



GFWC of North Carolina

Executive Committee & Junior Officers

Annual Reports

2019-2020



April 2020



ANN LANDIS

PRESIDENT

Serving as President of GFWC-NC

during this past year has been a

privilege. It has been a time of excitement and a time of rewarding experiences. Working with Nikki Ratliff, Third Vice President and Director of Junior Clubs, has been an honor. Traveling across the state to District and club meetings has been a highlight for this President. This officer has attempted to fulfill the duties of this office as prescribed in the Bylaws and in the Standards and Practices in the following ways:

State Meetings

- Attended the 117th Annual Convention in Wilmington, NC, and promoted projects, plans and emphases for the 2018-2020 Administration
- Presided at Fall Conference in Burlington.
- Presided at the GFWC-NC Arts Festival held in Mebane, NC.

Committees

- Prepared agendas for and presided at all meetings of the Executive Committee.
- Attended all meetings of the Board of Trustees.
- Presided at the meetings of the Personnel Committee and completed Personnel duties, including the reviews of the staff at Headquarters.
- Attended the meeting of the Finance Committee.
- Worked to review and update the Policies and Procedures of GFWC-NC with the GFWC-

NC Executive Committee and GFWC-NC Junior Officers.

- Held two retreats for GFWC-NC Executive Committee and GFWC-NC Junior Officers in Holden Beach and Blowing Rock to plan for the delivery of convention and other state meetings.
- In collaboration with the Executive Committee, planned the program and workshops for the November Fall Conference held in Burlington, NC. Leadership positions in the state, district and local clubs, including club presidents, had workshops to attend.

District Visits 2019—Attended District Meetings for:

- District 8 in Williamston
- District 2 in North Wilkesboro
- District 7 in Shallotte

Club Visits—Visited the following Clubs:

- Beaufort Woman's Club
- North Wilkesboro Woman's Club
- Whiteville Women's Civic League
- GFWC South Brunswick Islands
- GFWC of Holden Beach
- Burlington Woman's Club
- Sedgefield Woman's Club
- The Woman's Club of Clayton
- Eden Woman's Club

Routine Duties:

- Attended the GFWC Board of Directors Meeting and Convention in Austin, Texas.
- Attended Southeastern Regional meeting at GFWC Convention in Austin, Texas.

- Attended GFWC Board of Directors meeting in Washington, DC.
- Attended the Southeastern Regional meeting in Richmond, Virginia.
- Wrote annual reports as specified in the GFWC Bylaws.
- Made plans to attend 2020 GFWC Convention in Atlanta, Georgia.

Other

- Traveled 10,807 miles for the Federation.
- Facilitated the organization of the GFWC-NC Disaster Relief Fund to receive donations.
- Visited and conferred with the Executive Administrative Assistant and Financial Associate to conduct the business of the Federation.
- Reviewed financial information presented to the Executive Committee and Board of Trustees.
- Worked with staff and the Executive Committee to revise and publish the *GFWC-NC Administration Book*.
- Worked with Corporate Champions for Women and Children Committee to plan annual event.
- Wrote thank you notes to all donors for the CCWC event.
- Organized and promoted a state trip called the “Sisters of the Seas” cruise.
- Submitted articles for *Clubwoman Magazine*, and assisted with proofing of the magazine.
- Helped with and chose information for E-blasts sent to all Board Members.
- Helped to maintain website content.
- Reviewed information to be placed on Facebook posts.
- Went on site visits for the Arts Festival, State Convention and Fall Conference. Disseminated information received from GFWC to appropriate chairmen.
- Met with Arts Festival Chairman to discuss proposed changes to GFWC-NC Arts Festival. Planned and prepared the agenda for the GFWC-NC Arts Festival in Mebane.
- Worked with the Executive Committee, Junior Officers, Convention Chairmen, Local Convention chairmen and Headquarters Staff to secure speakers and hotel in preparation for the Annual Convention.

