



Your weekly Emerald Coast Chapter News & Updates

*By Brandy Laws, Realtor®*

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Some of you may already be aware, and some may not, that Kathy Houchins' husband is not doing well. Ginger Walker is coordinating meals for Kathy and Ivan Houchins. If you are interested in providing a meal, contact Ginger directly at 582-4684. Please keep Kathy and Ivan in your thoughts and prayers during this very difficult time.

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With guidance from Tammy McDaniel, past president, and ABWA National the 2010- 2011 ABWA Executive board has voted to elect Gail Waller as President of the Emerald Coast Chapter. Due to the resignation of Kathy Houchins for personal reasons, Gail Waller was voted in by the board in a special meeting Monday 12 July 2010.

**We need to vote on this at meeting**

**Membership please review**

**◆◆ Local dues are due at the August meeting ◆◆**

*Details coming soon on a \$15 discount on local dues.*

Standing Rules 2010-2011

**AMERICAN BUSINESS WOMEN'S ASSOCIATION  
EMERALD COAST CHAPTER**

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1. The regular meetings of the Emerald Coast Chapter will be the first Tuesday of each month.
  2. The Chapter's Executive Board has the authority to approve expenditures up to \$100.00 monthly. Expenditures that require a contract must be approved by the majority of members in good standing at Chapter meeting.

3. Members may choose to be placed on the permanent reservation list. Members not on the list must make their reservations by 12noon the Friday before meeting date. Same applies to guest reservations and cancellations. Members on list who do not cancel their reservation by 12n Friday before meeting date or are No Shows on meeting night will be charged for the dinner. It will be at the discretion of the Executive Board to determine whether or not a member is billed for monthly dinner that was unable to attend meeting due to an emergency situation. Same applies to member's guest. Point of contact for reservations or cancellations is the hospitality chair. A guest may attend three consecutive meetings in a row.
4. Annual Chapter dues will be collected once a year in August and prorated thereafter for new members. . Dues are considered delinquent after 45 days and if not paid following the October Chapter meeting. Membership will send a statement to member(s) for payment and provide a copy to the treasurer. Member will be dropped from Chapter after if dues are not paid within 10 days from date statement was mailed. new members may purchase a name tag through the membership chair at \$ 15.00 .
5. Committee Chairs will be given a budget line item at the beginning of each term. Any expenditure incurred beyond the committee's budgeted line item amount that will obligate the Chapter financially must be approved by the executive committee first and approved by majority vote from the general membership before disbursing payment.
6. Chapter meeting minutes will be printed monthly in the Chapter newsletter, "Shorelines". Newsletter will be posted on the web-site with the exception of the treasurer's report.
7. The ABWA's Proud Code of Conduct will be printed in each issue of the newsletter.
8. A three-member nominating committee is elected by March 31<sup>st</sup>. Nomination committee members are nominated from the open floor and approved by general membership with a majority vote. The three nominating committee members are only eligible to run for office if they are nominated from the open floor. Only one nomination allowed per member during the open floor. A vote by general membership on method of balloting and if slate of officer candidates will be published prior to election meeting will be completed by March 31<sup>st</sup>. Officers are elected in May and installed in July. A two-month transition period is recommended. Officers will include: President, Vice-President, Recording Secretary, Treasurer and President Elect.
9. The Chapter will spend up to \$75.00 on gifts for outgoing president to include the purchase of past president pin. Vice President shall purchase the gift(s) in time to be presented at the July's meeting. The Vice President will also give the report of the past chapter year.
10. The Vice President will be responsible for the inventory of Chapter properties, maintaining and displaying the Chapter banner. The Vice President will see that the microphone and lighting are in proper working order for monthly Chapter meetings
11. The Vice President will purchase the new officer's name tags and will be given out at installation ceremony at July's meeting. In the event an officer's name tag is lost, the officer is responsible for replacement costs.
12. Certificates for members maintaining perfect attendance for the year (1 August-1 July) will be awarded at the August Chapter meeting by the previous year's Membership Chairman. Attendance at an area ABWA meeting, Spring Conference, National Leadership Conference and Panhandle Area Council may be counted as attendance for that month. Missed meetings may be made up one month before or one month after the missed meeting by attending the previous councils, conventions or other area ABWA meetings. A record of attendance will be given to the Membership Chair to receive credit for the missed meetings. Records of awards given for perfect attendance will be kept with the Membership Chair.
13. In February, the Chapter Woman of the Year and Top Ten Woman nominee will be selected. Woman of the Year and Top Ten nominee will receive a new name tag with award year and will serve as the chairman for the next year and will pass on duties and timeline procedures to next Woman of the Year and Top Ten Woman nominee. The traveling award will be presented to the Women of the Year and will remain in her possession until the next election. Woman of the Year voting method will be decided by majority vote from the general membership in October. Woman of the Year approved voting method will

