



**Kitty McElhaney**

GOVERNOR  
Lake City, FL

**Shannon Schell**

GOVERNOR-ELECT  
Lake County, FL

**Dimple Overstreet**

VICE GOVERNOR  
Starke, FL

**Joanne Brown**

DIRECTOR  
Monticello, FL

**Nanci Schwartz**

DIRECTOR  
Lake County, FL

**Karen Wishart**

DIRECTOR  
Gainesville, FL

**Mary Kirley**

TREASURER  
North Georgia, GA

**Mantha Young**

SECRETARY  
Lake City, FL

**Jane Gray**

PARLIAMENTARIAN  
Raleigh, NC

March 27, 2020

Dear District Three Members,

In this challenging time and with the 2020 District Conference being cancelled in the best interest of all members, there is still business in the District to conduct.

We intend to conduct that business on Saturday, April 18, 2020 at 11 AM via an electronic meeting.

The topics to be addressed are:

- Audit Report: March 1, 2019-February 28, 2020
- Proposed budget March 1, 2020-February 28, 2021
- Young Professionals Dues reduction

If you are not a credentialed delegate from your club, a Past Governor or an elected District Three Board Member and would like to speak to any of the above items at the meeting, please email me by April 2, 2020 so that you may be added to the meeting. All votes will be conducted during the electronic meeting with all credentialed members. The audit report, proposed budget and information on the Young Professionals Dues reduction will be in documents provided following this letter.

Instructions on the electronic meeting will be sent to all participants at a later date.

Thank you for your patience and understanding with this process.

In Altrusa service,

A handwritten signature in black ink that reads "Kitty McElhaney". The signature is written in a cursive style with a large, looped "K" and "M".

Kitty McElhaney

Governor, District Three

**ALTRUSA INTERNATIONAL DISTRICT THREE, INC.**  
**SPECIAL MEMBERSHIP MEETING**  
**MEETING RULES AND PROCEDURES**  
**MARCH 18, 2020**

1. Members of Altrusa International who are members of the District Board of Directors or, who are regularly accredited delegates from clubs within the District, and Past Governors who are active or affiliate members, shall have one vote on each question to come before the assembly. No person is entitled to more than one vote. (Article VI, Section 7, District Bylaws)
2. A majority of the members registered at the special meeting who are entitled to vote shall constitute a quorum. The majority vote of the members at a meeting at which a quorum is present shall be the act of the members of District, except as to amendments of these bylaws, which are governed by Article XVII, Section 1. (Article VI, Section 6, District Bylaws)
3. Each member has the right to speak twice on the subject, but may not make a second speech on the subject as long as any other member who has not spoken desires to speak on it. Debate is limited to two minutes per speech.
4. Debate must remain germane to the Motion.
5. Speakers must direct their debate through the Chair.
6. Only voting members may introduce motions and vote, but all Altrusans shall be allowed the privilege of speaking to a motion.
7. Upon the making and seconding of a motion, the maker of the motion shall email the motion to the District Governor and District Secretary. [altrusankitty@comcast.net](mailto:altrusankitty@comcast.net) and [mantha@allthingsvisual.com](mailto:mantha@allthingsvisual.com)
8. A motion may be withdrawn while pending if general consent of the voting body is given.
9. If any voice vote is inconclusive, a roll call vote of the delegates will be taken.
10. The minutes of this meeting will be approved by the District Board of Directors
11. If possible, all members shall “mute” their devices, while they are not talking, to avoid background noise interrupting the meeting.
12. The latest edition of Robert’s Rule of Order, Newly Revised, will be the Parliamentary Authority. The parliamentarian interprets meeting rules and advises the presiding officer of parliamentary procedure.



## REPORT OF DISTRICT THREE AUDIT COMMITTEE REVIEW OF DISTRICT THREE FINANCIAL RECORDS FOR FISCAL YEAR 2019-2020

The Audit Committee consisted of the following:

Susy Meier - Audit Chair, Altrusa International of Atlanta, GA Inc.

