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Altrusa International District Ten, Inc.

AltruNews



FEBRUARY 2018—Call to Conference



Governor's Message—Call to Conference!

As Governor of Altrusa International District Ten, Inc., I want to extend an invitation to ALL members, officers, committee chairs, past Governors, delegates and alternates to the 63rd Annual District Ten Conference to be held May 3-4-5, 2018 at Mesalands Community College, in Tucumcari, New Mexico.

The District Ten Board and Tucumcari Club Conference Committee have all worked hard to ensure a conference schedule filled with lots of great ideas, officer training, informative workshops and an overall fun time to share with friends and fellow Altrusans. Make your plans now to attend, especially incoming officers. Officer training is a must for new officers of your Clubs. Workshop presenters are working to present informative programs to encourage, educate and provide the tools to help you with your success in service and leadership.

During Conference we will elect a new District Ten Nominating Committee for 2019-2021, as well as District Ten nominees to the Altrusa International Nominating Committee 2018-2020 and the Altrusa International Foundation Board of Trustees 2019-2023. We will receive annual reports from District Ten Board members and Committee Chairs.

We are privileged and excited to have President Leanne Milligan, as our International Representative. Leanne will report on Altrusa International, Inc. updates, business and recommendations.

We have an outstanding guest speaker in Kate Asbill. She makes her home in Artesia, New Mexico. Her presentation titled "Start Dancin' and Don't Stop" will be an upbeat and fun program for everyone to enjoy. Members will also have the opportunity to purchase her book during Conference.

At Conference we will offer an exciting new Workshop: Virtual Clubs "Putting Altrusa in the Forefront!" As Altrusa faces the declining membership that other volunteer service organizations are facing, it is vital that Altrusans look toward diversity, flexibility and versatility to move Altrusa into the forefront of service organizations through the use of technology. This workshop will walk members through the process of developing the tools and information needed to increase membership with Virtual Clubs.

In this issue of AltruNews you will find all the information you need to plan your trip to Tucumcari, New Mexico. Included is a preliminary conference schedule, and registration form, with online registration and hotel reservation information.

I encourage all clubs to submit awards for their wonderful projects. Refer to page 11 for a description of the awards and the contact information for the person who will be judging each award.

Rose Price, District Ten Governor 2017-2019

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Governor

Rose Price (Montrose)
rose4altrusa@gmail.com

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michelleseat@hotmail.com

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pmenefee.nuanes@gmail.com

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winglady@gmail.com

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loriannordonez@cableone.net

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marianne@numerations.com

Director II-Foundation Liaison

Lisa Armijo (Roswell)
lkarmijo@hotmail.com

Parliamentarian

Cheryl Borchardt (Palisade)
borchardt.cheryl@gmail.com

Immediate Past Governor

Bonnie Jones (Roswell)
bonnie4altrusa@gmail.com

Additional contact information for the District Ten Board and Committee Chairs can be found in the District Ten Handbook, Appendix D-District Ten Contacts-17-19

So You're Going To Tucumcari! District Ten Conference 2018

We'll soon be *Heading 'em up! Moving 'em out!* for the 63rd Annual District Ten Conference in Tucumcari, New Mexico. What fun plans are being made!

Whether this is a first experience or one of many, you can count on a great time. Make and renew old friendships. Share ideas from your clubs. Latch on to new projects that would work in your community. Solidify Altrusa's strength by sharing your leadership skills. Bring your enthusiasm. Go home with new energy to inject into your club.

A few items of protocol will help Conference be most meaningful for all:

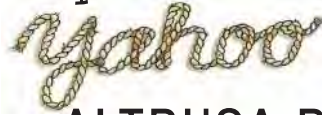


- 1) Your reservation badge will be your first intro to attendees. It will designate if you are a delegate or alternate for business sessions. It will have your name and club so people can get to know you. Be sure to introduce yourself to anyone you don't know- don't be shy!
- 2) Wear your membership pin and any associated pins - many members have a ribbon with these and they make great conversation starters. Add your club name badge if you'd like.
- 3) In business meetings delegates should sit in the designated area to facilitate votes on business items. Respect the speaker. Remember, it is often difficult to hear in large settings when side conversations are taking place. Cell phone etiquette is a must - cell phones should be off or on vibrate. If necessary to take a call, please leave the room.
- 4) Meals are fun social events. It's helpful to introduce yourself to everyone at your table; consider sitting with people you don't know. Use the time waiting for everyone to be served to initiate conversations. If you are waiting for a special meal, be sure to ask everyone to start eating while you wait to be served.
- 5) Meeting room etiquette, too, please. Arrive early, bring writing materials, and don't leave empty seats in the middle where latecomers must struggle past you. Introduce yourself once again if you don't know the people around you.
- 6) A positive frame of mind and a SMILE will send a message that you are excited, enthusiastic, friendly, and approachable.
- 7) Review the Conference Rules in the Conference program for additional protocol.
- 8) Enjoy the camaraderie and friendships Altrusa always offers!



Cheryl L Borchardt
 District Ten Parliamentarian

Head 'em up! Move 'em out!



District Ten ALTRUSA ROUND-UP

Cowboy Night at the Museum

May 4, 2018

Tucumcari, New Mexico

Join us as we *amble over* to the Tucumcari Historical Museum where we will tour the museum and grounds, *chow down* on a barbeque meal, enjoy western entertainment, play cowboy games, make new friends and have a wonderful time.



Fun Night has never been more fun!
See you there! Yahoo!!!!!!!



Message from the International President

It is that time of year when we start thinking about attending our District Conference. Perhaps it will be your first time, maybe you made a New Year's Resolution to attend, perhaps you are thinking of stepping into a leadership role in your club and are thinking of learning more about Altrusa, perhaps you have been many times before and don't want to miss out – whatever your reason for attending your District Conference – it will be a decision that you won't regret. I have been fortunate to not only attend many of my own District Conferences, but also as a member of the International Board, I have been fortunate to attend a number of other District Conferences – each memorable for different reasons, great speakers, fun dress up events, informative workshops – but each with one common aspect –

the opportunity to share ideas with other Altrusans, learn from each other and make long lasting friendships. At your conference you will have the opportunity to meet with your assigned International Representative. I would recommend that you take the opportunity to engage with them – that is what they are there for. They attend your conference to share news of our organization with you but also to hear your viewpoint, ideas and issues and to share and learn right alongside you.

It is important that each club has members attend District Conference. It is a great place for your new and developing club leaders to gain more knowledge about Altrusa and upon their return the ideas and energy they bring can bring with it a real injection of



vigour into your club. Remember that Conference is not only for the experienced members – it is an ideal way to build leadership in your club. On a personal note, attending District Conference is a decision that I have never regretted and I know that it will be a decision that you will not regret either. Let's make 2018 the year with record conference attendees!

Announcement

Leanne Milligan will be the International Representative at the 63rd District Ten Conference. We hope you take this opportunity to meet and get acquainted with Leanne, your International President.



www.altrusa.org
<https://www.facebook.com/altrusainternationalinc/>

Head 'em up and Move 'em out to
Tucumcari, New Mexico

63rd Altrusa District Ten Conference

May 3-4-5, 2018

Mesalands Community College

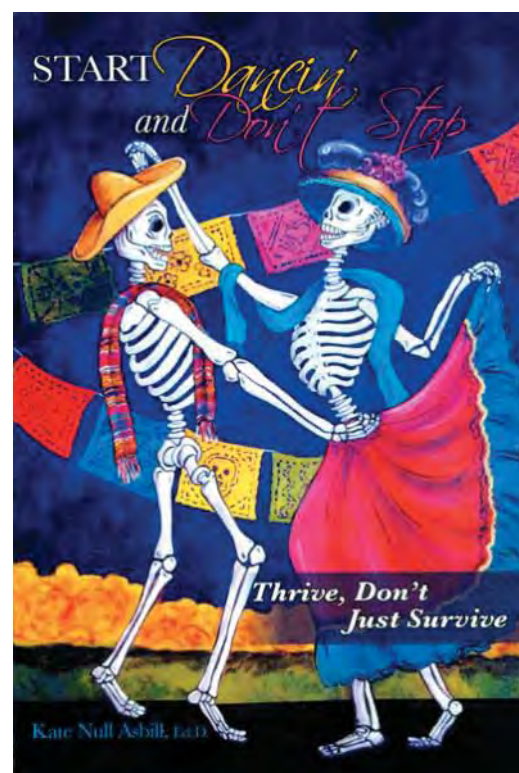
Tucumcari, NM

GUEST SPEAKER: KATE ASBILL



Kate Asbill has a bachelor's degree in education from McMurry University, a master's degree in school administration from Western New Mexico University, and a doctorate in school leadership from New Mexico State University.