be completed in February. Top Ten Woman nominee selected by Top Ten Selection committee will be approved by majority vote from general membership in February.

14. The Chapter President, President Elect, The Top Ten nominee and Woman of the Year will be encouraged to attend the National Leadership Conference. The Chapter will pay full registration, lodging, negotiated travel expenses and Top Ten Luncheon fee. If funds are available the chapter will pay full or partial registration, full or partial lodging expenses and full or partial negotiated travel expenses for members who want to attend the National Leadership Conference and/or Spring Conferences. Members are required to attend all pre-selected seminars, give a report at a following Chapter meeting and submit report to be published in the newsletter. Members who want the Chapter to pay for full or partial conference expenses need to have attended or will attend a minimum of six chapter meetings and should be in good standing nationally and locally to be eligible.
15. The Business Associate event will be held during June's meeting. Business Associate Chair will select committee members. The voting method will be decided by majority vote from the general membership. Both committee selections and voting method will be completed in March. The form and guidelines will be presented in April and May's newsletter. Nominations will be submitted to the Business Associate Chair no later than the third Friday in May for Business Associate committee to review. Business Associate approved voting method will be completed in June. Business Associate Chair will maintain a continuity folder of duties and timeline procedures to pass on to next Business Associate Chair.
16. The Chapter will conduct a fundraiser annually for educational and professional development purposes to include local scholarships, professional development opportunities for its chapter members and the Stephen Bufton Memorial Educational Fund (SBMEF) grant and loan. The Professional Development and Education Committee must receive scholarship applications no later than the third Friday in March. Using scholarship guidelines, potential recipients and SBMEF nominees will be selected by the Scholarship committee. Monies will be based on funds available. Scholarship recipients and SBMEF nominees will be honored at May's Chapter meeting. Funds for all scholarships will be disbursed by the Treasurer no later than September 30<sup>th</sup>. The Professional Development and Education Committee will review scholarship guidelines annually.
17. The Professional Development and Education Committee shall inform the membership of seminars, leadership opportunities and other professional development opportunities in the community by partnering with local Workforce Development Boards and the Small Business Administration. The committee also shall be responsible for presenting to the membership its recommendation of candidates for the SBMEF Business Skills Tuition Reimbursement and SBMEF Outright Grants. Additionally, the committee informs the general membership about the professional development programming at ABWA Spring and National conferences. All opportunities will be submitted to newsletter chair by the 3<sup>rd</sup> Friday of each month.
18. The Hospitality Committee will ensure that an active member receives a plant or flowers not to exceed \$50.00 and tied with the current ABWA colored ribbon along with a card, while at home for extended illness, in the hospital or upon the loss of a spouse, child, mother, father, brother or sister. Upon the death of an active member the Hospitality Committee will ensure a plant or flowers not to exceed \$50.00 tied with the current ABWA colored ribbon and a card, be delivered to the immediate family. A minimum of \$25.00 memorial contribution will be made in the name of deceased to the Stephen Bufton Memorial Fund (SBMEF). The Chapter will conduct a memorial at the next Chapter meeting and the family will be notified. The Hospitality Committee will keep members informed of the needs of active chapter members in their time of crisis or deaths and will send cards as needed.
19. The Newsletter annual cost for business card size ads for members is \$40.00 and \$80.00 for non-members. Full page camera ready ads for members \$25.00 per month and \$50.00 for non-members per month. Ads are due to newsletter chair no later than the 3<sup>rd</sup> Friday of each month.
20. The guest speaker dinners will be paid out of the treasury. A Free Guest dinner will be drawn monthly for an active member who is locally and nationally in good standing.
21. A two-person Auditing Committee will be selected no later than June 15<sup>th</sup>. There will also be an audit completed after the Poker Run or any major event. All correspondents applications must have the chapters correct address P O Box 731 Fort Walton Beach FL 32549. No mail should be collected by

anyone other than those who have the Post Office box key. Treasurer is not allowed to participate in these Audits.

