



Shannon Schell

GOVERNOR
Lake County, FL

Shannon Schell Annual Report – Governor April 2023 Jacksonville, FL

Dimple Overstreet

GOVERNOR-ELECT
Starke, FL

Since the 2022 District Three Conference in Charlotte, NC I have performed the following activities:

Mantha Young

VICE GOVERNOR
Lake City, FL

Dorothy Manning

DIRECTOR
Gaffney, SC

Nancy Shumaker

DIRECTOR
Statesboro, GA

LaShone Surrency

DIRECTOR
Lake City, FL

Scott Tice

TREASURER
Ocala, FL

Lori Davis

SECRETARY
Lake County, FL

Colleen Duris

PARLIAMENTARIAN
Ocala, FL

- Sent welcome letters to new Altrusans
- Read the Pre, Post and Mid-Year Board Meeting Minutes
- Submitted Emeritus Requests to International
- Worked with Susy Meier updating District Website
- Participated in Virtual Club Zoom Meetings
- Reviewed and responded to Club Newsletters
- Prepared and sent out Monthly Governor Greetings Newsletters
- Prepared DSB Assignments and worked with the DSB Editor to complete and distribute Spring, Summer, Fall and Winter DSB Editions
- Communicated with District Committee Chairs
- Sent out ACT announcements
- Participated in monthly Governors Council Zoom Meetings
- Completed all scheduled Club Visits
- Prepared for the Mid-Year and Pre-Conference District Board Meetings
- Prepared Agendas for Mid-Year and Pre-Conference Board Meetings
- Communication with 2023 Conference Co-Chairs
- Toured Atlanta Buckhead Hotel, GA to determine final 2024 Conference Site and signed contract for April 25-27, 2024
- Obtained dates April 24-26 from International for 2025 Conference
- Toured Harrah's Cherokee Casino and Resort, NC Conference 2025 Site and secured contract for April 24-26, 2025
- Coordinated and updated District Policies, Board Responsibilities Manual, Committee Chair Responsibilities Manual, Nominating Committee Manual and Conference Manual.
- Updated and reformatted the "District Three History" Document
- Spoke via Zoom at New ASTRA Club Chartering Ceremony
- Created an "Incoming Governors Biennium Template" for Dropbox
- Prepared information for Josie for Conference Program Book
- Coordinated 2023 Conference Planning for Jacksonville, FL

Shannon E. Schell

Altrusa International District Three, Inc., Governor

Shannon Schell, Governor
3171 Willow Brook Ln
The Villages, FL 32162
(352) 406-4573
altrusashannon@aol.com



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Annual Report – Governor-Elect April 2023 Jacksonville, FL

Since the 2022 District Three Conference in Charlotte, NC I have performed the following activities:

- Visited Lake City Club
- Attended Mid-Year Meeting
- Attended Governor's Council Zoom Meeting
- Attended Governor – Elect Zoom Meeting
- Attended Conference Planning Zoom Meetings
- Recruited all committee chairs for 2023-2025 biennium
- Flag Ceremony completed
- Recruited candidates for the District Three Board
- DSB article
- Attended Foundation Zoom Meeting

Dimple Overstreet

Altrusa International District Three, Inc., Governor-Elect

Shannon Schell, Governor
3171 Willow Brook Ln
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Ocala, FL

Mantha Young, Vice Governor
Annual Report
April 2023 Jacksonville, FL

Since the 2022 District Three Conference in Charlotte, NC I have performed the following activities:

- Set Up a Vice Governor Email address
- Emailed proper 2022 awards to International
- Worked on Todd Jordan Yearbook Award for reformatting to Non-Judged Status
- Updated all Awards to be emailed going forward to Vice Governor Email Address
- Secured Award Presenters for 2023
- Submitted a Fall DSB Article
- Responded to various Emeritus Requests via email
- Worked with Governor Shannon on New Award Templates
- Visited Lake County, Monticello, Statesboro and Marianna Clubs
- Coordinated Governor Shannon's Donation Gift
- Sent out emails for Committee Chairs
- Reminder emails sent for 2023 Awards Submissions
- Coordinated the 2023 Award Submissions

Mantha Young

Altrusa International District Three, Inc., Vice Governor

Shannon Schell, Governor
3171 Willow Brook Ln
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Shannon Schell
GOVERNOR
Lake County, FL

Scott Tice

District Treasurer

Dimple Overstreet
GOVERNOR-ELECT
Starke, FL

2022-2023 Annual Report

Since May 2022 I have:

