

## **WHAT ZONE PRESIDENTS SHOULD KNOW ABOUT CNH LWML BOARD OF DIRECTORS MEETINGS**

### **ABBREVIATIONS:**

LCMS – Lutheran Church Missouri Synod

CNH – California-Nevada-Hawaii

EC – Executive Committee (elected officers) have voice and vote. Non-voting advisory and special appointed members are appointed by the President and attend EC meetings and have voice.

BOD – Board of Directors. Elected and appointed EC members and Zone Presidents – Elected EC members and Zone Presidents have voice and vote.

### **CNH LWML PERSONNEL ROSTER**

A listing of all EC elected and appointed personnel, departmental committees, and zone presidents. This is for official LWML use only. Please advise the Secretary to the President if your information needs to be updated.

### **MEETINGS**

*Meetings are scheduled well in advance for your planning convenience.*

**EC Meetings** – EC meetings are held twice a year on a Friday, one in the winter and one in summer. EC elected and appointed members attend this meeting. Zone Presidents do not attend.

**BOD Meetings** – BOD meetings are held on Saturday, following the EC meeting. Meetings are held at the CNH LCMS Ministry Center in Livermore, with the exception of the winter meeting (Jan. or Feb.) prior to a CNH LWML convention (in even years) – which is then held at a church in close proximity to the convention site. All Zone Presidents and EC members (elected and appointed) attend the BOD meeting. A “Notice of Meeting” and “Registration Form” is sent (normally by email) to all attendees approx. three weeks before the meeting. The registration form must be completed and returned to the Secretary to the President by the deadline on the form.

If the Zone President is unable to attend the meeting, she should notify the CNH LWML President (with a copy to the Secretary to the President) requesting to be excused from the meeting and advise who will represent their zone. Forward the notice of the meeting and registration form to the zone representative so that person can send in the form.

At the BOD meeting you will receive a meeting agenda and a packet of reports that are in order according to the agenda. A few loose reports may be handed out separately. (During the Friday EC meeting, the EC reviews the agenda and discusses at length the items to be voted on during the BOD meeting.)

**Biennial Planning Meeting** – The EC and all departmental committee members attend a biennial Planning Meeting in September. Zone Presidents do not attend this meeting.

**Travel to BOD Meetings** – The CNH LWML will reimburse mileage at the current rate (currently 30 cents per mile). A copy of a MapQuest or similar printout must be provided the first time you request reimbursement for mileage to and from the CNH LWML meeting. Once you have submitted a MapQuest report, it will be kept on file and you do not need to bring a copy for each subsequent trip, **providing the locations and mileage are the same** (i.e., home to CNH Ministry Center and return home). If you are requesting reimbursement, in most

cases, the check is given to you prior to the close of the BOD meeting, providing all paper work is completed and submitted to the President in a timely manner, otherwise it will be mailed to you.

**Lodging** – Zone Presidents traveling more than 100 miles one way may need overnight lodging.

(Reimbursement for lodging comes out of our mites.) You may submit an expense form requesting up to half of the total room cost (not to exceed \$50.00) as per diem to offset your lodging. You may request lodging on your Registration Form.

- **The Secretary to the President** will make hotel reservations and will pair you with another person.
- Each person is responsible to pay their portion of the hotel bill when checking out. If you prefer to room alone, please advise the Secretary to the President. If you are eligible for reimbursement for 50% the room rate and you'd like to room alone, you will be responsible to pay for the other 50% of the room rate.
- Hotel provides a continental breakfast.

Note: If you are not eligible for your lodging to be paid by CNHLWML, but would like to arrive on Friday for your convenience, the Secretary to the President will make your hotel reservation and you will be responsible to pay for your room. Every effort will be made to pair you with another person, unless you prefer to room alone.

**Meals** – CNH LWML provides the following meals for BOD meetings:

- A continental breakfast is provided for attendees arriving on Saturday morning.
- Lunch and a snack are provided during the meeting.

***Please note: We're beginning a new "practice" for guests who may be in Livermore at the time of our meals. Your registration form will indicate the meals offered.***

On Friday – Zone Presidents arriving on Friday may have dinner with the EC members, if arrangements are made in advance with the Secretary to the President. You (and guests traveling with you who would like to be included in the dinner) will be asked to donate the "per person" dollar amount for the dinner. If seating is at capacity in the meeting room and the meeting has recessed for dinner, guests may eat with their LWMLer in another room.

On Saturday – If you have a guest traveling with you, they may have lunch with us. We will ask for a \$5 donation to cover the cost of their lunch. If seating is at capacity in the meeting room, guests may eat with their LWMLer in another room.

Winter meetings prior to a CNH LWML Convention – The EC meeting will be at the convention hotel on Friday. The BOD meeting is held on Saturday at a church in close proximity to the convention site. In this case, Zone Presidents arriving on Friday will be on their own for dinner since the EC will continue meeting through dinner and the hotel does not accommodate extra seating.

**Zone Reports** – You will be advised in the "Notice of Meeting" whether a verbal or written report of recent zone activities will be given at the BOD meeting. If a written report is requested, a form will be provided and Zone Presidents should send their report to: the CNH LWML President; Secretary to the President; and Recording Secretary prior to the meeting.

**Zone Roster** – A blank Zone Roster is provided to all Zone Presidents (normally in the fall) and is completed annually, or as changes occur, in the zone board members. A copy is sent to the Secretary to the President who will make further distribution to EC members.