

# **POLICIES AND PROCEDURES**

**As of April 2024**

## **Luncheon Reservations and Payment Policy**

A member has a standing reservation unless she cancels by the Friday before the meeting (an excused absence). Should a member be unable to attend, she may send a substitute in her place. The substitute is to represent the absent member's business only and not her own interests. The substitute is not a Guest and if she should consider joining WIN, the meeting attended as a substitute does not count as attending as a Guest.

Payment for the lunches shall be made quarterly which is currently \$81.00 per quarter payable in Jan., April, July, and Oct. This policy was made to simplify the collection of monies; to encourage member retention and to make it easier to arrange a substitute should a member need to miss a meeting. The fourth quarterly payment may be higher due to the Christmas Party in December. We will give members ample notice in the event dues are higher. Should you know you would not be attending the Christmas Party the \$54.00 normal fee will be due.

Payments not made before the second meeting of the quarter will incur a \$5 late fee. This is a recurring fee that will be charged each month until paid in full.

At the end of the year, a member can request in writing to the board a refund check for any excused absences (any reservation that was cancelled prior to the monthly deadline). The written request must be submitted to the board by the date of the December board meeting to be accepted. Any lunch fees eligible for a refund that is not requested by the December board meeting will be included into the funds for the charities/families that the members donate to at the end of the year. The Board also decided that in order to keep the bookkeeping to a minimum that a refund check would be issued rather than a credit for future meals and this would be done once a year in December rather than on going throughout the year.

## **Email**

Email is our official communication method. However, our membership email list is to be used only for business purposes. Please do not include members' email addresses in non-business matters. Please value others' time and do not abuse email.

## **Returned Check Policy**

The current bank nonsufficient funds fee will be added to all returned checks. Checks will not be re-deposited since this could result in additional bank charges for both member and WIN if funds are not available. It is the responsibility of the WIN Member to contact the Treasurer to make payment arrangements. Member will automatically be placed on a cash basis until all charges are paid.

## **Gifts from the Board to Members**

Every effort will be made to recognize important events in a member's life such as birth, marriage, illness, death, etc. by sending a card on behalf of WIN when the event is brought to the attention of the Board. This is to simplify and to make fair this recognition. All members are encouraged to personally reach out to other members, as they feel appropriate.

## **Agenda**

In order to keep the meetings running on time, please contact the President well in advance to have your time added to the agenda if you have an announcement of interest to the membership.

## Women In Networking 1 Policies and Procedures

### **Lead Sheets**

Leads exchanged with members are collected and counted then announced at the next monthly meeting to the extent that the schedule permits. Members are expected to have at least one “inside lead” and one “outside lead” each month. When a member purchases or receives a solid proposal from another member, that purchasing member may count that as an “inside lead.” The member who sold the product/service or submitted the proposal does not count this as a lead for reporting purposes. When a member refers a non-WIN member to another current WIN member for a product/service, the referring member may count that referral as an “outside lead.” The member receiving the referral does not count this as a lead for reporting purposes. When a member brings a guest to WIN, she may count that guest as a lead in the “guests” category of the lead sheet. When a member meets with another member one on one, both members may count that meeting as a lead in the “one-on-one” category of the lead sheet. A donation of \$1 is expected to be placed in the Lead Basket any month that a member does not have at least one outside lead AND at least one inside lead. All money collected in the Lead Basket is donated to charities.

Members are required to pass six (6) outside referrals per year. Failure to do so will result in a review with the membership committee.

### **WINNING Words**

As the agenda allows, at the end of the meeting, the President will solicit “WINNING Words” from members. For the donation of a dollar to charity, members may give brief business or personal announcement, or testimonial for other group members.

### **Handouts on Tables**

Only handouts from the Board of Directors may be placed on the round tables. All other handouts, brochures, and flyers are to be placed on the rectangle table placed for that purpose. Handouts from the presenters of monthly Focus Five are to place their handouts on the rectangle table as well. Remember to pick up your handouts at the end of the meeting or they will be thrown away.