- Prepared 2022 Conference Financial Statements and submitted them along with the accounting records, for audit, to the Audit Committee
- Verified all District Three Club Treasurers' contact information and updated list in Dropbox
- Maintained regular communication with Club Treasurers
- Collected, processed and deposited dues from renewing and new members. Invoiced Affiliate and Virtual Club Members for dues renewals
- Verified eligibility of potential Emeritus members
- Reconciled all bank statements and prepared a monthly Financial and Membership Report that was uploaded to Dropbox
- Forwarded monthly Financial Statements to Governor Shannon Schell
- Prepared monthly membership reports for Governor Shannon Schell and Membership Chair Randi Kahl, and quarterly membership reports for the DSB
- Prepared a Year-End Membership and Monthly Report and submitted it along with the 2022-2023 accounting records, for audit to the Audit Committee
- Issued reimbursements for District expenses as requested and approved by Governor Shannon Schell
- Invoiced, collected and deposited all Club Delegate Conference Fees
- Collected, recorded and deposited all Conference Registration and Vendor fees. Maintained all Conference Working Documents.
- Prepared, with the assistance of Governor Shannon Schell and Governor-Elect Dimple Overstreet, the Proposed Budget for 2023-2024.
- Calculated the Membership Award results for Greatest Net Gain, Greatest Percentage of Membership Gain and Membership Incentive Awards and sent results to Vice Governor Mantha Young in preparation for the Conference Awards Ceremony

Mantha Young
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Shannon Schell, Governor
3171 Willow Brook Ln
The Villages, FL 32162
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altrusashannon@aol.com

Respectfully submitted,

Oct 22



Shannon Schell

GOVERNOR
Lake County, FL

Dimple Overstreet

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Ocala, FL

LaShone T. Surrency

Director

Annual Report - April 2023

Since the 2022 District Three Conference in Charlotte, NC, I have completed the following tasks:

- Attended post-conference Board of Directors meeting,
 - Reviewed and edited minutes of meeting, as directed.
 - Participated in motions District Business to enhance District Business & Protocol
- Submitted article for Spring DSB about Altrusa Spirit Award presentation at the 2022 District Three Conference.
- Voted on Emeritus requests.
- Reviewed District Director responsibilities in District Manual for any possible revisions, changes, or edits.
- Communicated with District Three Leadership Committee Chair for Mid-year and Annual Report submissions.
- Completed club visits, and provided required pre summary forms, and post visit closure letters to Clubs: Tampa Bay, Atlanta, GA, Gaffney, SC, and Starke, FL.
- Participated in review of newly adopted forms, and District award applications.
- Attended Board meetings (in-person and onsite) in preparation for District Conference. Collaborated with Directors with planning First Timers session and Altrusa Spirit Award.
- Coordinated submission of Leadership Committee Annual Report from District Leadership Committee Chair.

Respectfully submitted,

LaShone T. Surrency

District Three Director

Altrusa International of Lake City, Inc.

Shannon Schell, Governor
3171 Willow Brook Ln
The Villages, FL 32162
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Nancy Shumaker
Director

Annual Report: April 2023

Since the 2022 District Three Conference in Charlotte, NC, I have completed the following tasks:

- Attended post-conference Board of Directors meeting,
 - Reviewed and edited minutes of meeting.
- Submitted article for Spring DSB about First Timers' Session and award presentation at the 2022 District Three Conference.
- Voted on Emeritus requests.
- Reviewed District Director responsibilities in District Manual for any recommended changes or amendments.
- Contacted BRR Chair for updates and to request submission of the BRR mid-year report. Loaded her BRR report and reports on the Altrusa Store into Dropbox.
- Visited Altrusa International of Raleigh, NC, Club and Altrusa International of Spartanburg, SC, Club. Submitted District Three Club Summary Report and copies of Post-Visit Letters for both visits.
- Reviewed newly revised applications for District awards.
- Attended monthly virtual Board meetings for 2023 District Conference in Jacksonville, FL.
 - Assisted with planning First Timers session and Spirit Award.
- Assisted with editing of District Three Nominating Committee Manual.
- Submitted letter of support to International Nominating Committee for Governor Shannon Schell as 2023-2025 International Treasurer.
- Requested submission of 2022-2023 annual report from BRR chair.
- Assisted with updating and reformatting District Three Conference Manual.

Respectfully submitted,

Nancy Shumaker

District Three Director
Altrusa International of Statesboro, Inc.