Scott Tice - Altrusa International of Ocala, FL Inc.

The committee reviewed the financial records, as presented to us by Treasurer Mary Kirley, for the fiscal year beginning March 1, 2019 and ending on February 29, 2020.

The District Three Audit Committee reviewed District Three financial statements, bank statements, general journals (including but not limited to, accounts receivable, accounts payable and transaction journals) and supporting documentation in order to arrive at its recommendations. The financial records of the district were very orderly and professionally handled by District Three Treasurer Mary Kirley.

The Audit Committee agrees that District Three has the following funds in its accounts at the banking institutions listed below:

Wells Fargo — Savings	\$13,712.52
Wells Fargo — Checking	\$ 6,468.85
Wells Fargo – Conference Checking	\$ 3,038.77
Wells Fargo Brokerage	<u>\$74,855.86</u>
TOTAL CASH & INVESTMENTS	\$98,076.00

There was a journal entry for expense overpayment of \$0.70 made on 2/29/2020. The cash deposit is reflected in March-2020 statements. Fiscal year 2019-2020 reflects net income over expenses of (\$1,299.65).

Susy Meier, Audit Chair, Altrusa International of Atlanta, GA Inc.

Scott Tice, Altrusa International of Ocala, FL Inc.

**PROPOSED BUDGET**

March 1, 2020 - February 28, 2021

	<b>Revenues</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference</b>	<b>Proposed 2020-21</b>	
4010	Dues - Renewing Members	12,000.00	\$ 12,140.00	140.00	\$	11,300.00
4020	Dues - New Members (Full)	740.00	\$ 1,100.00	360.00	\$	740.00
4030	Dues - New Members (Half)	200.00	\$ 180.00	(20.00)	\$	160.00
4035	Dues - Young Professionals	0.00	\$ -	0.00	\$	200.00
4040	Dues - Affiliates	60.00	\$ 295.00	235.00	\$	60.00
4100	Late Fees Income	30.00	\$ 84.00	54.00	\$	30.00
4110	Interest Income	75.00	\$ 73.45	(1.55)	\$	60.00
4120	Dividend Income	1,000.00	\$ 1,257.94	257.94	\$	1,000.00
4200	Conference Income	0.00	\$ 18,077.45	18,077.45	\$	-
4350	Gain/Loss of Asset Sale	0.00	\$ 1,387.45	1,387.45	\$	-
4600	Transfer Unreserved Funds (General)	2,750.00	\$ -	(2,750.00)	\$	1,630.00
4700	Trans from Conf. Inc. Reserved	4,500.00	\$ 2,500.00	(2,000.00)	\$	- (5)
4800	Trans from BH Fund Reserved	1,800.00	\$ -	(1,800.00)	\$	1,800.00 (1)
	<b>Total Income &amp; Transfers</b>	<b>23,155.00</b>	<b>\$ 37,095.29</b>	<b>13,940.29</b>	<b>\$</b>	<b>16,980.00</b>
	<b>Operating Expenses</b>					
6000	International Convention Exp.	2,900.00	\$ 2,899.14	(0.86)	\$	-
6005	International Dues (from Affiliates)	0.00	\$ 185.00	0.00	\$	-
6070	New Club Bldg Expense	300.00	\$ -	(300.00)	\$	500.00
6080	New Club Building Incentives Policy	200.00	\$ -	(200.00)	\$	300.00
6090	Club Revitalization	800.00	\$ -	(800.00)	\$	1,200.00
6100	Conference Expense	0.00	\$ 20,792.89	20,792.89	\$	-
6180	Program Coordinator	0.00	\$ -	0.00	\$	- (6)
6190	Transfer to Conference Budget.	2,500.00	\$ 2,500.00	0.00	\$	- (5)
6195	Membership Incentive Conf Credits	200.00	\$ 200.00	0.00	\$	250.00
6200	Board Travel Meeting Expense	5,500.00	\$ 5,474.73	(25.27)	\$	5,500.00 (7)
6250	Board Travel/Non Meeting	5,500.00	\$ 4,322.54	(1,177.46)	\$	5,500.00
6275	Past Governors Council Luncheon	450.00	\$ 246.39	(203.61)	\$	- (5)
6300	Governor Elect Training	800.00	\$ 800.00	0.00	\$	- (2)
6450	Ribbons Expense	200.00	\$ 148.90	(51.10)	\$	-
6500	Governor Expense	150.00	\$ 99.00	(51.00)	\$	150.00
6510	Governor's Pin Expense	0.00	\$ -	0.00	\$	300.00 (3)
6515	Awards Recognition	150.00	\$ 66.09	(83.91)	\$	150.00
6520	Postage Expense	55.00	\$ -	(55.00)	\$	55.00
6530	Printing/Copying Expense	140.00	\$ -	(140.00)	\$	150.00
6550	Operating Supplies	50.00	\$ -	(50.00)	\$	65.00
6560	Insurance (Crime Policy)	450.00	\$ 419.00	(31.00)	\$	- (4)
6700	Treasurer's Cost Expense	100.00	\$ 31.96	(68.04)	\$	100.00
6800	Web Site Expense	100.00	\$ -	(100.00)	\$	100.00
6850	Club Banner	250.00	\$ -	(250.00)	\$	250.00
6900	Club 21	210.00	\$ 210.00	0.00	\$	210.00
6950	Big Heart Fund - Expense	1,800.00	\$ -	(1,800.00)	\$	1,800.00 (1)
7000	In Memorium	300.00	\$ -	(300.00)	\$	300.00
9000	Miscellaneous Expense	50.00	\$ -	(50.00)	\$	100.00
	<b>Total Expenses</b>	<b>23,155.00</b>	<b>\$ 38,395.64</b>	<b>15,055.64</b>	<b>\$</b>	<b>16,980.00</b>
	<b>Net Income Over Expenses</b>	<b>0.00</b>	<b>\$ (1,300.35)</b>			

