



Business and
Professional
Women / TN

Tennessee
Achiever

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President's Vision



When I started to fulfill my promise to be State President, I knew the difficulty I would have. However, with the difficulty came times of happiness and joy. There are times when I sit down and have thoughts about how I would lead this organization. I began to see images that makes me feel I am on the path that we as a whole need to travel toward a better, more known organization.

One image is of arms wide open. Embracing the present and our fellow members. Holding out my hands, the left toward the past bringing them with me so they won't be forgotten and my right hand toward the future making sure we are on the right path.

The next image is one I have often seen throughout my time in BPW/TN. The image is of a pillar. I am a pillar in the foundation of this organization as so many before me. We, together, hold up our vision, mission, and work that we do for women. A simple pillar holding the legacy for the future members to be able to continue the work we started but have not yet finished.

I am never done. My work is continuous as is my Executive Committee's. We strive to help and work toward advancement of our local organization in the world. Before we head toward Interim Board, BPW/TN will be sponsoring Tennessee Economic Council on Women's Summit. It is my privilege and honor to tell you that we have a member that will be inducted into the Tennessee Women's Hall of Fame at the Summit's Luncheon on Monday, October 26, 2015 (the Summit is at the Nashville Airport Marriott). That member is Zulfat Suara.

Zulfat Suara served as Interim President and State President for this organization. She currently is our Day on the Hill Chair. She not only contributes to BPW/TN but to her community as a cultural role-model and activist. Please make plans to attend and support our fellow BPW/TN member as she is honored for her hard work in making the world a better place for all of us.

Heading toward Interim Board, you will find information and announcements throughout this Achiever. In this my final thoughts I want to stress something that needs to be made clear. All members attending the Interim Board of Directors meeting will behave as the Professional Women you are and I know you to be. All of us bring knowledge and experience with us to these meetings so I must stress that so we do not experience past regressions that at times became bad memories and cause a drop in attendance. "We meet each other face to face without self-pity and prejudice".

Please come and enjoy this time with me. I will welcome you with open arms and a smile for you, as always.



Lee Ann Gaddis,
BPW/TN State President



FROM THE TREASURER

As our BPW/TN membership rosters have not been archived on a regular basis for several years, there is a problem with determining up-to-date and accurate membership information. This year we are attempting to compile accurate rosters for all BPW/TN members to be listed and counted. This will ensure that local organizations have accurate membership numbers and that all members receive the benefits of membership.

Local presidents and treasurers have been receiving rosters of each local with a request to check all the current information and to add any missing information, especially each member's Renewal Date. Renewal dates are important to determine how many members each local has on April 30. That number is used to determine eligibility for state awards at convention. Treasurers should continue to add members that pay dues after that date until June 30, the end of the fiscal year.

The information following is to help the local organization, especially the treasurers be sure that they have accurate member information to pass along to the state. But each member can benefit by knowing the process we will be following to help their treasurer compile an accurate roster. If there are changes during the year, there is a Record Maintenance form available on the website to correct or change member information for the state roster

Members at Large should contact the state treasurer directly to confirm their information or to make sure that they are included on the state roster. They can then be sent reminder notices when their dues become payable to remain in good standing.

BPW/TN 2015-2016 Instructions for Local Organization Treasurers:

Submitting Member Dues Forms:

[New Dues Transmittal forms (15) will be available on the website. New forms contain a blank in which the treasurer is to record the Renewal Date for each member.]

Choose appropriate form:

New Member Form for anyone who has not previously been a BPW member.

Renewal/Reinstatement Form for anyone who is renewing current membership or who has previously been a BPW member

1st Column: Indicate Member Type (If completing form in Excel version, highlight member type.)

Member of Local (MOL)

Student of Local (SOL)

Senior Member of Local (SMOL)

Incorrect contact information, address, or email address could affect receiving the Achiever or

2nd Column: Complete all information accurately.

Other publications or communications. Enter Member renew date.

3rd Column: Enter STATE dues collected from each member and total amount for each page. Total dues

At the bottom of the page fill in the Local Organization and Treasurer's information and date submitted.

(Also indicate page number and total pages submitted on this date at the top of the page.)

Send the state dues amount collected to BPW/TN at the address shown. Submit renewals, reinstatements, or new member dues by the 10th of the following month.

