



# Altrusa International District Ten, Inc. AltruNews



FEBRUARY 2019—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 64<sup>th</sup> Annual District Ten Conference to be held May 2-3-4, 2019 at Bill Heddles Recreation Center, in Delta, Colorado. I also want to extend a special invitation to all newcomers to Conference. Everyone will have the opportunity to learn more about Altrusa on a District and International level.

The District Ten Board is working with the Delta, Colorado Conference Chair, Vicki Ripp, and her Committee to make your visit to the beautiful western slope of Colorado a memorable one. We are planning a conference schedule filled with officer training, informative workshops and programs. Officer training is a must for incoming Club Boards. The Annual Conference is a great opportunity to share ideas, spend time with old friends and make new ones. The schedule will include a list of presenters who will encourage, educate and provide you with the tools you will need to help with your success in service and leadership. Make your plans now to attend!

We have an outstanding guest speaker in Anthony Poconi. He will make us laugh, while inspiring all of us to explore happiness and enact change in our everyday lives.

We are privileged to have Director Linda Smith as our International Representative. Linda will report on Altrusa International, Inc. updates, business and recommendations.

During Conference we will elect a new District Governor-Elect and District Board. This year's Nominating Committee Chair, Margaret Goodhue, with Nominating Committee members Connie McIntire and Sharron Steele have done an outstanding job contacting and recruiting nominees for the new slate of officers. You will find their photos and biographies on page ? This issue of the AltruNews will include all the information you need to plan your trip to Delta, Colorado. Included is a preliminary conference schedule and registration form with online registration and hotel reservation information.

I want to encourage all clubs to submit awards for their wonderful projects. The Saturday Awards Luncheon is a wonderful time to share information with other District Ten Clubs about all the great service you provide to your communities. Refer to page ? for a description of the awards and the contact information for the person who will be judging each award.

**See you all in Delta, Colorado!**

**Rose Price, District Ten Governor 2017-2019**

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#### **Governor**

Rose Price (Montrose)  
P. O. Box 55  
Chimayo, NM 87522  
C: 970-209-5865  
[rose4altrusa@gmail.com](mailto:rose4altrusa@gmail.com)

#### **Governor-Elect**

Renée Eaton (Delta)  
P. O. Box 1000  
Delta, CO 81416  
H: 970-874-3722  
C: 970-260-8184  
[michelleseat@hotmail.com](mailto:michelleseat@hotmail.com)

#### **Vice-Governor**

Paula Menefee (Artesia)  
1513 Walnut Lane  
Artesia, NM 88210  
C: 575-703-2820  
[pmenefee.nuanes@gmail.com](mailto:pmenefee.nuanes@gmail.com)

#### **Secretary**

Diane Winger (Montrose)  
2804 Covington Way  
Montrose, CO 81401  
H: 970-765-8885  
[winglady@gmail.com](mailto:winglady@gmail.com)

#### **Treasurer**

Loriann (Lori) Ordoñez (Roswell)  
P. O. Box 340  
Dexter, NM 88230  
H: 575-347-0257  
C: 575-626-6825  
[loriannordonez@cableone.net](mailto:loriannordonez@cableone.net)

#### **Director I—Membership**

Marianne Cross (Montrose)  
2349 West Fox Park Street  
Montrose, CO 81401  
H: 970-249-1735  
W: 970-209-5343  
[marianne@numerations.com](mailto:marianne@numerations.com)

#### **Director II—Foundation Liaison**

Lisa Armijo (Roswell)  
3107 Onate  
Roswell, NM 88201  
C: 505-369-8841  
[lkarmijo@hotmail.com](mailto:lkarmijo@hotmail.com)

#### **Parliamentarian**

Cheryl Borchardt (Palisade)  
869 Rapid Creek Road  
Palisade, CO 81526  
C: 970-261-1998  
[borchardt.cheryl@gmail.com](mailto:borchardt.cheryl@gmail.com)

#### **Immediate Past Governor**

Bonnie Jones (Roswell)  
705 West Mescalero Road  
Roswell, NM 88201  
C: 575-626-0567  
[bonnie4altrusa@gmail.com](mailto:bonnie4altrusa@gmail.com)

