the best location and terms for deposits.</i> | |
| Section 9. The Board of Directors shall set the conditions under which the Executive Secretary is hired and release. | Section 9. Move wording to Section 5a and delete this section in its entirety. Renumber existing Sections 10 through 12 to Sections 9 through 11. |

Proposed Bylaw Changes

| EXISTING BYLAW | PROPOSED CHANGE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <i>RATIONALIZATION: Keep accountabilities for State Office together instead of spreading them out and making it more difficult to locate and identify.</i> | |
| ARTICLE XVII – STANDING COMMITTEES | ARTICLE XVII – STANDING COMMITTEES |
| Section 6. The Finance Committee: Is composed of the Chair, Executive Secretary, and ex-officio members; and | Section 6. The Finance Committee: Is composed of the Chair, and ex-officio members; and |
| <i>RATIONALIZATION: New State Office Staff will most likely not be a BPW member and financial activities have been restricted.</i> | |
| <i>Typographical, Miscellaneous Cleanup</i> | |
| ARTICLE VI – LOCAL ORGANIZATION REQUIREMENTS | ARTICLE VI – LOCAL ORGANIZATION REQUIREMENTS |
| Section 1. A local organization is eligible for admission to INFBPW if: | Section 1. A local organization is eligible for admission to INFBPW if: |
| Section 2. To remain in good standing a local organization must maintain a membership of at least five (5) active members. | Section 2. To remain in good standing a local organization must maintain a membership of at least five (5) active members. |
| <i>RATIONALIZATION: Delete erroneous sub-item d. Word got carried away. Move “Section 2” to the left margin.</i> | |

THE NEW MAJOR HEALTHCENTER:

Coming soon in 2016.



MHP
MAJOR HEALTH
PARTNERS

FIND OUT MORE:
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SHELBYVILLE, IN



The top image is an aerial architectural rendering of the new Major Health Center building, a large multi-story structure with a mix of red, white, and green accents, surrounded by a large parking lot and landscaped grounds. The bottom left image shows a bright, modern hospital hallway with large windows, where a person is pushing a stroller and others are walking. The bottom right image shows a comfortable patient room with a bed, a desk, a chair, and a large window.

Policies & Procedures

Current Local Organization Disbanding Procedure:

2. Dissolution of a Local Organization

Just as the organization of a new local is like a birth, the dissolution of a local is like a death. When members first start to talk of problems with dues and membership and disbanding, the first thing to do is call a meeting of the Local and discuss what the problem is and how it can be changed. At this point, you should also notify your District Director of a potential problem and ask for help. Have a State Officer visit a local meeting. Think about merging with another local. Consider changing your meeting date or time. Some locals meet at night and some meet at lunch and some alternate the two. Attend District Meetings and State Meetings and talk with other INFBPW members. Sometimes talking about a problem helps and the ideas that you hear and receive may help do something and let the State know you are having problems. There is nothing worse than to lose a local when you didn't know there was a problem.

Now if you've done everything and tried all or some of the above and your local still wishes to disband, there is a process to follow:

Notify the State Office that your Local wishes to disband and the Executive Director will send you information on what to do;

Have two copies of the minutes of the Local meeting where the vote was taken certified;

Send the Charter to the State Office with the minutes;

When all costs and expenses of the dissolution have been paid, all remaining assets should be distributed to another group or organization for a public purpose primarily a 501(c)(3) group. Consider sending to the State Foundation (IWEF) to help with INFBPW issues, like the 8th Grade Essay Contest and/or Adult Women scholarships. NONE of the assets are to go to any member, officer or trustee of the organization.

*For more information on dissolution, contact the State Office and your District Director.

Recommended Local Organization Disbanding Procedure:

When considering disbanding, it is hoped that you will contact the State President in advance of such action and allow the officers, membership committee, district director and other concerned members to meet with you to determine that all other options have been exhausted. INFBPW is predicated in its history of "women helping women" and would like to be certain that all avenues of support have been considered and reviewed.

Recommend the following procedure be adopted should retention efforts not succeed:

The LO needs to send a letter to the State Treasurer. This is the "Notice of Disbandment" and should be signed by the LO president and/or treasurer. Include the LO "Charter," if locatable, otherwise state that it is missing. Include a copy of the Meeting Minutes in which the date of disbandment is set.

Amount of the treasury balance that will be donated to a 501(c)(3). The name and address of the 501(c)(3) organization to which the funds will be donated, and the date on which the funds are transferred from the LO to the 501(c)(3).

Final bank statement showing a zero balance.

Include a copy of the Article on disbanding from the LO bylaws.

If incorporated under its own tax id, the LO needs to retain the information in (3) above for at least 7 years for possible audit.

The State Treasurer shall:

Notify the State President by sending a copy of the Notice of Disbandment.

Notify the State Bylaws Chair by sending a copy of the:

Notice of Disbandment, the disbandment Meeting Minutes, and if not currently on file, LO bylaw Article on disbanding.

