



VICTORIA PROFESSIONAL EXPRESS NETWORK

*A League of the American
Business Women's Association*

Victoria, TX

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Mission Statement of the American Business Women's Association

The mission of the American Business Women's Association is to bring together businesswomen of diverse occupations and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support, and national recognition.

PRESIDENT'S LETTER

Dear members,

2020... What a year we've had! We have all been tested in ways that many of us probably hadn't imagined possible. However, with those tests, each of us has developed new strengths and re-analyzed the priorities in our lives. As I stepped into the presidency of our league, I wanted to make sure that our members were reminded that we are a group of women who represent the characteristics of strength, grace, resiliency, adaptability, and togetherness.

Our league theme in the 2020-2021 year is The Lioness. There is an excitement about thinking outside of the box to meet the needs of our membership and community while still amid a pandemic. As an organization, we will continue to stress that it is our individual strengths working together collectively towards common goals that will move us forward. Thank you for your membership. Thank you for your dedication. Thank you for being women who will uplift and encourage other women. Each of you are an important part of our organization. There is nothing thrown at us that we cannot overcome... together.

We are VPEN... HEAR US ROAR!!

Teri Moten

2020-2021 President



Top 10 Meeting Ice Breakers

By Amy Linley

Source https://ezinearticles.com/expert/Amy_Linley/131869

Getting people comfortable in a group setting before a team meeting can be the best investment of ten to 15 minutes of time that you can make. Ice breakers get creative juices flowing, can increase the exchange of ideas, establish team identity, and create a sense of community. All of these items are important in forging top productive teams. But how do you get people to participate and not feel uncomfortable with an ice breaker?

For meetings in a business setting in which participants are professionals, ice breakers that require actions not normally associated with day-to-day behaviors in the office generally make people uncomfortable. Successful ice breakers for these type of groups generally consist of having attendees share memorable information with each other, create innovative ways to get people to introduce themselves to each other, or have group members collectively work on a problem where everyone has to contribute.

We've selected our top ten team meeting ice breakers that are sure to get your meeting participants relaxed and ready to focus on your agenda as well as to connect with others in the group.

1. Brainstorm! Break the meeting into teams of four or five. Give each team a topic. Pick topics that are fun and simple like, "What would you take on a trip to the desert?" or "List things that are purple". Give your teams two minutes, no more, and tell them "This is a contest and the team with the most items on their list wins." Encourage the teams to write down as many things as they can and not to discuss anything, just list things as quickly as possible. At the end of two minutes, the team with the most items on their list wins! This helps people to share ideas without fearing what other people will think.

2. Same or Different: Divide the meeting into teams of three or four and give each team a large sheet of paper and then give each person a different colored marker. Have each person draw

a large oval such that each oval overlaps with the other ovals in the center of the piece of paper. Give the group or groups, a theme that pertains to your meeting objectives. Ask the participants to write down at least five or more entries in the non-overlapping and mutually overlapping areas of their ovals. Give them five minutes, no more than that, to talk about their similarities and differences and write them in their own ovals on the paper. If there is more than one group, compare results and identify common themes in both parts of the diagrams and what light these similarities and differences shed on the purpose of the meeting. This helps team members develop an understanding of shared objectives and in a non-confrontational way learn how their views differ from others in the group.

3. Fact or Fiction: Have everyone write down three surprising things about themselves, two of which are true, and one of which is made up. Each person, in turn, reads their list and then the rest of the group votes on which "fact" they feel is the "false" one. If the group does not correctly pick a person's made up "fact", then that person wins. A group can have more than one winner. At the end, the whole group votes on which of the "winners" of the final round, had the most deceiving "fact". This helps people get to know and remember their colleagues.