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Lori Davis

**Annual Report – Secretary Position
April 2023 Jacksonville, FL**

Since the 2022 District Three Conference in Charlotte, NC I have performed the following activities:

- Attended post conference Board of Directors Meeting,
 - Prepared and edited minutes of meetings.
- Attended Board meetings in preparation for District Conference.
- Prepared the 2022 District Three Charlotte, NC Conference Report
- Read the Pre, Post and Mid-Year Board Meeting Minutes
- Worked on multiple items for the 2023 Conference and board meetings.
- Participated in conference zoom calls and meetings.
- Reviewed items sent by board members and Governor Shannon.
- Prepared Agendas and minutes for every meeting.

Respectfully Submitted,

Lori Davis

Altrusa International District Three, Inc., Secretary

Shannon Schell, Governor
3171 Willow Brook Ln
The Villages, FL 32162
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Dimple Overstreet

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Jeraldyn Rivest

**Annual Report – ASTRA Committee
April 2023 Jacksonville, FL**

Since the 2022 District Three Conference in Charlotte, NC I have performed the following activities:

- Communicated with each District Three ASTRA Club Sponsors to:
 - Confirm ASTRA Sponsors and validate which ASTRA Clubs are remaining active this school year
 - Remind ASTRA Sponsors to complete the ASTRA Annual Report, Alumni Survey and to submit nominations for the ASTRA Scholarships
- Assisted Altrusa International of Charlotte, NC Inc. with chartering District Three's first home school club, ASTRA Club of Cabarrus County Home School Association (CCHSA) in March 2023
- Provided articles and photos to DSB and ASTRA Gram throughout year including article on ASTRA Grants and District Three Kitty McElhaney ASTRA Grant Fund
- Participated in the ASTRA Conversations held via Zoom hosted by Lorraine Brewer, Altrusa International ASTRA Committee Chair (7/7/22, 10/25/22 and 2/8/23)

Jeraldyn Rivest

Altrusa International District Three, Inc., ASTRA Committee

Shannon Schell, Governor
3171 Willow Brook Ln
The Villages, FL 32162
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altrusashannon@aol.com



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GOVERNOR
Lake County, FL

Dimple Overstreet

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Sara Freeborn
Annual Report – BRR
April 2023 Jacksonville, FL

In January I submitted an article for the Winter DSB to inform District Officers District Committee Chairs and club members that they may submit resolutions covering any matter of importance to the clubs or the district no later than 60 days prior to District Conference. The article advised on the way in which such resolutions are to be submitted.

After checking with our representative at Doc Morgan as to the timing of an order, I sent a letter to all club presidents on March 10th inviting them to order items from the Altrusa Store, which could be included with our order for the store at Conference. This gives them a chance to replenish supplies of items such as membership pins, to order items for gifts to unsung heroes or others, to take orders from members for shirts or other items, all without having to pay any shipping charges. Seven clubs chose to take advantage of the offer this year. The order has been placed and the expected shipping date is April 12th. I have two people lined up to help tend the Altrusa Store during the conference.

Respectfully submitted,

Sara Freeborn

District Three BRR Chair
Altrusa International of Gainesville, FL.

Shannon Schell, Governor
3171 Willow Brook Ln
The Villages, FL 32162
(352) 406-4573
altrusashannon@aol.com



Shannon Schell

GOVERNOR
Lake County, FL

Dinah Henderson

Dimple Overstreet

GOVERNOR-ELECT
Starke, FL

Club Revitalization Committee – Annual Report 2023

I have performed the following activities since June 2021-April 2023:

Mantha Young

VICE GOVERNOR
Lake City, FL

Dorothy Manning

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Colleen Duris

PARLIAMENTARIAN
Ocala, FL

1. Conducted a Zoom meeting with previous chair, Nancy Shumaker to discuss progress of under charter clubs.
2. Confirmed the following (6) District Three Clubs as under charter clubs via Group Tally and with District Three Governor Shannon Schell: Atlanta, GA, Caldwell Co., N.C., Durham, N.C., Gaffney, S.C., Gastonia, N.C. and Salisbury, N.C.
3. Sent e-mails to all the above clubs which included: a "Welcome Letter" as the new chair, a copy of the Club Revitalization Grant Application, along with information on how to reach me.
4. Several follow-up emails & phone calls with club Presidents, getting to know them a little better and answering questions about ideas for the grant application. I also sent them an article on "100 Ways to Recruit New Members" to give them some ideas to begin.
5. Submitted an Article for the DSB, Summer 2021 on "Club Revitalization: Ideas and Tools to Recruit and Grow."
6. The Gaffney, S.C. club submitted a grant application by deadline.
7. E-mail to Gaffney Club in Feb. 2022 to follow-up on any needs I could assist their club with.
8. E-mail to all 6 club Presidents in Feb. 2022, asking if all was going well with their clubs, and if I could assist them in any way.
9. E-mail to all clubs 7/20/22 sending them the Club Revitalization Grant Application and reminder of submission deadline. The Durham club was disbanded and Tampa Bay added.
10. E-mail 9/20/22 reminding all clubs of the Club Revitalization application deadline.
11. Email to all clubs wishing them well and thanking them for their work.