- Signed membership, awards, Arts Festival and other special certificates.
- Responded to general correspondence, emails, texts and phone calls.
- Filed annual reports as required by GFWC-NC Bylaws.
- Attended meeting with hotel staff to confirm plans for convention.
- Worked with Headquarters on Convention Program and prepared script for Convention.

Summary

This officer is extremely humbled and grateful to be serving the GFWC of North Carolina. It has been a privilege to represent the clubwomen from across this great state. This officer has been delighted to see the clubwomen of the state continue to embrace their communities through their volunteer efforts. This officer is proud to be associated with such a dedicated group of women.



CRYSTAL O'NEAL PRESIDENT-ELECT

This officer, serving GFWC-NC as President-elect, been honored to partner with GFWC-NC Director-elect of Junior Clubs, Angela Moss, GFWC-NC Membership Vice-Chairman, Donna Harrell, and the District Vice-Presidents and District Junior Membership Chairmen. She has worked with the Executive Committee and GFWC-NC staff in accordance with her job responsibilities.

This officer and her counterparts met with the District membership leaders at the GFWC-NC Arts Festival to provide ideas and support. At the annual GFWC-NC Convention, she and the Director-elect presented membership awards and she joined the Vice-Chairmen to present a membership workshop on social media. This workshop was distributed to membership chairmen in other states by GFWC Membership Chairman. This officer designed and distributed Thank You Tuesday postcards to the entire MemberShip Crew, The Executive Committee, and Junior Officers as a membership retention tool. The cards were also distributed at the GFWC-NC Fall Conference. At this state meeting, she and the Director-elect delivered a membership address and provided a “teaser” for the 2020-2022 Administration.

On September 7, this officer and District 4's Membership VP set up a table to educate attendees on GFWC and to recruit potential new members at She Changed the World: NC Women Breaking Barriers. This event at the State Captiol featured NC's copy of the 19th Amendment along with special honors and speakers to kick-off the year-long celebration of women's suffrage.

Regularly, this officer has coordinated and written pieces for the GFWC-NC Clubwoman Magazine, Federation Friday, #ThankYouTuesday Facebook posts, and other statewide communications. She shared Member Transfer Forms and GFWC-Recruitment Campaign information. This officer routinely fielded calls and emails regarding club membership issues.

It has been this officer's pleasure to serve GFWC-NC in 2019.

State Meetings & Events

- GFWC-NC Executive Committee & Junior Officers Retreat, Holden Beach
- GFWC-NC Arts Festival, Mebane, NC
- GFWC-NC Convention, Wilmington, NC
- GFWC-NC Sisters of the Seas Cruise
- GFWC-NC Executive Committee & Junior Officers Retreat, Blowing Rock
- GFWC-NC Fall Conference, Burlington, NC
- Incoming GFWC-NC Executive Committee & Junior Officers Meeting, Burlington, NC
- GFWC-NC Executive Committee Meetings and conference calls
- GFWC-NC Board of Trustees Meetings

District Meetings

- District 4 Fall Meeting, Burlington, NC

GFWC Meetings

- GFWC Convention, Austin, TX
- Southeastern Region Conference, Richmond, VA
- GFWC Orientation, Arlington, VA

Clubs Visited

- Sedgefield Woman's Club
- Burlington Junior Woman's Club
- Greensboro Woman's Club
- Dolley Madison Woman's Club
- GFWC-NC Greater Alamance Woman's Club
- GFWC South Brunswick Islands



**HELEN RICHIE
FIRST VICE PRESIDENT**

As the GFWC-NC First Vice-President it has been my honor to work with the GFWC-NC Community Service Program Chairs, the Advancement Chairs and the Special and Specific Projects Chairs. I worked with my counterpart, Hope Hockaday, 2018-20 Dean of Junior Community Service Project Chairs.