4. Free Association: The object of this ice breaker is to have small groups generate as many words or phrases as they can that are related to a particular topic that focuses on the objective of your meeting. Give the group or groups a key word you want them to associate with and then give them two minutes to list, as quickly as possible, as many words or thoughts that pop into their heads. For example, if your company is trying to decide on whether to reduce travel and increase the use of teleconferencing, you might use the word "teleconferencing" and have people list as many words or phrases they can that they associate with the key word. For example they might say: "saves money", "saves time", "impersonal", "need to see other people", "get distracted", "sound quality".... This reveals what people are thinking, similarities in viewpoints, and possibly even problem areas or topics that need addressing or further discussion.

5. Nametags: Prepare nametags for each person and put them in a box. As people walk into the room, each person picks a nametag (not their own). When everyone is present, participants are told to find the person whose nametag they drew and introduce and say a few interesting things about themselves. When everyone has their own nametag, each person in the group will introduce the person whose nametag they were initially given and mention something of interest about that person. This helps participants get to know and remember each other. (cont. on pg.10)



GOODWILL NEWS!!



Every year VPEN selects a local charity to support through fundraisers, collections, and other types of donations. We are happy to announce that for the 2020-2021 term, VPEN will be collecting items and donations for the Hope Child Advocacy Center for a second year!

The Hope Child Advocacy Center was established as part of Hope of South Texas, Inc. in January 2002. The agency's goal and purpose are to assist in combating child abuse by partnering with Law Enforcement Agencies, the Texas Department of Family & Protective Services – Children's Protective Services, District Attorneys, Sexual Assault Nurse Examiners, and Mental Health Professionals.

As part of the VPEN Campaign we will be selling Nuts & Treats at meetings and will be holding a couple of fundraisers to donate to this wonderful organization who is helping the children of our community every day.

If you have any questions, please feel free to reach out to Dorothy Wood our Fundraising Chair.

Professional Development News!!

The Steven Bufton Memorial Education Foundation (SBMEF) has recently posted the national scholarships available for 2020-21! Applications are currently being accepted and there are only 300 available spots for each scholarship.

Hurry, don't miss your chance to secure funding for your education!

According to VPEN's Professional Development Chair, Rachel Nessel, "[the] deadline for the applications is May 15, but I believe most spots will be filled by then so we need to encourage people to apply NOW!"

Help VPEN spread the word about the great ABWA scholarships. For more information, you can reach Rachel at rachel.nessel@victoriacollege.edu or at (361) 582-2575.



National scholarships are open to women meeting the requirements of each scholarship listed below. Applicants must be female, US citizens with at least a 3.0 GPA on a 4.0 scale.

National Scholarship - Darlene Hajduk Friendship Scholarship

Amount: \$5,000

Institution: University or College in the State of Texas that offers a baccalaureate degree

Field of Study: Business

[Learn More](#) / [Apply Now](#)

National Scholarship in memory of beloved member, Jane Nicklay

Amount: \$2,500

Institution: accredited US College or University that offers a baccalaureate degree

Field of Study: Teaching

[Learn More](#) / [Apply Now](#)

Women of Vision Ambassador Scholarship

Amount: \$2,500

Institution: accredited US College or University that offers a baccalaureate degree

Field of Study: Open

[Learn More](#) / [Apply Now](#)

Nancy Griffin Legacy Endowment Scholarship

Amount: \$2,000

Institution: accredited US College or University that offers a baccalaureate degree

Field of Study: Open

[Learn More](#) / [Apply Now](#)

Meet Your 2020-2021 Board of Vice Presidents



President

Teri R. Moten, MBA is a Hospice Consultant with Texas Home Health and Hospice and the owner of Moten Consulting Group. Known as "Your Business Problem Solver."

Teri teaches virtual courses to help business owners learn to Out-Think, Out-Market, and Outsell their competition.

Originally from Goliad, TX, Teri received her Bachelor of Business Administration in Marketing from the University of

Texas at Austin in 1994, Master of Business Administration from the University of Houston-Victoria in 1996.

Teri serves on the Board as President for American Business Women's Association local chapter VPEN and is a charter member of their sister chapter, WGTEEN, in addition to being involved in other community organizations. Teri, also a minister, enjoys spending time with her husband, Dr. David P. Moten and their wonderful 15 year-old daughter, Ayanna.