As an educator, leader, consultant, inspirational speaker, wife, mother, grandmother and friend she has met many wonderful people and learned valuable life lessons from everyone she has encountered along the road of life. Kate is the author of "Start Dancin' and Don't Stop/Thrive, Don't Just Survive!" which contains her philosophy of intentional invitational living. She shares her positive philosophy of life and many ideas that she gleaned from ten years of research on proactive living. She interviewed people from the ages of 78 to 108 to find out what we can do to live better longer.



Guest Speaker Brenda Bishop will talk about Balance during the 63rd District Ten Conference

Brenda Bishop is a Family Consumer Science Agent with New Mexico State University's Cooperative Extension Service. She has been working in Quay County for 31 years. Brenda has a bachelor's degree and master's degree from New Mexico State University in home economics education. Her work is split between adult and youth programming. The main component of her youth programming is 4-H Home Economics and shooting sports. Brenda teaches a large variety of community workshops using research-based information aimed at improving the quality of life of Quay County families. For the past eight years Brenda has coordinated and co-taught a weight lifting class targeting Seniors called Strong Seniors Stay Young. Through the years the course has been modified to better meet the needs of the Senior population by adding exercises targeting mobility and better balance.



Memorial Service

Please send the name and a brief biography of Altrusa members who have passed away since our last Conference.

Information is due by April 15th .

Send information to:
Governor Rose Price
PO Box 55, Chimayo, NM 87522
Rose4altrusa@gmail.com
970-209-5865



**Round-up all Incoming Officers
SATURDAY, May 5, 2018 @ 9:00 a.m.**

**OFFICER
TRAINING
IS A MUST!!**

Please ensure all your incoming Presidents, Vice-Presidents, Presidents-Elect, Secretaries and Treasurers attend this training session on Saturday morning, May 5th, **beginning at 9:00 a.m.** There are many ideas and issues that will be discussed, as well as opportunities to ask questions and receive materials to help with your officer duties. This Training is VERY important and is intended to get all Clubs in District Ten knowledgeable and working in sync with International, the IRS and your state's requirements.

District Ten Conference Project – Quay County Home Visiting Program

Altrusa International of Tucumcari has partnered with Quay County Home Visiting Program for over four years to assist with many programmatic and family needs. This program is a voluntary program for families (children prenatal – 3 yrs.) who can benefit from the information and support provided by parent educators. Many times families, especially new parents, find they cannot afford the very basics. The need is significant, since 48% of Quay County's children under the age of five live in families below the Federal Poverty Level.

Altrusa International of Tucumcari appreciates your support of our project! Quay County Home Visiting Program makes the following suggestions for those wishing to donate:

- Soft infant blankets
- Rattle, baby toy, or teething toy
- Vinyl book for little ones
- Diapers (size newborn – 5)
- Wipes
- Diaper bag
- Burp cloth
- Thermometer (underarm)
- Blankets for young children
- Breast pads, reusable or disposable
- Menstrual pads
- Sea band mama morning sickness bracelet
- School years personalized memory book



Free Conference Registration & Free Fun Night!

Two drawings will be held at the Foundation Luncheon from a list of those registered, excluding the current Board Members, who have sponsored a new member during the current year. One drawing will be for a Free 2019 Conference Registration and one will be for a free 2019 Fun Night Fee. Winners will receive non-transferable certificates to be sent in with registration for the 2019 Conference.

Another Chance to WIN!

During Tucumcari's invitation to attend our 63rd Annual District Ten Conference, you were issued a challenge to save your "Boots and Bling" invitations and bring them to Conference with you this year. If you answered that challenge by saving your invitation, the Tucumcari Club will hold a special drawing *JUST FOR YOU*. Just write your name and your Altrusa Club name on the back of the invitation, place it in a specially selected box, and you could win a Cowboy Living Western Buckle cake and pie server.