In Altrusa Service,

Dinah Henderson

Shannon Schell, Governor
3171 Willow Brook Ln
The Villages, FL 32162
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JOSIE FRIESER

**Annual Report – Communications
April 2023 Jacksonville, FL**

Since the 2022 District Three Conference in Charlotte, NC I have performed the following activities:

- DSB Articles
- Facebook Updates
- District Three 2023 Conference Program Book

Josie Frieser

Altrusa International District Three, Inc., Communications Chair

Shannon Schell, Governor
3171 Willow Brook Ln
The Villages, FL 32162
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altrusashannon@aol.com



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Carol Thomas

**Annual Report – District Service Bulletin (DSB) Editor
April 2023 Jacksonville, FL**

As the bulletin editor the following were responsibilities met for each published bulletin in 2022-2023.

- Coordinated with Governor Shannon Schell the layout and designs for the bulletin per issue.
- Collection of contributions of articles by Governor Shannon Schell, Board of Directors, Committee Chairs, Club Presidents and International President, Kathy Folley.
- Each Bulletin prepared electronically with 4 issues annually.
- The following DSBs have been submitted to Altrusa International for distribution to all of District Three membership.
 - DSB Summer 2022, published August 31, 2022
 - DSB Fall 2022, published October 31, 2022
 - DSB Winter 2023, published January 31, 2023
 - DSB Spring 2023, to be published May 15, 2023

Respectively submitted,

Carol Thomas

Altrusa International Orlando-Winter Park, FL Inc.

Shannon Schell, Governor
3171 Willow Brook Ln
The Villages, FL 32162
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altrusashannon@aol.com



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Martin Houston

**Annual Report – International Foundation Liaison
April 2023 Jacksonville, FL**

Since the 2022 District Three Conference in Charlotte, NC I have performed the following activities:

- Received updates from the Altrusa International office on changes to the Foundation staff.
- Transmitted the funds from our District Three Conference International Foundation 2022 fundraiser to the International Foundation, a total of \$635.
- Wrote three articles for the District Three District Service Bulletin on the results from Conference and International Foundation and Foundation Grants.
- Worked with the International Foundation Director to ensure all District Club Foundations are in compliance with their by-laws.
- I am available to answer any questions by the clubs concerning the International Foundation and Foundation Grants.

Martin Houston

Altrusa International District Three, Inc., International Foundation Liaison

Shannon Schell, Governor
3171 Willow Brook Ln
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Joanne M Brown

**Annual Report – Chair, Leadership Committee
April 2023 Jacksonville, FL**

Since the 2022 District Three Conference in Charlotte, NC I have performed the following activities:

- Delivered the Keynote address at breakfast for the 2022 Conference
- Reviewed and made recommendations to update Responsibilities of the Leadership Development Committee Chair
- Reviewed the leadership workshop and worked with the Governor to streamline its delivery for the 2023 Conference

Joanne M Brown

Altrusa International District Three, Inc., Chair, Leadership Committee

Shannon Schell, Governor
3171 Willow Brook Ln
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Randi Kahl

**Annual Report - Membership Chair
April 2023 Jacksonville, FL**

Since the Mid-Year Board Meeting, I have performed the following activities:

- Reviewed monthly District Membership reports prepared by the District Three Treasurer.
- Sent thank you notes to Sponsors of new members monthly.
- Submitted an article for the DSB.
- Sent Email out a Reminder for Friday Fun Night for the upcoming District Three Conference
- Working with the Conference Chair (Nanci Schwartz) on Friday Fun Night – River Cruise Event
- Responded to email from the International Membership Committee concerning any highlights and challenges the district may be facing regarding recruitment and tension of members.