President Elect

Meredith joined ABWA / VPEN in 2010, celebrating 10 years. She has sat on the VPEN board in the following positions: VP of Administration, VP of Programming (Interim), President Elect, President, Professional Development Chair, Houston Area Council "HAC" Delegate; and participated in Fundraising Events. She has had the opportunity to attend ABWA Regional and National Conferences representing VPEN. Currently She is the 20-21 President Elect. She is the 2020 VPEN Woman of the Year and 2021 Top Ten candidate for ABWA.

In 2015, Meredith co-chaired a new ABWA Formation, known as Women Growing Together Express Network "WGTEEN". The vision was to bring an evening chapter to the Victoria community. She has sat on the WGTEEN board in the following positions: VP of Programming, Professional Development Chair, Best Practice Chair, Goodwill Chair, Houston Area Council "HAC" Delegate and participated in Fundraising Events. Currently she is the 20-21 VP of Membership and is the 2020 WGTEEN Woman of the Year.

Meredith is an ABWA Inner Circle recipient sponsoring over 22 new members "Emerald Level". She is also an active member of the ABWA District II Task Force Committee. This committee has united ABWA members from all across District II to work as mentors to New Formations.

Meredith is an active member of the Houston Area Council "HAC" since 2014. She has served as the Hospitality/Reservations Chair, Membership Chair, Women Celebrating Women "WCW" Luncheon Committee, Co-Chair, and Chair. This luncheon annually honors the Council Area Chapters.



VP of Communications

Faith Rodgers is currently employed with the City of Victoria as an administrative assistant to the City Secretary. She works in a professional setting to provide local and City services by following all confidential guidelines set forth by the City and State.

Faith joined VPEN in July of 2015. Over the years she watched and studied VPEN, eager for opportunities and the right time for her to become more involved. Faith

served on the 2019 Holiday Bazaar committee and helped provide a lovely experience for shoppers on the night of the event. For the past 4 years, Faith has also volunteered her time to be a model for VPEN's Showcase of Fashion fundraisers. Faith was chosen a Woman of the Month in June of 2017. She is the mother of two beautiful children ages, 7 and 6. When Faith isn't volunteering for VPEN or working, she enjoys spending time with my kids, shopping, shooting, hunting, anything on the water. She loves being outdoors.

High achievement always takes place in
the framework of high expectation

- Charles Kettering

Meet Your 2020-2021 Board of Vice Presidents



VP of Finance

Kaylene Schlueder is a Certified Paralegal at Kliem & Associates. Kaylene has been in the legal profession for thirty-five (35) years. Kaylene has worked for lawyers in various fields, been a paralegal instructor teaching paralegal courses and even worked as a team lead in the child support field. Kaylene decided to further her education by taking an extensive test and becoming a Certified Paralegal in 2002 through the National Association of Legal Assistants (NALA). Kaylene has a

beautiful daughter who attended Baylor University and West Coast University and is a Registered Nurse and she also has a handsome son who attended Texas A&M University and earned a Bachelor of Science Degree in Agricultural Economics with a Minor in Business Administration. Kaylene is an avid pet lover and currently has a dog, a cat and huge parrot. Kaylene loves to paint when she has the time. Kaylene recently even started taking professional dance lessons. Her favorite thing that she enjoys is taking vacations with friends and family all over the place.

Kaylene has only been member of VPEN/ABWA for one (1) year and nine (10) months but she was awarded the Woman of the Month award for July 2019 through the Victoria Professional Express Network. She was the Silent Auction chairperson for our Fashion Show Fundraiser in 2019 and even participated further by being an actual model for the Fashion Show. In 2020 she is the Sponsorship Chairperson for our upcoming Boot Scoot'N Bingo Fundraiser. Kaylene has attended one (1) Regional and (1) National Conference.