*Additional contact information for the District Ten Board and Committee Chairs can be found on the last page of this newsletter.*

# FAQ

## About District Ten Conference

By Cheryl Borchardt  
District Ten Parliamentarian  
2017-2019

### **Is District Conference just business sessions?**

Look forward to:

- 2-3 **business sessions** during the two-day conference
- Motivational speakers
- Training for incoming club officers
- Sharing of ideas for club projects and fundraisers
- Awards luncheon
- Time to socialize with new and old acquaintances
- FUN! Night
- Final celebration banquet

### **Can any Altrusan attending conference vote during business sessions and elections?**

1. Clubs elect voting representatives at least 30 days prior to conference (Delegates, based on the club's current membership as of March 1st, along with a matching number of Alternates). These are to be reported immediately upon election to the District Ten Secretary.
2. Only *certified* Delegates may vote. All Past Governors and elected members of the District Board are also allowed votes.
3. All votes must be cast in person; no proxies.

### **Can Club Alternates replace Delegates at the last minute or during business sessions?**

Changing from Alternate to Delegate necessitates joint action between the District Ten Secretary and the Conference Credentials Chair. The Alternate must be validated on the District Ten Roster with an adjustment in the Credentials written record, then a re-seating of the member in the Delegate voting area. Adequate time must be allowed so business sessions are not delayed and run smoothly.

### **Who can introduce motions during business sessions?**

Only members of the voting body – *certified* Delegates, Past Governors, or elected District Ten Board members. Therefore, all members of the voting body must wear their Delegate badges at all times and be seated where reserved for voting members during business sessions.

### **Why is parliamentary procedure so necessary?**

- It provides the structure for the efficient and accurate conduction of business.
- It ensures the business conducted proceeds within the framework of the District Ten Bylaws and Policies.



# ALTRUSA

"Take the Road Less Traveled"

District Ten Conference

May 2—4, 2019

Bill Heddles Recreation Center

531 N. Palmer Street

Delta, Colorado



**Bring a Door Prize — *and maybe* — take one home!**

We hope that each Club will bring Door Prizes to be awarded during the two luncheons during the Conference. 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.

## PRELIMINARY CONFERENCE SCHEDULE

### Wednesday, May 1<sup>st</sup>

6:30 PM: District Board Dinner

### Thursday, May 2<sup>nd</sup>

8:00 AM: Budget Meeting, Finance Committee

8:30 AM: Pre-Conference Board Meeting

3:00 PM: Registrations & Credentials – Setup: Show & Sell, Silent Auction, Altrusa Store

### Friday May 3<sup>rd</sup>

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: International Representative Director- Linda Smith

12:00 PM: Foundation Luncheon

1:30 PM: All Conference-Effective Committees “The Backbone of Altrusa”

2:15 PM: All Conference-ASTRA

3:00 PM: All Conference-Social Media-Kami Collins

3:45 PM: All Conference-Membership Workshop

6:00 PM: Fun Night!-“What Time Is It?” Fun at Delta Family Fun Park!

### Saturday May 4<sup>th</sup>

7:00 AM: Past Governor’s Lifesaver Breakfast

7:30 AM: Voting  
Registrations & Credentials

8:45 AM: All Conference Session

9:00 AM: Split Sessions  
Officer Training for Presidents, Presidents-Elect, Vice-Presidents  
Secretaries & Treasurers  
Service Project, “Read for Life”

11:00 AM: “Days for Girls”

12:00 PM: Awards Luncheon

1:45 PM: All Conference-Guest Speaker-Anthony Poponi

2:45 PM: All Conference-Communications Workshop “Altrusa at your Fingertips”