Bring a Door Prize – *and maybe, take one home!*

We hope that each Club will also bring Door Prizes to be given at our two luncheons. This is a great way to share your Club and community with all of us and it is always fun to win a prize to take home.

Support the Foundation by donating an item for the SILENT AUCTION!

(and don't forget to bid on your favorite items so you don't go away empty handed)

Each Club is asked to bring to Conference an item suitable for our Foundation Silent Auction. Items should be at least \$30.00 in value and not wrapped. For more information, please contact District Ten Director/Foundation Liaison, Lisa Armijo: 505-369-8841 (cell); or email her at lkarmijo@hotmail.com.

I'm looking forward to seeing you in Tucumcari. Don't miss this great opportunity to share ideas, make new friends, and re-energize your passion for service and growth.



Good Luck!



PRELIMINARY CONFERENCE SCHEDULE

Wednesday, May 2nd

6:30 PM: District Ten Board Dinner

Thursday, May 3rd

8:00 AM: Budget Meeting, Finance Committee
8:30 AM: Pre-Conference Board Meeting
3:00 PM: Registrations & Credentials
Set-Up: Show & Sell, Silent Auction, Altrusa Store
7:00 PM: Reception, Everyone welcome

Friday May 4th

7:30 AM: Registration & Credentials
First-Timers Orientation
Flag Ceremony Practice
Show & Sell, Silent Auction, Altrusa Store
8:45 AM: Opening Business Session
11:00 AM: Memorial Service
11:30 AM: TBD
Noon: Foundation Luncheon
1:30 PM: All Conference- Virtual Clubs
2:15 PM: All Conference- Leadership Workshop
3:00 PM: All Conference- Long Range Strategic Planning
3:45 PM: All Conference- Membership Workshop
5:30 PM: Fun Night! – “Cowboy Night at the Museum”

Saturday, May 5th

7:00 AM: Past Governors’ Lifesaver Breakfast
7:30 AM: Voting
Registration & Credentials
8:45 AM: All Conference Session
9:00 AM: Split sessions
Officer Training for Presidents, Presidents-Elect, Vice- Presidents,
Secretaries & Treasurers
Service Project, Quay County Home Visiting
11:00 AM: All Conference- Brenda Bishop “Balance”
Noon: Awards Luncheon
1:45 PM: All Conference – Guest Speaker- Kate Asbill “Start Dancin’ and Don’t Stop”
2:45 PM: All Conference – Communications Workshop
4:00 PM: Closing Business Session
6:00 PM: Reception and Photo Opportunities
7:00 PM: Governor’s Banquet

Sunday May 6th

8:00 AM: Post-Conference Board Meeting

DISTRICT TEN NOMINEES

The following candidates are the District Ten nominees for their respective positions. Delegates at the District Ten Conference will be voting for these committee members. Candidate biographies and photos are listed below.



Margaret Goodhue
Montrose, CO
District Ten

Nominee for District Ten Nominating Committee and International Foundation Trustee

Margaret became a charter member of Altrusa International of Montrose, CO, in 1975. Since that time she has held many offices and chaired various committees. She served her local club as President in 1977-78 and 2015-16. Margaret served two terms on the Altrusa International Foundation Board of Montrose. She was elected to serve as District Ten Governor in 2005-2007 after six years on the Board of Directors. She has served on the following International committees. ASTRA International Vice Chair, Nominating Committee, Centennial Celebration Committee, and twice on the Election Committee.

Margaret is a retired banker. Her career began as a bookkeeper and ended as a Vice President and member of the Board of Directors. Her community involvement includes Past President of the Chamber of Commerce, Past Chair of the United Methodist Church Foundation, member of the CMU Montrose Advisory Board, Colorado Mesa University Foundation Board of Directors and several community task forces to build better schools. In her spare time Margaret loves golfing, gardening, traveling and assisting her husband Dave, marketing commodities on their farm.