Areas of responsibility included: Preparing and presenting a CSP leaders workshop at the 2019 State Arts festival, assisting CSP, Advancement and Committee Chairs with their Fall Conference presentations. We communicated in person at the State Arts and Convention meetings and through email. Under our direction these leaders also created and submitted articles for the GFWC-NC Clubwoman Magazine. We also worked with the Chairs in preparation for the 2019 GFWC/GFWC-NC Award Entry and Reporting process. This officer also oversaw the Community Improvement Program Contest for the 2-year project.

I attended all the GFWC-NC Executive Committee meetings held. This officer attended the District 9 Fall Meeting and presented an Award Entry and Reporting Workshop. Information for the key initiatives for the 2018-2020 administration was also presented at the fall meeting.

In addition to the duties of 1st Vice-President, this officer has assisted with the updates to the new GFWC-NC website.

This officer attended the GFWC international Convention in Austin, Tx., the GFWC-NC Fall Conference as well as the GFWC Southeastern Region meeting in Richmond. I also participated in the GFWC-NC summer cruise.

While serving as GFWC-NC First Vice President, this officer has been an active member of the Charlotte Woman's Club and District 3.

I am grateful for the opportunity and the honor to learn and serve.



**JENNIFER RICHARDS
SECOND VICE PRESIDENT**

This officer was honored to serve the Federation as GFWC-NC 2nd Vice-President for the

2018-2020 Administration. The second half of the Administration, this officer has attended all Executive Committee meetings and conference calls , the Executive Fall Retreat, and has worked closely with the GFWC-NC Junior Secretary to keep District Presidents and District Junior Directors up to date with current information and requests from the EC, and hosted District President and Junior Director meeting at the 2018 GFWC-NC Convention. She regularly communicates with the District Presidents via email and phone calls and has helped the District Presidents with their District Fall Meetings and District Arts Festivals, scheduling the GFWC-NC Executive Committee members to attend all District Fall Meetings. She herself attended the GFWC-NC District 1 Fall meeting, the GFWC-NC District 2 Fall Meeting, and the GFWC-NC District 6 Fall Meeting. She has attended all GFWC-NC State meetings; Arts Festival, Convention and Fall Conference. She has worked with the GFWC-NC Junior Secretary to complete reports, judging awards, preparing a slide show for Convention and compiling final District donation numbers from the CP&S forms. She has written and submitted articles for each issue of *The Clubwoman* magazine during this administration.

This officer attends and participates in her club meetings, projects and fundraisers. As a representative of GFWC-NC, she held an awards ceremony for a Junior club in her District.

This officer is blessed to be a part of this Organization and is thankful for all the support of her Federation Friends.



**LEANDRA “NIKKI” RATLIFF
THIRD VICE PRESIDENT &
DIRECTOR OF JUNIORS**

June 2019

- Attended 2019 GFWC-NC Juniorette Jamboree in Kannapolis, NC

August 2019

- Wrote and submitted GFWC-NC Fall Clubwoman magazine article

September 2019

- Attended the GFWC-NC Executive Committee and Junior Officer planning retreat in Blowing Rock, NC
- Attended the GFWC South Eastern Region Board of Directors meeting and conference in Richmond, VA
- Communicated with the GFWC-NC Junior Nominating committee chairman about GFWC-NC 2020-2022 slate of Junior officers/CSP chairmen

October 2019

- Attended and participated in award presentation at GFWC-NC Corporate Champions for Women and Children event in Charlotte, NC
- Attended the GFWC-NC personnel committee meeting in Raleigh, NC
- Communicated with GFWC-NC Junior Officers via phone and email
- Communicated with the GFWC-NC Junior Nominating committee chairman about GFWC-NC 2020-2022 slate of Junior officers/CSP chairmen
- Served on the SER minutes review committee. Approved the minutes from the September 2019 SER meeting

November 2019

- Attended the GFWC-NC Executive Committee meeting in Burlington, NC
- Assisted in planning and attended the GFWC-NC Fall Conference meeting in Burlington, NC