4:00 PM: Closing Business Session

6:00 PM: Reception and Photo Opportunities

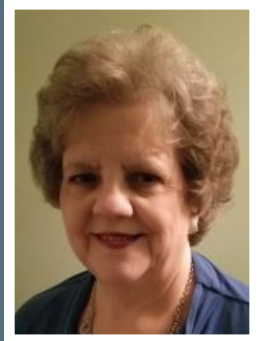
7:00 PM : Governor’s Banquet

### Sunday May 5<sup>th</sup>

8:00 AM: Post-Conference Board Meeting

## *Altrusa International Representative*

# LINDA K. SMITH



Linda K. Smith

Linda K. Smith has been employed at the Eisenhower Presidential Library and Museum since March of 1972. She began her government career as a clerk stenographer and now serves as an archives specialist but does very little archival work as she now plans the Library's 75+ programs each year. She is currently planning for a seven-day commemoration of the 75<sup>th</sup> anniversary of D-Day in June 2019. She spent more than 25 years of her career reviewing and declassifying hundreds of thousands of pages from the Eisenhower Administration.

Linda has served in numerous capacities on the Board for Altrusa International District Eight, Inc. including Director, First Vice-Governor, Governor-Elect, and Governor 2008-2011. She currently serves as DSB Editor.

Linda has also served as Service Development Chair, Nominating Committee Chair and Function Coordinator for the 2015 Biennial Convention for Altrusa International, Inc. She served as the District Eight Representative on the Altrusa Centennial Committee. At the 2017 Biennial Convention, Linda was elected to the position of International Director.

As a member of Altrusa International of Salina, KS, Inc. since 1990, Linda has held most positions, including several terms as President.

When not working, Linda is an active community volunteer in Salina, where she has lived since 1966. In addition to Altrusa, she is a member of the Saline County Republican Women. She served two two-year terms as President of the Kansas Federation of Republican Women and is a committee member for the National Federation of Republican Women. Linda served four years as President of the Salina Regional Health Center Service Auxiliary. She has chaired Humanities Kansas and currently serves as Immediate Past Chair.

Linda is single and lives with her twin sister, Brenda. She is lucky to have all of her family within 30 miles of her home and enjoys spending time with all 22 family members!

- *District Eight Governor 2008-2011*
- *District Eight Representative for Altrusa Centennial Committee*
- *2017 Elected International Director*
- *Member of Altrusa International of Salina, KS, Inc. since 1990*
- *Member of Saline County Republican Women*
- *Archives Specialist, Eisenhower Presidential Library and Museum*
- *Resident of Salina, KS, since 1966*

Keynote Speaker

# Anthony Poponi

## HUMORE.US



Anthony Poponi has always been funny and his exploration into happiness started with understanding the power of laughter and evolved into multi-faceted talks and workshops for teams or individuals wanting more happiness in their everyday lives. Anthony couples this inspiring content with a comedic brilliance and authentic charm he intertwines into a powerful on-stage presence that will have your crowd roaring with laughter, inspired to enact change and appreciative of life's many gifts. Happiness is simple, happiness is complex. Anthony gets happiness and will inspire you to enhance your own happiness.

District Ten Conference Project – *Collecting Children's Books*

### “Read for Life”

Many of Delta's literacy projects require children's books.

Altrusa International of Delta would love for everyone attending the conference to bring a children's book that can be donated to their literacy program.

**WIN A FREE** Conference Registration and Fun Night Fee up for grabs at Foundation Luncheon

Two drawings will be held at the Foundation Luncheon from a list of those registered who have sponsored a new member during the current year (current Board Members excluded). One drawing will be for a [free 2020 Conference Registration](#) and one drawing will be for a [free 2020 Fun Night Fee](#). Winners will receive non-transferable certificates to be sent in with registration for 2020 Conference.





Renée Eaton  
Delta, CO  
District Ten

## Message from the District Ten Governor-Elect

I know you have heard it or used the phrase many times, but where does the time go?

I joined Altrusa in 1989 under the guidance of several charter members whom still belong to our club. I have had the honor of being on the District Ten Board for a total of six (6) years and it only seem like yesterday, I continue learning so much more about Altrusa than I ever thought possible.

The dedication of long-standing members in our clubs had inspired me to go beyond my local club of Altrusa International of Delta, CO, Inc. The knowledge I have gained; and the friendships that I have developed and cherished, will last a lifetime.

If you truly believe in the purpose and the opportunity to make a difference in our communities, you should consider stepping up to a higher level of volunteerism. It starts with you saying "yes" to our organization called "Altrusa".