Connie McIntire
Artesia, NM
District Ten

Nominee for District Ten Nominating Committee

Connie's Altrusa life began in 1975 when she was a Charter Member of the Montrose, CO, Club. She was elected as President of the Montrose Club 1979-80 and then began her service to District Ten. Starting off as 2nd Vice-Governor in 1983, she was installed as Governor of District Ten 1989-1991. From 1993-1995, she served as 2nd Vice-President of Altrusa International, Inc. Family took her to Colorado Springs where she was a Charter Member of the Colorado Springs, CO, Club. Retirement has landed her in Artesia, NM, where she now lives and serves the Artesia Club. In 2011, she was elected to the Altrusa International Foundation Board of Trustees, serving as its 2013-2015 Chairman. Connie served as the president of the Artesia Club in 2016-2017.



Sharron Steele
Palisade, CO
District Ten

Nominee for District Ten Nominating Committee

As a proud Colorado native, Sharron has lived happily in Palisade for over 30 years. After living in Washington, D.C. and Omaha, she was so thankful to get back to her roots. After raising two "super" sons, Sharron is blessed with four beautiful and amazing granddaughters. Sharron retired from the United States Government, where she served as an Investigator for the Department of Defense. This has afforded her more time to be a "groupie", following her coaching sons' football teams, as well as the mighty Broncos. Her "groupie" status has also expanded to girls volleyball, basketball and track teams, the rules of which is a work in progress.

Sharron also takes pride in being a member of Altrusa since 1990. She began this adventure in Grand Junction and is a charter member of Palisade Altrusa, where she has served a few stints as President. Sharron gets misty eyed as she thinks of all the fabulous Altrusa projects she has been involved with since joining Altrusa. She owes it all to Cheryl Borchardt for persuading her to be involved.



Rhoda Struhs
Ogden, UT
District Ten

Nominee for Altrusa International Nominating Committee

Rhoda Struhs has been a member of Altrusa International, Inc. of Ogden, Utah since 1989. She served as club president in 1995-96 and is currently president for a second time. She is also editor of both the yearbook and newsletter. Rhoda is an original incorporator of the Altrusa International of Ogden, Utah Foundation and was president for three terms.

Rhoda served as District Ten Governor for 2007-2009. She was chair of the 2009-2011 International Communications Committee and also served as one of the four members on Altrusa International's Rebranding Committee. She was chair of the 2011-2013 International Leadership Development and Training Committee. She served as a Grant Reviewer for the Altrusa International Foundation from 2013-2015.

Rhoda retired as leadership staff for the Utah House of Representatives. She enjoys traveling, reading and walking half-marathons. Rhoda and her husband, Parry, have two married children, two grand-puppies and two grand-kitties.

"Altrusa has been such an important part of my life and who I am. It has helped me grow and learn, and become the person I am today. Not only have I had the best mentors, I have made life-long friends."



Altrusa Round-Up
63rd Altrusa District Ten Conference
 Mesalands Community College, 911 South Tenth Street, Tucumcari, NM
 May 3rd, 4th and 5th, 2018
REGISTRATION FORM

Name:					
Address:					
City, State Zip:					
Email:					
Home Phone:		Work:		Cell:	
Club Name: Altrusa International, Inc., of					

I will attend as (circle all special designations that apply):

Delegate First Timer District Officer Past Governor
 Alternate Club President District Chair Other: _____

Qty	OPTION	On or before April 3 rd	After April 3 rd	Total Amount
_____	A. Full Registration: Includes: Thursday night reception _____ Check here if you will attend the reception All daytime sessions Snacks during breaks Friday & Saturday lunches Saturday Banquet Dinner <p style="text-align: right;">OR First Timer discounted amount</p>	120.00	135.00	\$ _____
_____	B. Partial Registration (either Friday or Saturday daytime sessions) Includes: All daytime sessions for a single day Snacks during breaks Lunch for a single day Select the single day you will be attending: o Friday OR o Saturday	\$75.00	\$90.00	\$ _____
ADD-ONS				
_____	C. Friday Fun Night (Fun Night is <u>not</u> included in any other Option – you must pay for it in <u>addition</u> to your Registration if you wish to attend)	\$25.00	\$25.00	\$ _____
_____	D. Saturday Banquet - Dinner only (this option may be purchased for guests, or added on to Option B Partial Registration) (Note: the Banquet is already included in Option A Full Registration – do not choose this Add-on if you are using Option A)	\$35.00	\$35.00	\$ _____
_____	E. Show and Sell Tables	\$10.00	\$10.00	\$ _____
TOTAL ENCLOSED				\$ _____

Special dietary needs – please indicate any dietary restrictions: _____

The FULL AMOUNT DUE must be enclosed with Registration

NOTE TO CLUBS: If paying for several registrations with one payment, include completed Registration form for each attendee.