### **Contracts for Goods/Services**

Any contract in excess of \$250 must be in writing and Board approved prior to expenditure, with the exception of the monthly luncheon meeting. The annual Christmas luncheon shall be in writing.

### **Weather Policy**

If there is inclement weather, the President and Vice President will decide that morning if we will hold our monthly meeting. If you live inside/outside of Jefferson County and decide that you are unable to travel to the meeting safely, your absence will be excused; If you have kids that are out of school due to the weather, and will not have a sitter, your absence will also be excused.

### **Discrimination:**

All potential applicants will be free from discrimination due to political party, religious beliefs, race, sexual orientation, and age.

## Women In Networking 1 Policies and Procedures

### **Annual Ann Ransdell Spirit of WIN Award Guidelines**

Award is given in October as Women In Networking was formed in October 1990.

Nomination for the award is open to the membership. At the August meeting the Vice President will announce the upcoming award and the members will be provided a nomination form. Nominations are to be returned to the Vice President.

Award criteria that are to be considered are:

- Active in WIN
- Active in the community
- Active in her career

The Ann Ransdell Award Committee is comprised of all active WIN members who are past recipients of the award and the Vice President of WIN. The Vice President of WIN will serve as the Chairperson. A decision can be made by the committee even if not all past recipients are able to attend the committee meeting. This committee will review all nominations and select the winner using the three areas of criteria above.

Once the committee has made their selection, the committee chair will inform only the WIN President. The award is to be kept a surprise until such time that it is awarded.

The committee chair is responsible for arranging for the purchase of the award and inviting special guests to the awards meeting. Special guests are to include, but are not limited to: husband, other family members and co-workers. It is the responsibility of the committee Chair to present the award unless the Chair deems that another member would be better suited to present the award to that year's recipient. In such cases, the Chair will contact that member and ask the member to present the award.

The current President and Vice President are not eligible for the award during their time in office. In addition, past recipients are not eligible.

All nominations must be submitted to the Vice President by the close of the September meeting. The committee should then decide the winner as soon as possible so the award can be ordered, and any other arrangements can be made.

### **Annual Ann Ransdell Spirit of WIN Past Recipients**

**2005** Ann Ransdell  
**2006** Jennifer Barber  
**2007** Elaine Raque Jetton  
**2008** Mary Ann Schubert  
**2009** Mary Wheatley  
**2010** Denise Yates  
**2011** Susan Glaser  
**2012** Linda Vittitoe  
**2013** Darleen Rose  
**2014** Terri Cloutier

**2015** Joni Crume  
**2016** Maggi Donnell  
**2017** Brenda Playforth  
**2018** Tina Slone  
**2019** Kaye Nichols  
**2020** Mary Henry  
**2021** Kruti Desai  
**2022** Stephanie Cansler  
**2023** Candy Fox

## Ann Ransdell Spirit of WIN Award Nomination

Nominee \_\_\_\_\_

Nominee must be active in WIN, her community, and in her Career. Please State briefly how the nominee fits these requirements, if possible, list positions held and length of time:

WIN

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Community

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Career

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Your Name \_\_\_\_\_

Not eligible for nomination: **Melissa Porter**; President and **Kerby Conner**; Vice President, and past recipients: Jennifer Barber, Darleen Rose, Susan Glaser, Elaine Jetton, Ann Ransdell, Mary Ann Schubert, Linda Vittitoe, Denise Yates, Terri Cloutier, Joni Crume, Maggi Donnell, Brenda Playforth, Tina Slone, and Kaye Nichols, Mary Henry, Kruti Desai, Stephanie Cansler, & Candy Fox.

Please return forms personally to **Kerby Conner** or email them to **kconner@louisvillelawyers.com** no later than Wednesday **September 11<sup>th</sup> 2024** by the end of WIN Meeting.