I am proud and honored to be selected as your next Governor.

I have had some of the greatest mentors throughout my term on the District Ten Board. They never said "no" to any question I had and were always there to pat me on the back and to help me in my journey to strive to be a dedicated Altrusan. They taught me to believe in myself and that with all of our memberships we can and will make a difference.

Renée Eaton  
Governor-Elect

### **SILENT AUCTION—*Support the International Foundation***

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](mailto:lkarmijo@hotmail.com).

## 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.



**Paula Menefee**  
Artesia, NM  
District Ten

### Nominee for District Ten Governor-Elect

Paula Menefee grew up and attended school in Artesia, NM, and then graduated from the University of Oklahoma with a bachelor's degree in business education and a master's degree in educational administration. She taught high school business classes for seven years and then became an assistant principal and principal for the next 20 years. She has been retired from education for six years. She enjoys spending her days helping her parents and husband, Michael, crafting, reading and volunteering. She is also a member of Chapter J P.E.O., serving as Treasurer. Paula has a son in Santa Fe, NM, and a stepdaughter and two grandsons who live in Albuquerque, NM. Paula joined Altrusa International of Artesia, NM, Inc. in 2011. She has held the offices of Vice President, President (two terms), Immediate Past President, and District Ten Vice-Governor. She has served her Club as Chairperson for Yearbook, Smorgasbord, FEED Artesia, Golf Scramble, Newsletter, Membership and Hospitality.



**Ashley Mason**  
Artesia, NM  
District Ten

### Nominee for District Ten Vice-Governor

Ashley Mason fell in love with Altrusa and became a member in March 2015. Since that time, she has served as club President for two consecutive years and Vice-President. She chaired the Student of the Month Committee and the Scholarship Committee. She also served on committees for the annual golf scramble, FEED Artesia food drive and Smorgasbord. She is a member of the Altrusa International Membership Task Force and has been working with Leanne Milligan and other Altrusans across the nation to find ways to encourage new and younger members to join Altrusa. Ashley is always looking for new ways to be helpful and bring new ideas to the club. She is a member of the Hermosa Drive Church of Christ and an advisor for her school's National Junior Honor Society. She is a member of the Artesia Community Theater Group and the Cowbelles, a local organization for ranch wives. Ashley and Clay have been married for five years. Ashley is always bringing home new pets. Currently, they have six horses, two goats, three dogs, two cats and several chickens. Clay and his family have owned and operated the local western wear store for over 70 years. This past year they opened a new store in Carlsbad, NM. Ashley has been a science teacher for seven years, the last six have been in Artesia at the junior high. She recently earned a master's degree in education and is currently working toward becoming a Level 3 teacher. She enjoys crocheting and baking; and has made a successful side-venture out of creating home décor, jams and jellies with a friend and former Altrusan. Always up for a challenge or new adventure, Ashley is looking forward to serving Altrusa in any capacity.



**Bonnie Jones**  
Roswell, NM  
District Ten

### Nominee for District Ten Treasurer

Bonnie Jones has been an active member of the Roswell Altrusa Club since 2001 and has chaired its Literacy, Fundraising, Audit and Communications Committees. In addition to serving her club as Director, Vice-President and twice as President, she has also served as its Treasurer twice and is currently serving as Treasurer of the Roswell Club's Foundation. Bonnie was District Ten Governor 2015-2017, having served on the District Board as Vice-Governor, Governor-Elect and, currently, as Immediate Past Governor. She has also served as *AltruNews* editor and chaired the Communications and Website Committees. Outside of Altrusa, she is director and bookkeeper for the Animal Welfare Alliance and served on the Board of the Roswell Literacy Council for six years, including several years as its treasurer. She has an AA in early childhood education and a BS in computer information systems. She and her husband, Marvin, moved to Roswell from Denver when he retired in 1995 and she is now retired after 36 years in the oil and gas industry.

*Continued on page 9*



## DISTRICT TEN NOMINEES (continued from page 8)

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.