(1) Based on possibility of 1 member of 24 Clubs @ \$75 each per club needing assistance

(2) Occurs every other year; \$800 for 2021-2022 budget year

(3) Occurs every other year; approx \$300 for 2020-21 budget year

(4) Bond (Crime Policy) Insurance for Signatories every 3 years (Renew 10-22)

(5) Conference cancelled due to the Coronavirus.

(6) Current Program Coordinator does not claim mileage through 2020-21 biennium. Future Coordinators may claim mileage.

(7) Covers expenses of Board members and Conference CoChairs in attendance.

Altrusa International District Three, Inc.

Date: April 18, 2020

Motion#: \_\_\_\_\_

I move:

To reduce the District Three dues for identified Young Professionals to one half of the annual dues for regular members effective June 1, 2020.
<p><b>Altrusa Young Professionals</b></p> <p>A Young Professional in Altrusa is a member who is 30 years of age or younger. The birthdate must be entered in Group Tally for this identification. International dues for identified Young Professionals will be half of the International dues fee. The District Three Board is recommending to the District Membership that the District dues (\$20) for identified Young Professionals also be at half the dues rate (\$10), as of June 1, 2020.</p> <p>Fiscal Impact: Less than \$200</p> <p>Rationale: To align with Altrusa International, Inc. International Policy: 10 B (a)(i) Young Adult Membership Incentive Program: Members ages 30 and younger are eligible for a 50% reduction (\$27.50) in dues from the regular rate. Any member not willing to document their date of birth will be charged the full regular rate of \$55.</p>

Action:

Made by: District Three Board

Adopted Ayes \_\_\_\_ Nos \_\_\_\_

Defeated Ayes \_\_\_\_ Nos \_\_\_\_

Amended

Seconded by: None needed

Referred

Postponed

Tabled

Withdrawn

Amended Motion # \_\_\_\_\_