Renew date: The renew date is the last day of the month the member joined or paid prorated dues in 2010-2011 to change the renew date to April 30. All renew dates from the 2011-2012 year to the present are the month the member joined. Anyone who has been out for a year has a renew date of the month rejoined.

Secondary Members: Secondary members are those who pay only local dues to a local to participate in local activities. They have paid state dues to their primary local organization. They do not count in the member numbers for the secondary organization, only the primary LO. A secondary membership notice should be sent to the state treasurer to maintain the membership rosters for BPW/TN.

Amount for all pages submitted.

Managing the 2015-16 Membership Rosters

Members will have until 30 days after the Renewal Date to be considered in "Good Standing." Only members in "Good Standing" are permitted to hold office, chair or serve on committees, or vote in meetings or elections.

Lapsed Members:

Members who are still in arrears 60 days after the Renewal Date will be removed from the local organization Membership Roster and placed on a separate Lapsed Member roster. They will also not be eligible to receive member benefits from BPW/TN.

If dues are paid during the same organization year, the member's Renewal Date will revert to the original date, and their information will be restored to the active Membership Roster.



Reinstatement:

Members who do not pay dues during the organization year (Renewal dates from July 1 to June 30) will be reinstated when dues are resumed, and their renewal date will be the month when they paid dues to be reinstated.

Ann Hiegel, BPW/TN treasurer
P.O. Box 534, Rockwood, TN 37854
865-354-0427
treasurer@bpwtn.org



TIMELINE FOR FINANCIAL/MEMBERSHIP ACTIVITIES

Date/Time	Activities	Forms	Reports
New Year		Membership Roster as of April 30 <i>Member Name</i> <i>Status</i> <i>Renewal Date</i> <i>Dues Paid date</i> <i>Contact Information</i> <i>Join Date</i> <i>Membership Count [optional]</i>	LO Treasurer's Info Form to state
After State Convention		LO Dues Notice LO Dues Tally for Treasurer <i>Member Name</i> <i>Renewal Date</i> <i>Status</i> <i>Amount paid (State & Local)</i> <i>Total Dues Paid</i>	State Treasurer will communicate with local to confirm information for coming year 
Ongoing during year	Notices to members of renewal (1 month prior to renewal date)	Dues Transmittal (New or Renew) <i>(Due to state by 10th of following month after renew)</i>	State Treasurer will notify locals of any dues paid online. Local treasurer will notify state when local dues are paid
When dues paid	Record dues on LO Tally		
Planning Mtg	Confirm Info w/treasurer Membership Roster		
Quarterly			Membership Chair report from Treasurer's records
Interim Board	Treasurer's Membership Roster to locals		Membership Report at IB
Regional Mtg	Confirm Info w/treasurer for Membership Roster		
April 30	Cutoff date for State report		
May 10	Deadline for due to state for April 30 report		
State Conv			Membership Chair Year Report (from State Treasurer records)
June 30	Deadline for dues received by State Treasurer (all future dues to incoming Treasurer)		



* Forms available on website with Excel versions, PDF, and Word versions for most forms.



ADMINISTRATIVE ASSISTANT POSITION

In order to become more efficient in maintaining up-to-date records without unduly burdening the state officers, the executive committee has decided to contract with an administrative assistant for BPW/TN. This person will maintain the membership roster and send updated information to the webmaster for the website in a timely manner. Our state rosters and directories can be readily available when Local Organizations can transmit all their information to a central location. In addition, Members at Large can receive renewal reminders. The Achiever mailing/electronic lists will be up-to-date. Also assist in preparation for State Convention such as: advertising, vendor and sponsorship information, registration information and forms. The President, with communications from the Executive Committee, will be the sole communicator with the Administrative Assistant on their duties to perform.

This will be a part-time, contract position paid on an hourly basis. Members of BPW/TN will be given preference if they meet all the qualifications for the position. Anyone interested in applying for the position should fill out the application and **e-mail/mail to Lee Ann Gaddis at president@bpwtn.org or BPW/TN – AA, 718 Thompson Lane Suite 108-323, Nashville, TN 37204, before November 30, 2015. The committee appointed by the president to evaluate the applications, Lee Ann Gaddis, Martha Ervin, Ann Hiegel, hopes to have the position filled before December 1st in order to have everything in place to begin on January 1, 2016.**

BPW/TN ADMINISTRATIVE ASSISTANT

The position is for part time contract labor (1099), \$10.00 per hour w/maximum 20 hours per month. Total budget for the position is \$200.00 per month to cover salary, box rental, phone line, postage, and supplies. The Assistant will submit vouchers for materials and hours worked with the total not to exceed \$200.00 in any month. *Preference will be given to a BPW/TN member who possesses all the necessary qualifications.*

Qualifications:

1. Have knowledge of accounting software and database management of the membership roster and the Achiever electronic/ mailing lists.
2. Have skills necessary to work with the webmaster to update the website.
3. Have internet connectivity sufficient to perform duties.