22. The President, Vice President, Secretary and Treasurer are the only members allowed to use the Emerald Coast Chapter Credit Card for purchases from the ABWA catalog or other authorized purchases on behalf of the Chapter.

23. The Chapter's Standing Rules will be reviewed annually following election of officers or whenever the rules require revision and presented to membership for consideration and adoption. Maintenance of the Standing Rules will be the responsibility of the Vice President.

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This is a voting item also

	CURRENT BUDGET		CURRENT ACTUAL		PROPOSED	
	2009-2010 INCOME	2009-2010 EXPENSE	2009-2010 INCOME	2009-2010 EXPENSE	2010-2011 INCOME	2010-2011 EXPENSE
<b>MEMBERSHIP</b>						
Dues Revenue	\$3,000.00		\$2,062.00		\$720.00	
Donations						
Name Tags	\$300.00		\$180.00		\$180.00	
Name Tag Exp		\$150.00		\$165.00		\$150.00
Spring Enrollment		\$500.00				
Fall Enrollment		\$600.00	\$168.00	\$650.00	\$150.00	\$100.00
<b>SUB-TOTAL</b>	<b>\$3,300.00</b>	<b>\$1,250.00</b>	<b>\$2,410.00</b>	<b>\$815.00</b>	<b>\$1,050.00</b>	<b>\$250.00</b>
<b>HOSPITALITY</b>						
Dinner Revenue	\$18,000.00		\$13,000.00		\$14,000.00	
Dinner Expense		\$18,000.00		\$12,000.00		\$13,000.00
Answering Service		\$250.00		\$175.00		\$175.00
<b>SUB-TOTAL</b>	<b>\$18,000.00</b>	<b>\$18,250.00</b>	<b>\$13,000.00</b>	<b>\$12,175.00</b>	<b>\$14,000.00</b>	<b>\$13,175.00</b>
<b>EDUCATION</b>						
Scholarships		\$16,000.00		\$8,000.00		\$8,000.00
Stephen Bufton		\$500.00		\$500.00		\$500.00
Membership Ed/Pgm		\$1,000.00		\$300.00		\$1,200.00

<b>SUB-TOTAL</b>	<b>\$17,500.00</b>	<b>\$8,800.00</b>	<b>\$9,700.00</b>
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**WAYS & MEANS**

50/50 & Door Prizes	\$2,000.00	\$50.00	\$1,000.00	\$50.00	\$1,000.00	\$50.00
Poker Run Revenue	\$28,000.00		\$17,000.00		\$20,000.00	
Poker Run Expense		\$4,000.00		\$3,500.00		\$4,000.00
<b>SUB-TOTAL</b>	<b>\$30,000.00</b>	<b>\$4,050.00</b>	<b>\$18,000.00</b>	<b>\$3,550.00</b>	<b>\$21,000.00</b>	<b>\$4,050.00</b>

CURRENT BUDGET		CURRENT ACTUAL		PROPOSED	
2009-2010		2009-2010		2010-2011	
INCOME	EXPENSE	INCOME	EXPENSE	INCOME	EXPENSE

**SPECIAL EVENTS**

Woman of Year		\$250.00		\$150.00		\$150.00
Wall of Honor		\$100.00		\$100.00		\$100.00
Bus Assoc of Yr		\$200.00		\$170.00		\$200.00
<b>SUB-TOTAL</b>		<b>\$550.00</b>		<b>\$420.00</b>		<b>\$450.00</b>

**PROGRAM COM**

<b>PROGRAM COM</b>		\$150.00		\$150.00		\$150.00
<b>HISTORY COM</b>		\$50.00		\$50.00		\$50.00
<b>SUB-TOTAL</b>		<b>\$200.00</b>		<b>\$200.00</b>		<b>\$200.00</b>