### **Women in Networking Scholarship Guidelines**

The WIN Scholarship has the following qualifications:

- Must be a high school senior or current student in an accredited program
- Must be a U.S. citizen
- Must be a current member in good standing for at least 12 months before applying or be related to a WIN member in good standing who has been a member for at least 12 months. Eligible “relation” to a WIN member includes daughter/**son**, daughter-in-law, step-daughter/**step-son**, granddaughter, niece, sister or sister-in-law.
- Submit the application form
- Submit transcripts from your most recent school
- Submit a copy of your college admittance letter (if you have not received the admittance letter yet, submit a copy of your application letter, to be followed up with the admittance letter when you receive it)
- Submit an essay stating your plans for the future and how you plan to use your education to give back to the community. (750 to 1,000 words)

### **WIN Scholarship Scoring Policy**

An Administrator will receive all the applications and essays, assign a number to each applicant, and distribute the numbered essays to judges along with a ranking sheet. The judges will consist of three- or five-WIN members who do not have an application of interest submitted. Each judge will independently read each essay and then score each applicant on personal information, educational information, school/community activities, home involvement, work experience from the essay content. After scoring each applicant, each judge will submit her results to the Administrator. The Administrator will add up all of the points awarded by the judges and then report the results to the Board.

Application form, transcripts, admittance letter and essay must be turned into Joni Crume by the first business day in June of current year. This will allow all essays to be distributed to Judges at the June WIN meeting and give a month to read essays and judge. The award will be announced at the July WIN meeting. The winning candidate will receive a check from WIN, which is made out to their college of choice. \*WIN scholarship recipient can be awarded the WIN scholarship only once.

### **Women in Networking Scholarship Recipients**

- 2010**- Lucretia Hovell –WIN member Joni Crume
- 2011**- Katherine Ransdell - WIN member Ann Ransdell
- 2012** - Jennifer Bohnert– WIN member Sharon Bohnert
- 2013** - Alyssa Frommeyer -- WIN member Terri Cloutier
- 2014** - Whitney Ransdell – WIN member Ann Ransdell
- 2015** - Jennifer Feldkamp – WIN member Joni Crume
- 2016** - Kyla Scanlon – WIN member Ann Ransdell
- 2017** - Mary Meyer - WIN member Cheryl Meyer
- 2017** - Emily Bratcher – WIN member Kaye Nichols
- 2018** - Niece of WIN member Maggi Donnell
- 2019** - Theo Yates -- WIN member Denise Yates
- 2020** - Rachel Barber -- WIN Member Jennifer Barber
- 2021** - Courtney Stitch -- WIN Member Leisa Ray
- 2022** - Andrew Barber – WIN Member Jennifer Barber
- 2023** – Marlena “Laney” Moloy – WIN Member Tammy Moloy

Women In Networking 1 Policies and Procedures

**WIN Bucks**

WIN Bucks are authorized by the Board and given out as a reward to contest winners as the Board approves. The following example contains the wording that shall be used:

**WIN Bucks Sample**

The bearer of this \$25.00 (twenty-five dollars) certificate may “spend” her **WIN Bucks** by presenting it to any participating active member of WIN in exchange for her services and/or products. The providing WIN member may then turn this certificate in to the Treasurer of WIN for reimbursement of the \$25.00. This certificate is void if the bearer is not an active member of WIN or the certificate has expired.

Bearer of Certificate \_\_\_\_\_ **WIN Member** \_\_\_\_\_

Expires \_\_\_\_\_ **One year from issue** \_\_\_\_\_

Certificate has no cash value and is non-transferable.

Services/Products rendered by WIN member:

Name of Provider \_\_\_\_\_

Company \_\_\_\_\_

Date services/products were rendered \_\_\_\_\_

Provider must present this certificate for reimbursement within 30 days of receiving this certificate.

\_\_\_\_\_

**WIN Treasurer**

Certificate reimbursed on \_\_\_\_\_ (date) \_\_\_\_\_ (check #.)