**Rhonda Johnson**  
Roswell, NM  
District Ten

### Nominee for District Ten Director

Rhonda Johnson was born and raised in Texas and moved to New Mexico in March 1995 with her husband and young five-year-old son. Rhonda's son is currently serving in the United States Coast Guard. Both of her parents are deceased; and her husband passed away five years ago; leaving her to consider her options. Because of her love for her community, her church and her home, she decided to remain in New Mexico. After losing her husband, her position in laboratory sales, which required extensive traveling, became difficult. After being recruited by a statewide corporation, she accepted a position in the Roswell office working with small businesses. Once she was able to stop traveling and work in her community, she began looking for organizations to join where she could get involved in giving back to the community. In 2015, she was invited to visit Altrusa. She identified with the mission and vision of Altrusa and decided to become a member. Since then, Rhonda has been the Vice-Chair for the Fundraising Committee, Literacy Committee, and Student of the Month Committee. Rhonda has chaired the Membership/Orientation, Literacy and Student of the Month Committees; and served on the Communications Committee. She was first asked to serve on the Board of Directors as a Director; then as President-Elect. She is currently serving as President. Rhonda is engaged to a wonderful man and they enjoy country and western dancing every week. He enjoys supporting and helping Rhonda with her projects in Altrusa. She is also enjoying her new role as a grandmother to Loretta Jane, who just turned one. Loretta is expecting a little brother or sister in May and Rhonda is excited to welcome another new grandbaby to reprise her role as Granny!



**Debbie Smith**  
Clovis, NM  
District Ten

### Nominee for District Ten Director

Debbie Smith, age 63, joined Altrusa in November of 2014. She became the President of Altrusa International of Clovis, NM, in 2017, serving a two-year term. She also held the Vice-President position in 2016. Debbie enjoys putting together and electronically sending out both the monthly Newsletter and Yearbook and has for several years. She is married to Richard Smith and they have four children, five grandchildren and one great-grandchild who is due in July 2019. Debbie received two associates degrees (general studies and business administration) in 2003 from Clovis Community College and a bachelor's degree in business administration in 2009 from Wayland Baptist University. With her father's passing in June of 2018, she retired to stay home with her 85-year-old mother. Debbie had worked for Western States Insurance Group, where she held the position of accountant for 13 years. She was an accountant at First Bank for 11 years and changed employment when the accounting department moved to Albuquerque, NM. She was also a secretary at Steed Todd Funeral Home and the Clovis Cemetery Office for several years. Debbie moved to Clovis, NM, from Anchorage, AK, in 1991 where she was employed at the Anchorage School District in the administration building. She has been a Tupperware manager for nine years and enjoys helping people with their Tupperware needs. Debbie is a member of Central Baptist Church, where she works with the Adult Seniors and tutors children (WhizKids) once a week. She also enjoys delivering meals to seniors, Meals on Wheels, once a month when it's Altrusa's turn to deliver the meals. They are members of the Texico (NM) Senior Center and enjoy weekly potluck meals and game night and they are avid 42 players while her mom plays Train. For several years, Debbie put together a yearly event; giving the proceeds to the Altrusa International Club of Clovis to benefit its Service Projects.

**Membership Report — As of January 8, 2019, District Ten has 327 Members (including 2 Affiliates)**

*Welcome*

New members since the last newsletter  
(11/5/2018 - 01/08/2019):

**Clovis**—Sue Macfarlane

**Delta**—Jennifer Thomas

**Portales**—Cindy Gentry, Edwina Gower and Kourtney Paiz



## District Ten and International Awards 2017-2019

**Due by April 1<sup>st</sup> (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](http://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](http://altrusa.org) then "Member Login," "Publications" tab then "Forms"