**NEWSLETTER**

Internet Exp		\$125.00		\$112.00		\$125.00
Other Expense		\$50.00		\$50.00		\$50.00
Advertising Revenue	\$500.00		\$333.00		\$320.00	
<b>SUB-TOTAL</b>	<b>\$500.00</b>	<b>\$175.00</b>	<b>\$333.00</b>	<b>\$162.00</b>	<b>\$320.00</b>	<b>\$175.00</b>

**ADMINISTRATIVE**

Postage * PO Box		\$800.00		\$725.00		\$750.00
Printing						
Computer Equip/Software						\$1,000.00
Other Org Dues		\$250.00		\$250.00		\$250.00
Flowers		\$350.00		\$350.00		\$350.00
Storage Unit Exp		\$1,085.00		\$560.00		\$560.00
Best Practices Book						
Nat'l/Spring Confer'n's		\$8,500.00		\$8,110.00		\$7,500.00
Tax Return Prep		\$100.00		\$400.00		\$400.00
Money Mkt Interest	\$1,600.00		\$60.00		\$60.00	
Bank & CC Charges		\$100.00		\$100.00		\$100.00
<b>SUB-TOTAL</b>	<b>\$1,600.00</b>	<b>\$11,185.00</b>	<b>\$60.00</b>	<b>\$10,495.00</b>	<b>\$60.00</b>	<b>\$10,910.00</b>

CURRENT BUDGET		CURRENT ACTUAL		PROPOSED	
2009-2010		2009-2010		2010-2011	
INCOME	EXPENSE	INCOME	EXPENSE	INCOME	EXPENSE

**OTHER**

PAC - Income		
PAC - Expense		
<b>SUB-TOTAL</b>		

**SUBTOTALS:**

MEMBERSHIP	\$3,300.00	\$1,250.00	\$2,410.00	\$815.00	\$1,050.00	\$250.00
HOSPITALITY	\$18,000.00	\$18,250.00	\$13,000.00	\$12,175.00	\$14,000.00	\$13,175.00
EDUCATION	\$0.00	\$17,500.00	\$0.00	\$8,800.00	\$0.00	\$9,700.00
WAYS & MEANS	\$30,000.00	\$4,050.00	\$18,000.00	\$3,550.00	\$21,000.00	\$4,050.00
SPECIAL EVENTS	\$0.00	\$550.00	\$0.00	\$420.00	\$0.00	\$450.00
PROG & HISTORY	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
NEWSLETTER	\$500.00	\$175.00	\$333.00	\$162.00	\$320.00	\$175.00
ADMIN	\$1,600.00	\$11,185.00	\$60.00	\$10,495.00	\$60.00	\$10,910.00
OTHER						
	<b>\$53,400.00</b>	<b>\$53,160.00</b>	<b>\$33,803.00</b>	<b>\$36,617.00</b>	<b>\$36,430.00</b>	<b>\$38,910.00</b>

Prior Year Cash Reserves \$2,480.00

**Budget Total** **\$38,910.00 \$38,910.00**

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**The items are for the 3<sup>rd</sup> Annual Homeless Veterans Stand Down to be held October 22, 2010.** This event is held to provide services and supplies to our homeless population to help them as cold weather approaches. In addition to these items which are placed in comfort bags for them, they receive opportunities for dental checkups, a warm meal, cold weather gear, medical checkups including flu shots, and lots of other services. Jobs Plus and the local Veterans Service folks are also there. Please bring items to my office, the Mental Health Association or Job's Plus.

Thanks ladies for your always generous support of this event.

Lisa Jo

- Deodorant
- Rain ponchos
- Pocket t-shirts, new, size Large
- Hand sanitizers small
- Sewing kits

Socks new  
Decks of cards  
Washcloths  
Combs  
Cracker packages  
Kleenex packs  
Soap  
Shampoo  
Conditioner  
Lotion  
Floss  
Toothpaste  
Tooth brushes  
Tooth brush protectors  
Ball caps, new  
Insect repellent  
Small note pads  
Pens  
1<sup>st</sup> aid kits with band aids  
Reading glasses sunglasses

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