December 2019

- Wrote and submitted GFWC-NC Winter Clubwoman magazine article

March 2020

- Participated (via phone) in the GFWC-NC Executive Committee meeting
- Wrote and submitted article for GFWC-NC Special Edition of GFWC-NC Clubwoman Magazine focused on convention awards
- Participated in GFWC Junior Board Zoom call
- Communicated with GFWC-NC Junior Officers via phone and email
- Communicated with club President of newly formed club in Greenville, NC
- Reviewed proposed bylaw changes and resolutions in preparation for Convention

- Wrote and submitted GFWC 2019-2020 Administration Statistical report and 2018 GFWC-NC Director of Junior Clubs Report to GFWC Director of Junior Clubs and GFWC headquarters

April 2020

- Communicated with GFWC-NC Junior Officers via phone and email
- Planned and executed GFWC-NC Junior Officer Zoom call
- Wrote and submitted the 2019-2020 GFWC-NC Director of Junior Clubs Report to the GFWC Director of Junior Clubs and GFWC headquarters



**BETSY GRANNIS
TREASURER**

This treasurer has served as GFWC-NC Treasurer-Elect and Treasurer for the 2018 year. She has attended all of the Executive Board meetings (in person and conference calls) and retreats. She has presented a report at all of these meetings, with the assistance of the GFWC-NC Financial Associate.

This treasurer scheduled and hosted the Budget Planning Meeting and the Finance Committee meeting to review the 2019-2020 Budget for approval at the Board of Trustees Meeting, Executive Board Meeting, and eventually at the State Convention for approval by the general membership.

This treasurer attended the State Arts Festival in Mebane in March, 2019, where there was also a meeting of the Personnel Committee, on which she serves, in addition to the Executive Board Meeting.

At the GFWC-NC Convention in Wilmington in April she was the Chair of the Credentials Committee and addressed the convention body. She also presented for approval the 2019-2020 Budget. She also attended the meeting of the Long-Range Planning Committee, on which she also serves.

She attended SER Conference in Richmond, Virginia in September and Fall Conference in Burlington in November, assisting wherever necessary. She served on the Fundraising Committee and assists with the fundraising efforts for GFWC-NC.

She met with the Executive Administrative Assistant and the Financial Associate on a regular

basis to sign off on deposits, checks, expense reports, etc.

This treasurer has attended all of the Board of Trustee meetings, serving as an ex-officio member on the committee.



**KAREN THROCKMORTON
CORRESPONDING SECRETARY**

As the GFWC-NC Corresponding Secretary, it has been this officer’s responsibility to assist the President and Executive Committee by planning and delivering “Thought for the Day” messages for Executive Committee meetings, sending correspondence, as well as cards to clubwomen for condolences, get well, and thinking of your notes for the Executive Committee. This officer attended all GFWC-NC Executive Committee meetings and phone conferences from July 1, 2019 through June 30, 2020.

She attended the following State Meetings:

- Convention in June 2019 in Austin, was a guest speaker for the GFWC LEADS program
- SER in September in Virginia
- CCWC in October in Charlotte
- GFWC-NC Fall Meeting in November in Burlington
- GFWC-NC LEADS in January in Holden Beach
- GFWC-NC Arts Festival EC meeting in March in Mebane

She was a speaker at GFWC-NC LEADS Seminar, presenting The Leader in You module to the GFWC-NC District LEADS Representatives. She attended the District 7 & District 8 Fall Meetings and the District 7 Spring Meeting. She also attended Club meetings at GFWC South Brunswick Islands, Whiteville, Eden, and Beaufort. She presented information on behalf of the Executive Committee about the President’s Special Project, Federation Friday and other key information for the 2018-2020 Administration.