Respectfully submitted,

Randi Kahl

District Three Committee Chair
Altrusa International of Orlando Winter Park, Florida, Inc

Shannon Schell, Governor
3171 Willow Brook Ln
The Villages, FL 32162
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Julia Allen

**Annual Report – New Club Chair
April 2023 Jacksonville, FL**

Since the 2022 District Three Conference in Charlotte, NC, I have performed the following activities:

- Wrote an article for the Fall 2021 District Service Bulletin.
- Since 2021's Conference, I have received and read club newsletters.
- I have discussed the committee with Governor Shannon Schell.
- Emailed each Club President in District Three encouraging them to look for possible interest in starting new clubs.
- Wrote an article for the Fall 2022 District Service Bulletin.

Respectfully submitted,

Julia A. Allen

Altrusa International District Three, Inc.
New Club Committee Chair

Shannon Schell, Governor
3171 Willow Brook Ln
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TAMMY HALL

**Annual Report – Program Coordinator
April 2023 Jacksonville, FL**

Since the 2022 District Three Conference in Charlotte, NC I have performed the following activities:

- Closed out 2022 Charlotte Conference including review of hotel billing and transfer of items to 2023 Conference Chairs
- Completed site visits and negotiations for 2024 Conference Hotel – Marriott Atlanta Buckhead Hotel & Conference Center, Atlanta, GA, April 25-27, 2024.
- Secured rooms and meeting space for District Board Mid-Year Board meeting for October 2022. Attended Mid-Year Board Meeting.
- Worked with Conference Direct to receive RFPs for 2025 North Carolina Conference. Negotiated contract with Harrah's Cherokee Casino Resort, Cherokee, NC for April 24-26, 2025.
- Worked with 2023 Conference Chairs and Board in preparation and planning of conference to be hosted at the Southbank Hotel in Jacksonville, FL. Including preparation of registration form, budget, conference survey, recruiting meal host clubs, meal selections, etc.
- Ongoing point of contact with the hotel for conference leadership to secure changes and additional requests.
- Participated in monthly Altrusa Conference Planning Committee ZOOM meetings.
- Many other duties as assigned.

Tammy Hall

Altrusa International District Three, Inc., Program Coordinator

Shannon Schell, Governor
3171 Willow Brook Ln
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Lori Davis

SECRETARY
Lake County, FL

Colleen Duris

PARLIAMENTARIAN
Ocala, FL

Dee Dugger
Service Program Development
Annual Committee Report: April 2023
Jacksonville, FL

Since the 2022 District Three Conference in Charlotte, NC I have performed the following activities:

- Wrote three articles for DSB -1 highlighting Days for Girls, a second highlighting Make A Difference Day and a third about the Service Project for Conference.
- Contacted clubs about Make a Difference Day projects. Projects range from a community baby shower, collecting items for Head Start, or collecting books to be distributed at a Trunk or Treat Halloween event.
- Encourage clubs to write a small article for DSB so they can showcase themselves or a specific project.
- Continue to work on 2023 conference service project. We will be donating 180 bags to See the Girl program. 80 of the bags will be for girls graduating from the Girls Matter: It's Elementary and 100 bags will be filled with items for general distribution to girls and women in need.

Respectfully Submitted,

Dee Dugger

Service Program Development Committee
Gainesville, FL

Shannon Schell, Governor
3171 Willow Brook Ln
The Villages, FL 32162
(352) 406-4573
altrusashannon@aol.com



Shannon Schell

GOVERNOR
Lake County, FL

Dimple Overstreet

GOVERNOR-ELECT
Starke, FL

Mantha Young

VICE GOVERNOR
Lake City, FL

Dorothy Manning

DIRECTOR
Gaffney, SC

Nancy Shumaker

DIRECTOR
Statesboro, GA

LaShone Surrency

DIRECTOR
Lake City, FL

Scott Tice

TREASURER
Ocala, FL

Lori Davis

SECRETARY
Lake County, FL

Colleen Duris

PARLIAMENTARIAN
Ocala, FL

Susy Meier

**Annual Report – District Webmaster
April 2023 Jacksonville, FL**

Since the 2022 District Three Conference in Charlotte, NC I have performed the following activities:

- Routine maintenance and updating of current District Three Website, including adding of district publications like the District Service Bulletins and Governor Shannon's newsletters.
- Worked with the District Three Foundation Board to revamp their webpage including new items, pictures, and rearranging of links/documents.
- Added Web information to the website for the 2023 District Three Conference including registration forms, Conference Chairs, location, and timing.
- I continue to update and refine the new District Three Website and provide assistance and guidance as a resource to all district club webmasters and club leadership regarding questions about their websites.

Susy Meier

Altrusa International District Three, Inc., Webmaster

Shannon Schell, Governor
3171 Willow Brook Ln
The Villages, FL 32162
(352) 406-4573
altrusashannon@aol.com