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

<p><b>District Ten Communication Awards</b> 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: <b>Newsletters:</b> Submit 3 <i>electronic</i> newsletters. <b>See Appendix K-2</b> <b>Yearbook:</b> Clubs doing electronic yearbooks, submit electronically Clubs doing printed yearbooks, submit 3 hard copies <b>See Appendix K-3</b></p>
<p><b>Net Gain Membership Award</b></p>	<p><b>There is no entry form for this award.</b> 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><b>Ethel Fritch/Letha H. Brown Literacy Awards</b> Lisa Armijo, Director/Foundation Liaison 3107 Odate, Roswell, NM 88201 505-369-8841 (C) lkarmijo@hotmail.com</p>	<p>The <b>Ethel Fritch Award</b> is presented by the District, and the winner is automatically submitted for International's <b>Letha H. Brown Literacy Award</b>. A cash award is given by District Ten from funds allocated by Altrusa International of Colorado Springs, CO, on its disbanding. <b>See Appendix K-4</b> (Use the <b>Letha H. Brown Literacy Award entry form</b>, obtained from the International web site as noted above.)</p>
<p><b>Governor's Award</b> 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 <b>Appendix K-5</b></p>
<p><b>Hazel Henderson Membership Award</b></p>	<p><b>There is no entry form for this award.</b> 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><b>Jen Hanson Service Award</b> 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. <b>See Appendix K-6</b></p>
<p><b>Dorothy Kvols Attendance Award</b> Ellen White, President, Tucumcari P. O. Box 731 Tucumcari, NM 88401 575-403-6179 ellenlwhite@yahoo.com</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. <b>Entry form is due by April 25th.</b> <b>See Appendix K-7</b></p>
<p><b>Nancy Taylor Environmental Award</b> 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. <b>Submit four (4) hard copies of entry form.</b> <b>See Appendix K-8</b></p>
<p><b>Member &amp; Club Longevity Recognition</b> 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><b>Dr. Nina Fay Calhoun International Relations</b> 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. <b>Use the Dr. Nina Fay Calhoun International Relations Award entry form, obtained from the International web site as noted above.</b></p>
<p><b>Mamie L. Bass Service Award</b> 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. <b>Use the Mamie L. Bass Service Award entry form, obtained from the International web site as noted above.</b></p>

## Are you a member of Club 21?

What is Club 21? The Club 21 Program is committed to supporting programs for children affected by diseases and illness such as HIV/AIDS, Malaria, and Cholera.

A \$21 investment is all it takes to become an Individual Level Member of the program. An individual member will receive a pin at the time of their initial contribution. An Altrusa Club may become a Club Level Member with an investment of \$210. Both levels of membership must be renewed annually.

Dear Lori Ordonez, District Ten Treasurer,

On behalf of the Altrusa International Foundation Board of Trustees, please allow me to express our sincere gratitude for the support from Altrusans of District Ten at the 2018 District Conference. The International Foundation programs would not be possible without you.

We acknowledge a total of \$2,867.49 received and the funds are designated as follows: \$1,129.00 to Where Needed Most, \$1,251.49 to the Grants Program, \$25.00 to the Disaster Relief Fund, and \$462.00 to the Club 21 Program.

Please note gifts from United States citizens and companies to the Altrusa International Foundation, Inc., are tax deductible to the extent allowed by law, as the Foundation is a 501(c)(3) nonprofit organization.

Thank you again for your support of the International Foundation and its programs. We appreciate all you do.

In Altrusa Service,

Sandi Miller, 2017-2019 Foundation Chair  
Altrusa International Foundation, Inc.

Past Club 21 programs supported by the International Foundation were Cavett Kids of Oklahoma, Camp Dreamcatcher of Baylor Scott & White Hospital, Camp Sunshine of Aurora OH, and Camp Dreamcatcher of Kennett Square PA. Club 21 also supported the healthcare programs of the Ghana Health & Education Initiative.

*(See page 12 for the Club 21 Membership Form.)*



# Altrusa International Foundation, Inc Club 21 Program Membership



**Renewal Date:**  
**Per fiscal year**  
**March 15**

**The Club 21 Program supports:**

- Ghana Health & Education Initiative
- Youth Futures International
- Camp Sunshine of Aurora, Ohio
- Camp Dreamcatcher of Kennett Square, Pennsylvania
- Cavett Kids of Oklahoma

**Please complete the following form and send it in to the International Office in Chicago to the attention of Foundation Administrator, Shawna Kaiser. ([foundation@altrusa.org](mailto:foundation@altrusa.org))**

*An Annual Contribution of \$21.00 (US) for individuals, or \$210.00 for Clubs, is requested to be a member of Club 21.*

Club Name or Individual Name for Membership: \_\_\_\_\_

Altrusa International of: \_\_\_\_\_

Address/City/State: \_\_\_\_\_

Country/ Postal Code: \_\_\_\_\_

Check Enclosed (Make check payable to Altrusa International Foundation, Inc.)