Make CHECK payable to: District Ten Conference & mail form(s) and payment to: Lori Ordoñez, District Ten Treasurer
 P. O. Box 340, Dexter, NM 88230 - Phone: 575-626-6825 - Email: altrusa.d.ten@gmail.com

OR - Register Online (for individual or Group)! Go to <https://districtten.regfox.com/2018-altrusa-district-ten-conference>

REFUND POLICY: No refunds will be made for cancellations or changes made after April 23, 2018, except as approved by District Board. See District Ten-Conference Policy 19 for full policy on refunds (Appendix F to District Ten Handbook).

HOTEL: Best Western Discovery Inn, 200 E. Estrella, Tucumcari, NM 88401, Phone: 575-461-4884 / Fax: 575-461-2463
 Group Rate (not including tax): **2-Queen-Bed Rooms \$75 - One-King-Bed Rooms \$70**
 Group Rate available May 2nd through May 6th - **Be sure to ask for Altrusa Group Rate**

Individuals are responsible for making their own lodging reservations

District Ten and International Awards 2017-2019

Due by April 1st (unless otherwise noted)

District Ten Award entry forms may be found in the District Handbook Appendix K in District Shared Files

Go to districtten.altrusa.org then "Member Login," "International" tab then "Shared Files - District"

International Award entry & ASTRA forms may be found on International website:

Go to altrusa.org then "Member Login," "Publications" tab then "Forms"

(Unless otherwise noted below, entries are to be submitted electronically)