She serves on the following committees:

- Federation Friday
- President’s Special Project
- Disaster Relief
- LEADS

Karen is the Editor and contributing author of the Federation Friday publication. Each week this one page newsletter is distributed via e-mail, on the web site, and on FaceBook. As chairman of the Federation Friday committee she coordinated the articles and scheduling with the Federation Friday Committee, President's Special Project Committee and special guests. She is also responsible for Press Releases, and has prepared them for CCWC, coordinating with the committee and beneficiaries, and on behalf of the EC for Scholarship, Brand Initiative, COVID 19, and GFWC-NC events. She also participates actively in the development of materials, scripts, reports and programs for the 2018-2020 President's Special Project and she presented during the Fall Meeting. She works closely with the Chairman Linda Browne and the committee members. She also submitted articles for the GFWC-NC Clubwoman magazine.

It has been an honor to serve GFWC-NC throughout the past year, and to have the opportunity to see all the great contributions of GFWC-NC Clubwomen across this great state.



KIM FULCHER
RECORDING SECRETARY

It has been an honor, a privilege, and a wonderful learning experience for this officer to serve as the 2018-2020 GFWC-NC Recording Secretary for the second year of this administration.

This officer has thoroughly enjoyed working with all members of the GFWC-NC Executive Committee and the GFWC-NC Junior Officers. While the role of Recording Secretary is relatively a sole position, it does require input from each member in reviewing and editing the minutes of each meeting. This officer appreciates the dedication and assistance of each member of the GFWC-NC Executive Committee and the Junior Officers throughout this past calendar year.

The following are meetings and events where this officer took minutes, prepared draft copies for review, submitted final versions of the Official Minutes with attachments, and prepared printed hard copies of the minutes and the attachments which are kept on file at GFWC-NC Headquarters, an electronic copy provided to the

GFWC-NC President, and an electronic copy is saved and stored with this officer:

- January 2019 Executive Committee and Junior Officers' Retreat, Holden Beach, NC
- 2019 GFWC-NC State Arts Festival, Mebane, NC
- 2019 GFWC-NC State Convention, Wilmington, NC
- September 2019 Executive Committee and Junior Officers' Retreat, Boone, NC
- 2019 GFWC-NC Fall Conference, Burlington, NC

Additionally, this officer has provided the Official Minutes and attachments to the GFWC-NC Historian for her use in preparing the Official History of this 2018-2020 GFWC-NC Administration. The minutes from the following events were provided:

- 2019 GFWC-NC State Convention
- 2019 GFWC-NC Fall Conference

This officer is a member of the Mary Stewart Woman's Club which is part of District VI. She was the District VI Awards Chairman where she presented awards during the 2019 District VI Arts Festival after having them judged.



ANGELA MOSS
DIRECTOR-ELECT OF JUNIOR CLUBS

This officer, serving GFWC-NC as Director – elect of Junior Clubs, been honored to partner with GFWC-NC President-elect Crystal O'Neal, GFWC-NC Membership Vice Chairman Donna Harrell, and the District Vice Presidents and District Junior Membership Chairmen. She has worked with the Executive Committee and GFWC-NC staff in accordance with her job responsibilities.

This officer and her counterparts met with the District membership leaders at the GFWC-NC Arts Festival to provide ideas and support. At the annual GFWC-NC Convention, she and the President-elect presented membership awards and the Vice-Chairmen joined to present a membership workshop on social media. This workshop was distributed to membership chairmen in other states by GFWC Membership Chairman. At the GFWC-NC Fall Conference, she and the President-elect delivered a

membership address and provided a “teaser” for the 2020-2022 Administration.

It has been this officer’s pleasure to serve GFWC-NC in 2019.