Charge to VISA  Charge to MasterCard  Amount \$ \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

New Club 21 Member       Need Pin or Medallion       Renewing Club 21 Member

Your canceled check or credit card statement will serve as a receipt of your contribution. All Club 21 renewal contributions will be listed in the Altrusa International Foundation's Annual Report. Gifts to the Altrusa International Foundation, Inc. from United States citizens and companies are tax deductible.

*Altrusa International Foundation, Inc. One N. LaSalle St. Suite 1955 Chicago, IL 60602  
P: (312) 427-4410 | F: (312) 789-4416 | E: [foundation@altrusa.org](mailto:foundation@altrusa.org)*

*Updated February 2016*



**Take the Road Less Traveled**  
**64<sup>th</sup> Altrusa District Ten Conference**  
 Bill Heddles Recreation Center, 531 North Palmer Street, Delta, CO  
 MAY 2-3-4, 2019  
**REGISTRATION FORM**

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

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

- Delegate       First Timer       District Officer       Past Governor  
 Alternate       Club President       District Chair       Other: \_\_\_\_\_

Qty	OPTION	On or before April 2 <sup>nd</sup>	After April 2 <sup>nd</sup>	Total Amount
_____	<b>A. Full Registration: Includes:</b> Thursday night reception _____ <b>Check here if you will attend the reception</b> All daytime sessions Snacks during breaks Friday & Saturday lunches Saturday Banquet Dinner <b>OR First Timer</b> discounted amount	120.00	135.00	\$ _____
_____	<b>B. Partial Registration (either Friday or Saturday daytime sessions)</b> Includes: All daytime sessions for a single day Snacks during breaks Lunch for a single day Select the single day you will be attending: <input type="checkbox"/> Friday <b>OR</b> <input type="checkbox"/> Saturday	\$75.00	\$90.00	\$ _____
<b>ADD-ONS</b>				
_____	<b>C. Friday Fun Night</b> (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	\$ _____
_____	<b>D. Saturday Banquet - Dinner only</b> (this option may be purchased for guests, or added on to <b>Option B</b> Partial Registration) (Note: the Banquet is already included in Option A Full Registration - <b>do not</b> choose this Add-on if you are using Option A)	\$30.00	\$30.00	\$ _____
_____	<b>E. Show and Sell Tables</b>	\$10.00	\$10.00	\$ _____
<b>TOTAL ENCLOSED</b>				\$ _____

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](mailto:altrusa.d.ten@gmail.com)

Registration by Mail **Must Be** Postmarked No Later than April 18, 2019

**OR - Register Online (for individual or Group) at <https://districtten.regfox.com/2019-altrusa-district-ten-conference>**

**DEADLINE to Register Online is April 22, 2019**

**REFUND POLICY:** No refunds will be made for cancellations or changes made after April 22, 2019, except as approved by District Board. See District Ten-Conference Policy 19 for full policy on refunds (Appendix F to District Ten Handbook).

**HOTEL:** Days In Sundance, 903 Main Street, Delta, CO Local: 970-874-9781 Toll Free: 800-225-3297  
 A block of rooms has been reserved **through April 10, 2019: \$75** for single/double (plus tax)

***Individuals are responsible for making their own lodging reservations***

## ATTENTION CLUB TREASURERS

Here are some helpful reminders for submitting dues and entering new members in GroupTally...