<p><u>District Ten Communication Awards</u> Bonnie Jones, Communications Chair 705 W. Mesalero Road, Roswell, NM 88201 575-626-0567 (C) bonnie4altrusa@gmail.com</p>	<p>Recognition is given in 2 categories: Newsletters: Submit 3 <i>electronic</i> newsletters. See Appendix K-2 Yearbook: Clubs doing electronic yearbooks, submit electronically Clubs doing printed yearbooks, submit 3 hard copies See Appendix K-3</p>
<p><u>Net Gain Membership Award</u></p>	<p>There is no entry form for this award. The District's membership records are used to determine the Club with the highest net gain (which comes with a \$100 check from District)</p>
<p><u>Ethel Fritch/Letha H. Brown Literacy Awards</u> Lisa Armijo, Director/Foundation Liaison 3107 Odate, Roswell, NM 88201 505-369-8841 (C) lkarmijo@hotmail.com</p>	<p>The <u>Ethel Fritch Award</u> is presented by the District, and the winner is automatically submitted for International's <u>Letha H. Brown Literacy Award</u>. A cash award is given by District Ten from funds allocated by Altrusa International of Colorado Springs, CO, on its disbanding. See Appendix K-4 (Use the <u>Letha H. Brown Literacy Award entry form</u>, obtained from the International web site as noted above.)</p>
<p><u>Governor's Award</u> Rose Price, Governor P. O. Box 55, Chimayo, NM 87522 970-209-5865 (C) rose4altrusa@gmail.com</p>	<p>Each Club is encouraged to submit a deserving member for this honored award. District Ten awards this honoree with an International Lamplighter pin. Submit electronically using the form provided in Appendix K-5</p>
<p><u>Hazel Henderson Membership Award</u></p>	<p>There is no entry form for this award. The District's membership records are used to determine the Club with the greatest percentage of net increase in Club membership. A cash award is given by Altrusa International of Grand Junction, CO, in the name of their member who served as District Governor.</p>
<p><u>Jen Hanson Service Award</u> Paula Menefee, Vice-Governor 1513 Walnut Lane, Artesia, NM 88210 575-703-2820 (C) pmenefee.nuanes@gmail.com</p>	<p>This award is given for community service and was established by the Altrusa Club of Carlsbad in the name of their member Jen Hanson who became International President in 1979. The District now maintains a cash award for this honor. See Appendix K-6</p>
<p><u>Dorothy Kvols Attendance Award</u> Lou Briscoe, President, Tucumcari 575-487-9507 (H) 575-403-6160 (C) gnlbriscoe@hughes.net</p>	<p>This award has been brought back by Altrusa International of Tucumcari in name of their beloved and long-time member Dorothy Kvols who believes attendance at Club meetings is so important. Entry form is in the District Awards along with other forms. Entry form is due by April 25th. See Appendix K-7</p>
<p><u>Nancy Taylor Environmental Award</u> Debbie Smith, President, Clovis 1505 Kingston, Clovis, NM 88101 575-749-2733 (H) 575-762-7731 (C) tupperwarepartyfun.ds@gmail.com</p>	<p>This award was started by then governor Nancy Taylor out of her love for preserving the environment and her desire that Altrusans be cognoscente of, and involved in, protecting the environment. Her Club, Altrusa International of Clovis has chosen to continue this award to honor Nancy even after her passing. Submit four (4) hard copies of entry form. See Appendix K-8</p>
<p><u>Member & Club Longevity Recognition</u> Judy Stubbs, Past Governor</p>	<p>There is no entry form for this recognition. The records of District Ten are used to determine longevity. This award was started by Past Governor Judy Stubbs during her biennium because she believes celebrating the commitment, love and dedication of Altrusans to "Leading to a Better Community" is noteworthy. Members will be recognized with 25, 30, 35, 40, 45, 50 or 55 years of service.</p>
<p><u>Dr. Nina Fay Calhoun International Relations</u> Renée Eaton, Governor-Elect P. O. Box 1000, Delta, CO 81416 970-874-3722 (H) 970-260-8184 (C) michelleseat@hotmail.com</p>	<p>The objectives of this award are to encourage and stimulate international relations, create an awareness of other cultures and people of the world and to recognize outstanding Club achievement in International Relations. Use the Dr. Nina Fay Calhoun International Relations Award entry form, obtained from the International web site as noted above.</p>
<p><u>Mamie L. Bass Service Award</u> Marianne Cross, Membership Director 2349 W. Fox Park Street, Montrose, CO 81401 970-249-1735 (H) 970-209-5343 (W) marianne@numerations.com</p>	<p>This award is for a community service project. It has been named after Altrusa's first president and is awarded to the Club project that most exemplifies what Altrusa stands for. The winner will be submitted to International for competition at that level. Use the Mamie L. Bass Service Award entry form, obtained from the International web site as noted above.</p>

CLUB OFFICERS MONTHLY CHECKLIST

March

PRESIDENT

- o Election of Officers and Directors.
- o Election of Delegates and Alternates to District Ten Conference by April 1st
- o Observe International Women's Day on March 8th
- o Grant applications are due to the International Foundation by March 15th
- o Have secretary send list of newly-elected Officers to District Ten Governor within 10 days of election.
- o Ensure newly elected officers & directors are posted in GroupTally on the International website.
- o Give copy of Incoming President's Guidelines to newly-elected president.
- o Start work compiling information for the Club Annual Report (due in June).
- o Encourage incoming president to select Committee Chairs.
- o Plan and encourage members to attend District Ten Conference.
- o Be sure all new officers and chairs have the most recent *Altrusa International Resource Guide*, International and District Ten Bylaws and Policies.
- o Be sure to give all files and a District Ten Handbook to the incoming President.
- o Incoming Committee Chairs should plan to meet with outgoing Committee Chairs for committee update.
- o Follow up on the award entries to be submitted to District Ten. They are due April 1st
- o ASTRA scholarship applications due by March 15th and end of year reports due by April 1st.

NEWLY ELECTED PRESIDENT

- o Begin plans for District Ten Conference attendance.
- o Be sure to obtain from the President all files and a District Ten Handbook.
- o Initiate contacts between incoming and outgoing Boards. Call a meeting of incoming Board for planning.

VICE-PRESIDENT

- o Assist new President as needed. Plan on attending District Ten Conference.

