

**Central Area Vice Presidents' Chat**  
Conference Call, Wednesday, December 11, 2013

**Scheduled Start Time:** 7:00 p.m. Central Daylight Time

**Actual Start Time:** 7:00 p.m. Central Daylight Time

**Link Glenda Masingale Manson CAVD, Central Illinois (IL)**

My sisters, good evening and welcome to this special edition of the Membership Vice Presidents' Chat. For those of you who called in early, so as not to be disruptive calling in, and those of you who are on time we will start on time. There have been some questions that have come in in regards to membership induction for 2014. So, I wanted this to be an open forum to answer any questions on any upcoming inductions that you may have. The second thing is to talk about friendship activities for those of you who did have activities this year. The third thing is a reminder on the holiday card input. Is there anything else that any of you would like to discuss for the good of the order?

*Link Celeste Shelton-Harris, Kalamazoo (MI):* Perhaps some more information regarding the process itself as far as the Web site. I've been having a little bit of an issue trying to get through on that. Perhaps I am doing something I should not be doing, and I may have to contact technology regarding that. Is anyone else having struggles with that?

*Link Glenda Masingale Manson, CAVD:* I did see your note, Link Celeste. I have written a note to two of our national people, but I'll get to that as we go on. So, are all the individuals on the call having induction for 2014? Which Link sisters said "no" please?

- Link Amy Parker, Greater Wayne County (MI)
- Link Valerie Jones, Dayton (OH)
- Link Cheryl Anderson, Minneapolis-St. Paul (MN)
- Link Veronica Murff, Great Lakes (MI)
- Link Avice Reid, Knoxville (TN)
- Link Janice Baskerville, North Shore (IL)

Ladies, you do not have to stay on this call. This is just for the chapters who are having induction. I would like to remind you, and I want to make sure I have all the chapters down (Link Glenda repeats list). I would just like to ask you to please submit your friendship activities to my attention with a copy to our national vice president before the end of the month. And if you have not submitted your photographs for Link Alice's holiday call, please do that before end of day on Friday. I say Merry Christmas to you, and I will speak with all of you on our January 8<sup>th</sup> call 2014. I have given you the gift of time. I did note that you called in. So thank you very much. Remember to get those friendship activities in. We want to recognize you nationally and on the area bases.

Okay, my sisters that are left, as you are speaking identify yourself so as I go over the notes if there is something that I have failed to answer or respond to I can get back to you individually. First, I'd like to say before we get into the questions, that it has been brought to my attention that there are a few chapters who do not have membership committees. If you do not have a membership committee, you need to immediately look around and recruit, gather, work with your president to get members on your committee. This is a lot of work. It's important work, and some of the challenges that come up are those who have a vice president that think they can do everything. Therefore, they're rushed, things happen at the last minute and she doesn't have any back up. So, I want to make sure that, and you can just jot this down, page seventh in our manual that was revised August 2013, starting on page 75 going to page 80,

gives a very detailed outline of the role and responsibilities of the membership committee along with a chart that will summarize what the duties and responsibilities are of the membership committee. You'd be surprised that there are chapters that didn't know. They felt that the vice president had to most of it by herself. That is not the case. The success of strong chapters with their induction and their orientation is because they work off of the strength of their members who can bring something to orientation, to individuals who may not know anything about Links except their friend is a Link. I can compare it to, for those of you that enjoy the theatre, if you've been to a play whether it be Broadway, Off Broadway, or just something that you've seen more than once. Sit back and think, how can they have that enthusiasm, and sing that song, and deliver those lines just like they've done it for the first time. Well they have to do it that way because there are new people who are sitting in the audience who have never heard it, so it is the first time for them. Those members, who have been members for over twenty years who still have that enthusiasm when they talk about Links are remembered by new members coming in because they still impart that excitement.

So look for individuals who are skilled in handling interpersonal relationships, or they're good at follow up and follow through, that have attended various workshops at our area or national assemblies, these are the individuals that can reflect the chapter members personalities and the personality of the chapter. And, they will be able to work with any potential membership problems that come up. I'm not pointing any fingers, I'm not asking any questions, at least not tonight. But please refer to page 75 through page 80 of the membership manual and you will be able to look at what needs to be done, how your committee needs to be focused as you bring in new members.

Any questions about that? (none.) All right, thank you very much. Link Celeste, you mentioned that you were having a problem accessing the page for putting in potential new members.

*Link Celeste Shelton-Harris, Kalamazoo (MI):* Correct.