State Meetings & Events

- GFWC-NC Executive Committee & Junior Officers Retreat, Holden Beach
- GFWC-NC Arts Festival, Mebane, NC
- GFWC-NC Convention, Wilmington, NC
- GFWC-NC Executive Committee & Junior Officers Retreat, Blowing Rock
- GFWC-NC Fall Conference, Burlington, NC
- Incoming GFWC-NC Executive Committee & Junior Officers Meeting, Burlington, NC

District Meetings

- District 6 Arts Festival, Raleigh NC

Clubs Visited

- GFWC Fuquay-Varina Junior Woman’s Club
- Junior Woman’s Club of Raleigh



HOPE HOCKADAY JUNIOR DEAN OF COMMUNITY SERVICE PROGRAMS

As the GFWC-NC Junior Dean of Community Service Programs (CSP), it has been my responsibility to assist the 1st Vice-President in training and assisting the GFWC-NC Community Service Program Chairs, the Advancement Chairs and the Special Project Chairs, while specifically guiding the Junior CSP Chairs through their annual processes and answering any questions.

Many changes to the award entry process were introduced in 2018 and I assisted the 1st Vice-President in communicating these changes to the CSP Chairs, Advancement Chairs, Special Project Chairs and the membership of GFWC-NC, including a special lessons learned discussion at 2019 Summer Meeting.

Communications were completed via email and in person, including my attendance at the District 4 Fall Meeting. The 1st VP and I reviewed our Chairs’ articles for the GFWC-NC Clubwoman magazine and wrote our own articles to ensure all changes were properly communicated to our members. We also worked with the Chairs in

preparation for the 2020 GFWC/GFWC-NC Award Entry and Reporting process.

I attended GFWC-NC Annual Convention in April 2019, the GFWC-NC Executive Committee retreat in September 2019 and GFWC-NC Fall Conference in November 2019.

While serving as GFWC-NC Junior Dean of CSP, this officer has been an active member of the GFWC Junior Woman’s Club of Charlotte serving as club Treasurer and District 3 serving as Junior Membership Chair.

I continue to be grateful for the opportunity to learn and serve.



JILL SUTPHIN JUNIOR SECRETARY

It has been an honor, a privilege and a great learning experience for this officer in serving the Juniors of North Carolina during this Administration. I am truly grateful to be given this chance to serve GFWC-NC.

In January 2019, this officer attended her second 2018-2020 Executive Committee Planning Meeting held in Holden Beach, NC. We once again had a wonderful time bonding with each other. It was a fun-filled, packed weekend in a place she loves...the beach.

In March, this officer attended the GFWC-NC Arts Festival held in Mebane, NC, where she helped judge some Arts Festival entries on a last-minute request.

In April, this officer participated in her first convention and first Junior Business Session as a Junior Officer since installation. She was excited to award the Outstanding Junior Clubwoman and District Junior Director awards.

In September, this officer attended the Fall Executive Committee Meeting held in the beautiful mountains of Boone, NC. A lot of information was discussed and bylaws were reviewed. It was a great weekend spent with all the officers.

In October, this officer had the privilege in attending her first District Meeting other than her own with Kim Fulcher. It was great to hear about the great things another District was doing and making new friends.

In November 2019, this officer attended the Fall Meeting and participated in the Junior Business Session held in Burlington, NC.

This officer is really surprised how quickly this Administration has flown by and can't believe it is coming to a close. I have always heard that when you finally understand what you are doing, your term is over and now I believe it! I am sad to see my term come to an end but am grateful for this opportunity. It has been a privilege representing the Juniors of NC and presiding over the Districts!
In Junior Spirit, Jill Sutphin



JENN JAMES
JUNIOR EDITOR

January 2019

- 2018-2020 GFWC-NC Executive Committee Retreat in Holden Beach

February 1, 2019

- GFWC-NC Magazine Article

March 9, 2019

- GFWC-NC Arts Festival in Burlington, NC

April 25-28, 2019

- GFWC-NC Convention in Wilmington, NC

August 1, 2019

GFWC-NC Magazine Article

December 1, 2019

- GFWC-NC Magazine Article

March 1, 2020

- GFWC-NC Magazine Article

April 3, 2020

- GFWC-NC Special Awards addition of Magazine