NEWLY ELECTED VICE-PRESIDENT

- o Call a meeting of the newly assigned chairs as soon as the President has completed the assignments. Encourage chairs to meet with their committees and report back to you.
- o Coordinate upcoming year with President and offer assistance.
- o Review last year's Club Annual Report.

TREASURER & INCOMING TREASURER

- o Begin sharing information, especially dates and how to follow up on duties.

SECRETARY & INCOMING SECRETARY

- o Coordinate with incoming and outgoing Boards.
- o Within 10 days of the election send the names and contact information of the newly elected officers and directors to the District Ten Governor.
- o Send highlights of minutes to newsletter editor.
- o Send draft minutes to President.

April

PRESIDENT

- o ASTRA End of Year Club Activity Report due to International by April 1st
- o Members initiated between April 1st and May 31st pay full-year dues good through June 1st of the following year.
- o Add an Altrusan Month.
- o Observe World Health Day on April 7th
- o Celebrate Altrusa Awareness Day on Altrusa's birthday on April 11th
- o At least sixty (60) days prior to International Convention, elect Convention delegates and alternates (odd years) and send delegate list to International Office immediately.
- o Solicit club contribution to Altrusa International Foundation Endowment Fund.
- o Meet with incoming and outgoing Board to transfer materials.
- o Request Officers/Chairs prepare annual reports.

Continued on page 13

CLUB OFFICERS MONTHLY CHECKLIST

(continued from page 12)

April (continued)

PRESIDENT (continued)

- o Assist incoming President and Finance Committee with budget. (depending on Club timeline)
- o Members initiated between April 1st and May 31st pay full-year dues good through June 1st of next year.
- o Plan installation of new Officers and Directors.
- o See that all officers fully understand the importance of District Ten Conference.
- o Meet with committee chairs to complete Club Annual Report which is completed in June according to Altrusa International's current method.

VICE-PRESIDENT

- o By April 30th, send list of new Committee Chairs to District Ten Governor.
- o Assist with Club Annual Report.
- o Finalize committee assignments
- o Select auditor with Board approval.

TREASURER

- o April 1st through May 31st new members pay full dues but gain two months. Nothing due again until June of the following calendar year.
- o When appropriate, obtain bond to become effective June 1st.
- o Submit Foundation contributions to International.

SECRETARY

- o Send Delegate/Alternate names to the District Ten Secretary when requested.
- o Send highlights of minutes to newsletter editor and the draft minutes to the President.

May

PRESIDENT

- o Plan to preside at annual meeting and installation of Officers. (depending on Club timeline)
- o New board in charge immediately following installation.
- o Observe International Day of Families on May 15th
- o Club Annual Report due in June in accordance with instructions from International.
- o Community Leadership Award nomination to International Foundation.
- o Arrange for audit of Treasurer's Books.
- o Consult President's Handbook and share pertinent parts with officers, directors and committee chairs.
- o Remind officers and committee chairs that annual reports are due.
- o Ensure entry of new officers, directors and committee chairs on the International website.

VICE-PRESIDENT

- o Work with committee chairs to plan programs for the coming year
- o Give complete schedule with program title, dates, and speakers' names to Yearbook Committee.
- o Put Club Annual Report in the yearbook.

TREASURER

- o Collect all dues. All funds owed must be paid before end of the fiscal year – May 31st.
- o Prepare annual report by final business meeting in May and close books by May 31st. Deliver books to person designated by the Board to prepare the audit.
- o Work with new Treasurer and Finance Committee to prepare budget for next year.

SECRETARY

- o District Ten Archives Chair needs pictures and articles about your club for preparation of the District Ten Archives.
- o Send highlights of minutes to newsletter editor and draft minutes to the President.
- o Send results of Delegate/Alternate election for the International Convention to the International office in odd years at least sixty (60) days before Convention.

Membership Report

Total District Ten Membership as of 1/9/2018: **351**
Welcome to our newest members from Ogden—*Madi Lowe* and *Hanna Smoot*

DISTRICT TEN CHAIRS



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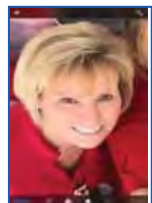
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