*Link Glenda Masingale Manson, CAVD:* I need to ask you a something. We have a chapter, and don't know if she's on the line. Link Terri Sanders? (no answer.) Okay, Link Terri Sanders is the Vice President of Membership for the Omaha chapter. And they are inviting a very large group of women to membership. Because there were some individuals in the chapter who were not as comfortable with technology, Link Terri, along with the consensus of her president, decided to take all of the information and input it herself. Now that's just to make it easier for the chapter.

*Link Celeste Shelton-Harri, Kalamazoo (MI):* And that's what I wanted to do.

*Link Glenda Masingale Manson, CAVD:* Okay. I have written a letter to Nile Wood, our Membership Specialist, and Paula Wall. I have not copied you Link Celeste. I was trying to respond, but I will send you a copy of it though. I asked them to contact you because you are having a problem. If you're not able to access the form and be able to input, there is a problem. However, your individual members can also do that. All that I ask is they be as complete as they possibly can and try to complete all of the blanks that are in there. If there are any blanks that are missing, then to let me know and I will make sure to bring that to the attention of Link Alice so it will not stop the approval process from going in.

For those of you who had induction before and a lot of things were sent back, it's because Link Alice is very precise about the information being complete. So if there is something that you don't know, because the catch 22 is, "Well, we don't have all the information so how can we put it in?" The other side of that is you're supposed to be asking people that you really know so you should have that information, and sometimes you don't. But if you could just put in "information to be provided before induction," I will make sure that that does not stop anything that you are doing. So Link Celeste, I will follow up also tomorrow to see if they have reached out to you.

*Link Celeste Shelton-Harris, Kalamazoo (MI):* Thank you very much.

*Link Glenda Masingale Manson, CAVD:* Is anyone else having a problem with the online process?

*Link Melonie Jones, Jackson County (MO):* My question has to do with the online as well. We've gotten through chapter membership chair approval and chapter president approval, but we haven't heard anything from the area director. So, I guess I was curious as to how long it takes for that to go through because we submitted this on December 4.

*Link Glenda Masingale Manson, CAVD:* Thank you for letting me know because there is a problem. There is a problem. Today is the 10<sup>th</sup> Link Melonie, and if I had known I would have followed up for you. Link Melonie, I will follow up and it was sent on December 4 because that's too long. So, I will do that tonight and hopefully get back with you tonight.

*Link Melonie Jones, Jackson County (MO):* Okay. I would appreciate that. Thank you.

*Link Gloria Love, Little Rock (AR):* I have a question. I'm not having problems getting on with the application, but the members seem to be having a problem. So, is it acceptable if the membership committee or the membership chair collect the applications and we put them on the computer for them?

*Link Glenda Masingale Manson, CAVD:* Yes, that is acceptable. Sometimes we've found that it's more expedient and in some cases there are fewer errors. The membership committees who have done that have a high sense of ownership and responsibility. They can report back to the chapter, and then I can be a backup to that chapter to get it pushed through if there is just a glitch.

*Link Gloria Love, Little Rock (AR):* Thank you.

*Link Glenda Masingale Manson, CAVD:* Anyone else?

*Link Celeste Shelton-Harris, Kalamazoo (MI):* I have a question. At a previous conference call, if I'm not mistaken, it was my understanding that we could also include a cover letter indicating that we have exhausted our resources for finding some of the finite details that are needed to complete the new member information. Is that still acceptable and to what extent should that include...?

*Link Glenda Masingale Manson, CAVD:* Yes, it's still acceptable. With a memorandum, Link Celeste, you would have to write each person's name where there are gaping holes. So if you put it on the individual form and say "more information to come" Link Alice will not have to refer back to the memorandum. But, if you send me a copy of that, again, I can be your backup as far as dotting "i's" and crossing "t's" to make sure because when you have a lot, for example, we have chapters that have submitted more than 10 names and sometimes in going through that she might miss something. I'm of service to you. I'm your backup. So I would just suggest if you do that just sent me a copy also.

*Link Celeste Shelton-Harris, Kalamazoo (MI):* Okay.

*Link Glenda Masingale Manson, CAVD:* Okay. Anyone else?

*Link Veronica Chapman, Queen City (OH):* I just wanted to mention too with the Web site and the online process that as our Link sisters enter the names that they should save often. Because I know our chapter did have a problem with several people who thought they had gotten all the way through the process and hit submit and their

information had not saved. And, of course, they did it one time online, so they had to kind of recreate or rethink. So I just wanted to put that out there as a helpful hint as our Links sisters enter that information.