Send a letter requiring positive confirmation of the receipt of funds by the 501(c)(3) organization including a self-addressed, stamped envelope. (A suggested form is available.)

When the confirmation is received send a copy to the Bylaws Committee Chair.

Maintain a file for each disbanded LO for a period of 7 years or less, depending on current tax law, for IRS audit.

The Bylaws Committee Chair shall also maintain a file for each disbanded LO for a period of 7 years or less, depending on current tax law, as a backup to the treasurer's file.

RATIONALE: Procedure needs to be more current in view of no state office, executive secretary, and the heightened IRS review of 501(c)(3) organizations.



Local Highlights

INFBPW/New Castle

The New Castle local had a very successful May Breakfast this year and presented monetary awards to three senior girls: the Business Award, Medical Award, and an Education Award. We also honored a queen's court voted upon by the class.

For the June meeting, the members met at The Mill Room, owned by Cathy Hamilton, a local resident. Cathy grew up in poverty and has accomplished many things in her life. She is an awesome speaker with a great personality and is now in the process of revitalizing her old neighborhood.

Twilla M. Deaton, PSP, INFBPW/NC President

Fortville

At the last meeting, we installed a new member, Linda Marie Hanson, who will bring a lot of energy to our club. We also honored our Purdue-bound scholarship winner Addison Eads with a check.

Bake sales, along with Rada knives, are very popular and successful. Our club is growing, with 14 members and one inactive member.

Linda Hochstetler, Fortville President

Connersville INFBPW

The Connersville club has been promoting youth. The December meeting's entertainment was provided by two members' six- to eight-year-old children and grandchildren. In March a member's niece updated the group on her endeavors as a communications major at Indiana State University.

The May 19 Reality Store® was successful, with approximately 300 seventh graders. This year's front page newspaper article was the best ever.

Our club is planning a membership reception. Potential members will receive invitations. We will work with the local newspaper to promote the event.

Jean Risch, Connersville President

INFBPW/Knightstown

The Knightstown local is proud of its presence at the Knightstown Jubilee Days. We sold "Walking Tacos" each night of the fair. It is our largest fundraiser. We will have the "Fish Wagon on the Square" August 21-22. We plan on a productive and educational year as we help President-Elect Tina get ready to serve as INFBPW President.

Barbara Mofield, Knightstown President

"Shining Stars"

Brief summaries of the "Star" entries from the State Convention:

Winchester –

Answering the call of 1922-1923 State President Forba McDaniel at the 1923 State Convention, Winchester BPW established a scholarship fund with the club's first earnings. The scholarship has consistently been awarded by the club each year since.

Knightstown –

Every two years, our local organization hosts a candidates' forum. It is open to the public; promoted through newspapers, posters, and other local media; and usually features about 25 candidates for local and state office. It is a rare opportunity for voters in our community to meet candidates from all parties and for all offices.

New Castle –

The New Castle BPW annually hosts a May Breakfast honoring the New Castle senior girls. The event started in 1929 and attendance is around 275, including girls with their mothers or guests. The senior girls vote on a queen's court, and our club presents three monetary awards to the girls.

New Albany –

Our fundraiser for the past three years has been the BPW 5K Run for Education. This event is the primary funding for our scholarships, which are awarded every spring. Held on the first Saturday after Labor Day, the course follows the Ohio River and Greenway path. We have raised approximately \$7,000 in three years.

Shelbyville – Winning Entry!

INFBPW/Shelbyville honors 20 working women who are not members of INFBPW. Names are submitted by local members, and nominees are honored by having their names, places of business, and job titles announced on our local radio station. One receives a \$25 gift certificate to the Shelbyville business of her choice.

Connersville –

Our local has provided The Reality Store® since the program was developed in 1993. The club members solicit assistance from the business community, provide the set-up for the event, and clean up at the end of the school day. Our small club puts much effort into making this program successful year after year.

Convention Scrapbook

Eighth Grade Essay winners: Morgan Latoz (District 3, 1st place) and Delaney Dawson (District 2, 2nd place)

Scholarship winners: Tracy Spurgin, Carah Austin, and Jeannette Smith

Samantha Eaks: Youth of Achievement winner

Stephanie White, Indiana Fever head coach, was a great keynote speaker.

Publicity Awards: Knightstown and Fortville

Miriam Sturgeon Award: Knightstown

Workshop speaker Connie Bowling, PSP

Some of the many membership awards



INFBPW
c/o Judy Zell, Treasurer
9449 N. College Avenue
Indianapolis, IN 46240
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Trivia Night
IWEF Fundraiser

*Join us for an evening of Indiana history trivia in honor of the upcoming bicentennial!
\$15 admission benefits the Indiana Women's Education Foundation*

*Friday, October 16, 7:00 pm
Occasions, 415 East Hendricks Street, Shelbyville, Indiana 46176*

Prizes - Silent Auctions - Fun and Fundraising!