- ALWAYS (and I mean always) include a Recommendation for Membership Form when sending in dues payment for new members.
- Make your checks payable to Altrusa District Ten. Never use the number "10", that's not part of our name. Checks should **never** be made out to the District Treasurer.
- ALWAYS (and I mean always) include a list of all members being paid for when sending in a check for renewal dues. You can also include a copy of your GroupTally receipt as documentation. I can't tell you how many times I get a check in the mail with absolutely no documentation accompanying it. If including payment for new members along with renewal dues, indicate this by including a Recommendation for Membership Form for each new member along with the list of renewing members.
- Remember to also note those members that are **not** renewing when sending in renewal dues. This helps us keep our membership numbers in sync with GroupTally.
- Remember to add new members on GroupTally as soon as possible following their initiation or payment of dues. Also, be very careful in entering the correct start date (initiation date) for each new member being added. If you enter the wrong date, you run the risk of being charged the wrong dues amount and then a call to the International office is required in order to fix it.
- If you have a member that has resigned, please deactivate them in GroupTally as soon as possible. Also, remember to deactivate any members that do not renew their membership at the time you are paying renewal dues.
- When adding a new member, please list their member number on the Recommendation for Membership Form. If your club keeps an internal number system for new members, **do not** indicate this number on the form, as it gets confusing when trying to look up the number in GroupTally.
- Remember to update GroupTally with any changes in a member's name, mailing address, email address or phone number and inform me of those changes, as well. We need to keep this information current and matching the information listed in GroupTally.
- Keep in mind that half-year dues are in effect from December 1<sup>st</sup> through March 31<sup>st</sup>.

These are just a few reminders but, as always, if you have any questions, please don't hesitate to email me. I'm here to help!

Lori Ordonez  
Altrusa District Ten Treasurer 2017-19  
loriannordonez@cableone.net

# 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 16*

## CLUB OFFICERS MONTHLY CHECKLIST

(continued from page 15)

### 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.



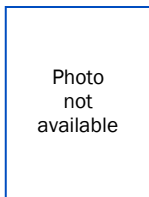
**DISTRICT TEN CHAIRS**



**ALTRUNews EDITOR**  
*Jennifer Rawdon*  
[rawdon@gmail.com](mailto:rawdon@gmail.com)



**ARCHIVES**  
*Janyne Yehling*  
[janynevehling@live.com](mailto:janynevehling@live.com)



**ASTRA**  
*Carol Parker*  
[parker.carolparker@gmail.com](mailto:parker.carolparker@gmail.com)



**BRR**  
*Vicki Ripp*  
[mvrripp@aol.com](mailto:mvrripp@aol.com)



**NEW CLUB BUILDING**  
*Bonnie Jones*  
[bonnie4altrusa@gmail.com](mailto:bonnie4altrusa@gmail.com)



**COMMUNICATIONS / WEBSITE**  
*Bonnie Jones*  
[bonnie4altrusa@gmail.com](mailto:bonnie4altrusa@gmail.com)



**ELECTIONS**  
*Sylvia Bean*  
[frank.sylvia.bean@gmail.com](mailto:frank.sylvia.bean@gmail.com)



**FINANCES**  
*Lori Ordoñez*  
[loriannordonez@cableone.net](mailto:loriannordonez@cableone.net)



**FOUNDATION LIAISON**  
*Lisa Armijo*  
[lkarmijo@hotmail.com](mailto:lkarmijo@hotmail.com)



**LEADERSHIP TRAINING**  
*Renée Eaton*  
[michelleseat@hotmail.com](mailto:michelleseat@hotmail.com)



**LRSP**  
*Judy Stubbs*  
[judystubbs@cableone.net](mailto:judystubbs@cableone.net)



**MEMBERSHIP DIRECTOR**  
*Marianne Cross*  
[marianne@numerations.com](mailto:marianne@numerations.com)



**NOMINATING**  
*Margaret Goodhue*  
[mlgoodhue@juno.com](mailto:mlgoodhue@juno.com)



**PARLIAMENTARIAN**  
*Cheryl Borchardt*  
[borchardt.cheryl@gmail.com](mailto:borchardt.cheryl@gmail.com)



**SERVICE PROGRAM**  
*Kristi Trumbo*  
[ktrumbo@msn.com](mailto:ktrumbo@msn.com)



**2019 CONFERENCE CHAIR**  
*Vicki Ripp*  
[mvrripp@aol.com](mailto:mvrripp@aol.com)  
*Jo Rosenquist (Co-Chair)*  
[rykyijo@msn.com](mailto:rykyijo@msn.com)