*Link Glenda Masingale Manson, CAVD:* That's a great hint. Thank you Link Veronica, and I'll make sure that that is highlighted as I send things out this week. Thank you.

*Link Mary Madison, Des Moines (IA):* I'm asking about the status part of the candidate's profile. For the new people it says "New" and for daughter of a Link it says "New/Daughter of a Link" and then one says "Reinstate." So, that just means that we follow the reinstatement process?

*Link Glenda Masingale Manson, CAVD:* Correct.

*Link Mary Madison, Des Moines (IA):* And that's just a matter of paying? They don't have to do the orientation?

*Link Glenda Masingale Manson, CAVD:* Well, I have my membership manual in front of me because there is process for reinstatement. It depends on how long the Link has been inactive. And if you hold on I will pull that up because there is a reinstatement checklist on page 74 of the manual. It will give you detailed information as how to follow that. It tells you the voting percentage; if they left in good standing and applied for reinstatement within two years then they can be reinstated upon application and majority ballot of the vote. So if you will go to page 72 it will give you details for each situation that may come up. Would you hold on Link Mary? I want to make sure that I'm giving you the right information. Reinstatement starts on page 69. It tells you the conditions, the terms there's a checklist and it ends on page 74. So from page 69 – 74 are detailed procedures for reinstatement of a member. Your other question Link Mary?

*Link Mary Madison, Des Moines (IA):* When someone takes a leave of absence; they ask the chapter for a leave of absence. That starts at the beginning of the new year?

*Link Glenda Masingale Manson, CAVD:* It's during the fiscal year. A leave of absence takes place during the fiscal year. And there have been a couple of situations where chapters have missed that. That information also is on page 55. The leaves begin and end in accordance with the fiscal calendar which is May 1 – April 30. So May 1 is the beginning of the fiscal year and through April 30. It has to be in writing from the member. A leave of absence can be granted for one year and by the chapter, and a second year. But any subsequent leave beyond the two years requires approval by the chapter and concurrence by the area chapter. There's a situation, and I use my chapter as an example, which is why you have to have things in your standing rules. If you have a member that something comes up and they find themselves in a situation when they didn't know they were getting a job promotion and were moving out of town. The rules can be suspended by Roberts Rules Order to give that person the opportunity to have a leave of absence, and then rules are put into place after the vote has been taken. But page 55 lays that out for you.

*Link Mary Madison, Des Moines (IA):* All right. Thank you so much?

*Link Glenda Masingale Manson, CAVD:* Anyone else? (no response) Well this is pretty easy tonight ladies.

I just want to make sure that if you did not get your friendship activities in please send me a copy and a copy to our National Vice President Glenda Newell-Harris. You will be recognized on our national assembly and also our area conference. For those of you have not or your chapter has not gotten in a photograph for our holiday card, or a video if you are good at that, please do so. That means to go into our P.R. Communications Chairperson Link Kathy Wade now because if it's not in it's already late. We'd like to

have our 69 chapters at least be included in this holiday card. And it goes to our national officers and also to the other areas. So it would be great if we were all included.

**Roll Call: Link Glenda Masingale Manson CAVD**

There were 12 chapters present on the conference call.

**In attendance:** Links Glenda Masingale Manson CAVD; Melonie Jones, Jackson County (MO); Gloria Love, Little Rock (AR); Veronica Chapman, Queen City (OH); Mary Madison, Des Moines (IA); Celeste Shelton-Harris, Kalamazoo (MI); Avice Reid, Knoxville (TN); Lisa Ingram, Tri-City (MI); Avice Reid, Knoxville (TN); Denise Gardner, Chicago (IL); D'Anne Shelton, St. Louis (MO); Deborah Thomas, Madison Metropolitan (WI)

**Closing Remarks: Link Glenda Masingale Manson CAVD**

Now you see, this was the shortest meeting you are ever going to have. I am not going to keep you on. I'm not going to belabor anything. I sent you the Cliffs Notes version of the presidents' chat. And other than that, we are finished ladies.

Merry Christmas, Happy Hanukkah, Kwanzaa, everything! You will hear from me before the end of the month. Feel free to call me if I forgot something or you forgot something and I will get back to you as quickly as I can. This was a small group.

All right call me ladies if you need me. Start cooking those pies and that turkey. I'll talk to you all as a whole in 2014!

End Time: 7:41 p.m.

Minutes transcribed for Link Sharon Gentry, Central Area Secretary, by Link Carol M. de la Cruz, Central Illinois (IL)