Duties:

1. Accept all correspondence of BPW/TN and forward to the appropriate recipient.
 2. Function to work with the webmaster to update website in a timely manner.
 3. Maintain the membership roster.
- Accept applications for membership; Enter information in the roster; Notify locals of members renewing state dues online. Update member information from Change Forms submitted. Notify Members at Large of renewal dates.
4. Receive electronic communications from the website or otherwise and forward to the appropriate recipient.

BPW/TN will:

1. Provide funds for a Post Office box and a dedicated BPW phone line.
 2. Provide computer and printer/scan/fax.
 3. Provide funds for postage and supplies or printing services when necessary. [Printing packets of material for forming new locals, for example]
 4. Provide some expense reimbursement for Administrative Assistant to attend IB and Convention.
- Forward checks to the treasurer or deposit in the bank account.

APPLICATIONS:

Applicants should submit a resumé that includes an educational history, work history, membership in professional and/or civic organizations, and detailed information on whatever special skills or training that would qualify the applicant to be selected for the position of Administrative Assistant for BPW/TN. Applicants may be asked to supply contact information for institutions in the educational history or employers. Applicants should also supply contact information on at least three references other than employers. Applicants must also submit the signed affidavit below.

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Numbers: _____

E-Mail: _____

BPW/TN Affiliation: _____



AFFIDAVIT

My signature certifies that all statements in this application are true, complete, and accurate. I understand that any misrepresentation, omission, or falsification may result in my being disqualified or dismissed. I am legally eligible for employment in the United States. I have never been convicted of a violation of the law except a minor traffic violation. I hereby authorize BPW/TN to investigate all statements contained herein and the references listed to give BPW/TN information concerning me, my work habits and my character. I understand that the Administrative Assistant's position is contract work for a stated number of hours per month at an hourly wage, and that I will be responsible for the equipment supplied by BPW/TN. I understand that I will be covered under the same bond applying to the members of BPW/TN who handle the finances and property of BPW/TN. If a contract relationship is established, I understand that I have the right to terminate my contract, with at least one month's notice, and that BPW/TN retains the same right.

I understand that preference will be given to any member of BPW/TN applying for the Administrative Assistant's position.

Applicant's Signature: _____

Date: _____

OFFICIAL CALL TO THE 2015 INTERIM BOARD OF DIRECTORS MEETING BUSINESS AND PROFESSIONAL WOMEN OF TENNESSEE, INC. (BPW/TN)

To: State officers, regional directors, state committee chairs, local organization presidents, by-laws chair, and immediate past state president

By authority vested in me as president of the **BUSINESS & PROFESSIONAL WOMEN OF TENNESSEE, INC. (BPW/TN)**, and pursuant to vote of members of the board a meeting of the executive committee and the board of directors is hereby called for November 6-7, 2015. All activities are scheduled at Sleep Inn & Suites,

The following items of business will be presented for consideration and action.

- Reports and recommendations from state officers, committee chairs, local organization presidents, and regional directors and district directors.
- Approval of appointment of additional committee members (executive committee only)
- Report of study committees (namely)
- Election of nominating committee
- Such other business as may properly come before the meeting to promote the work and effectiveness of BPW/TN

The executive committee will meet Friday, **November 6, 2015 at 7:30 PM (central Time)**.

(Committee chairs having recommendations are invited to attend this meeting to present their recommendations, in writing)

The board of directors will convene at 19:00 AM (Central Time) on **November 7, 2015**.

All members of BPW/TN may attend meetings of the board of directors and may discuss matters presented for action. However, the making of motions and voting are limited to the board of directors.

Registration fee of **\$25.00** applies only to those who pre-register at least five days prior to the formal opening of the board meeting. Registration fee after that time shall be **\$30.00**.

Non-members attending only any one or more stated meals shall not be required to pay a registration fee.

A request for refund of paid pre-registration and stated meals may be approved only if made in writing to the president and the interim board chair by the person requesting refund, received no later than 72 hours prior to the first business meeting.

Half of only the registration fee will be approved only if made in writing to the state president and received no later than 24 hours prior to the first business meeting.

Registration fees are **not transferable** from one member to another unless the transfer occurs between members of the same Local Organization. Transfers within a Local Organization will be allowed without prior approval of the state president.

Carol Turpen

Secretary

Lee Ann Gaddis

President

BPW ON THE MOVE!

Due to the President-elect office being vacated. There will be a special election at Convention 2016 for the next State President. The Election Chair will be Phyllis Clingner.



BPW Jackson member Linda Warren Seely and her mother Jeanette Warren admire sculpture.

Parliamentarian Beth Bates and Jan Bynum



President Lee Ann Gaddis and Jan Bynum



Region III attendees: Left to right, Beth Bates, Virginia Bates, Regional Director Carolyn Beverly, BPWTN Secretary Carol Turpen, Marilyn Bartling, Constance Douglass, BPWTN First Vice President Martha Ervin.



*Welcome Back to BPW/TN
Joyce Brokaw*



President Lee Ann Gaddis and Parliamentarian Beth Bates celebrate the 95th Anniversary of Women's Suffrage at the War Memorial Auditorium in Nashville on August 24, 2015. BPW/TN donated \$2500 to have our name placed on the Women's Suffrage Monument. The Yellow Rose Society and Five-Five Society hosted the



Beth Bates, Linda Higgins and Jacque Hillman

BPW INSIDE AND OUT!



Mark your calendars
Day on the Hill
will be
March 16, 2016.
Chair Zulfat Suara



Rockwood members that attended the Region I Planning Meeting

Ann Hiegel, State Treasurer
Linda Rector, President of Rockwood
Lee Ann Gaddis, State President
Geraldine Wallick, Foundation Chair



The Lafollette BPW may be small but we're active in Lafollette and both Campbell and Claiborne Counties. Once again we joined forces with several community organizations to support the 2015 National Night Out (NNO) activities at Dr. Lee J. Seargent Park in Lafollette, TN. National Night Out comes early in August when the sun is really hot and the kids are all getting ready to go back to school.

The National Night Out event has been enjoyed by communities for over 25 years. The goal is to bring communities together in a stand against crime and drugs. This year both Jellico and Lafollette had events in their respective community parks. Lafollette BPW set up a booth and distributed school supplies; at the same time we handed out fliers about our local organization. We also handed out fliers to support awareness for Women's Equability Day. Pictured below are Lafollette BPW members Phyllis Clinger and Sheree Schneider trying to stay cool and waiting for visitors.

BPW Lafollette member Tammy Buckner gives out pencils while member China Willoughby offers her amazing smile.

VOLUNTEERS FOR BPW

All reports for Interim Board need to be in by October 31, 2015.

Otherwise the report will not be in the packets and will have to be distributed during the meeting.

For Interim Board, Madam President is looking for volunteers to be floortellers, pages, and a doorkeeper. Also a Credentials Chairs. Simply contact the President if you wish to volunteer.

Looking for volunteers for 2016 Site Selection for IB and 2017 Site Selection for State Convention.

Regional Directors will present their Financial Reports at IB. Usually are done at Convention, however, was postpone until IB.



Fund-Raising Opportunities

Local Organization may bring their fund-raising items to Interim Board to sell.

Rockwood BPW President Linda Rector is asking members across the state to send recipes for a cookbook Rockwood will be creating for fund-raising in the spring. Please bring them with you to IB. More information to follow.

BPW Cumberland County will be selling their cup/saucers and mug treats. Each gift is beautifully wrapped with treats and goodies. They make a nice gift for any occasion. Price is \$5 each.



Contact State President if interested in these pins. Colors can be changed \$20 each.

BOD Meeting & Silent Auction

Please keep in mind you have to be in good standing (dues are paid/membership info is correct) to attend the BOD meeting on Nov. 7, 2015. If you are not, you will not be allowed to attend. Current and most recent roster will be with the Registration Chair on that day. Please contact State Treasurer, Ann Hiegel, before IB to make sure your membership is current and up-to-date.

There will be a Silent Auction, please bring item for that and a door prize.

The President will be collecting goody bag items for 2016 Convention. If any member or local organization wishes to contribute we will be gathering items from IB until Convention. We will be making 50 bags of goodies. Any contributions will be most appreciated.

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