VP of Marketing

Shannon Spree brings 26 years of media and marketing experience into her role as VP of Marketing. In addition to her immediate role as an account director for NCM, a cinema and digital advertising company, Shannon worked for 10 years as the Marketing and Communications Director at Citizens Medical Center and for many years in sales and editorial at the Victoria Advocate. She has been a proud member

of the Victoria Lions Club for 15 years and is a member of the Victoria Chamber of Commerce.

Shannon earned her BA in Mass Communications with an Advertising specialty and a Minor in English from (Southwest) Texas State University. Her passion for competitive sports has been passed on to her two daughters, Kyleigh (18) and Laina (13). She can be found most nights and weekends watching them practice and play on their respective college and club soccer teams. In her down time she can be found reading, gardening and sitting by campfires in the country with her other half, Jeff Kolos.



VP of Programming

Amy Hatmaker is the Director of Career Services at the University of Houston-Victoria. She began working at UHV 14 years ago following many years in non-profit leadership. Amy received her MA from Texas A&M University Corpus Christi and her BA from UHV.

“Surround
yourself with
only people who
are going to lift
you higher.”

- Oprah Winfrey

Meet Your 2020-2021 Board of Vice Presidents



VP of Membership

Kalyn Kliem is a legal assistant at Kliem and Associates and have worked for the company for seven years. She obtained an Associate of Science Degree on December 19, 2014. Since she has obtained her degree, she has attended multiple leadership trainings, including the following: Leadership of Victoria Class through the Chamber of Commerce and received a certificate on June 16, 2016, and the

Women's Leadercast in 2018 and 2019. Kalyn has attended the Victoria Friendly Certified Customer Service Training through the Victoria Chamber of Commerce and received a certificate on September 14, 2017. Kalyn married her husband, Hunter, on February 21, 2015. On March 7, 2019, Kalyn and Hunter welcomed to the world a son, who has become the center of their world.

Kalyn became a member of Victoria Professional Express Network (hereafter "VPEN") since July of 2014. Kalyn has held the VP of Membership position for 2019-2020 term. The list of committees I have served on are as follows: Fashion Show Committee in 2015, 2016, 2017, and 2019, Holiday Bazaar in 2015, Nominating Committee in 2018, and currently serving on the Boot Scoot'n Bingo Committee fundraiser which is to take place on March 28, 2020. I have served as the following chair positions: Historian for the 2015-2016 and 2016-2017 terms, Marketing Chair in 2018-2019, and Co-Membership Chair in 2018-2019. Kalyn has been to National Conference, twice 2016 to Chattanooga, Tennessee and 2017 to Lancaster, Pennsylvania.



VP of Administration

Tracy Morgan loves love the person she has become because she has fought to become her. Always be genuine, grateful, and gracious and show gratitude to those that have helped you along the way.

ABWA/VPEN has taught her to rise to the challenge! She has risen to the challenge and have become involved in her league by serving on committees, chaired committees and taken on many leadership roles.

Her ABWA journey began five years ago and she can tell you it has been so rewarding! Life takes you in so many different directions but ABWA has been a firm foundation for her to build on. The networking and friendships made are life changing.

Tracy aspires to help other women grow personally and professionally as others have helped her. She wants to be a positive influence and impact women not only in her league but in District II as well.

Tracy went to her first national conference in 2017 and was so intrigued by the National Board and thought to herself that could be her one day walking across that stage and after years of praying she is here ready to serve ABWA and VPEN as an approved candidate for District II Vice President. It is truly an honor to represent District II and Victoria Professional Express Network.



RISE TO THE CHALLENGE
IN THE AMERICAN BUSINESS WOMEN'S ASSOCIATION

Listen Up Ladies: Etiquette of the Handshake

By Barbara Patcher

Source: <https://womenbusinessownerstoday.com/articles/listen-up-ladies-etiquette-of-the->

"When did women start shaking hands? It feels awkward."

Recently, a very bright, talented, professional woman asked me that question. Initially, I was startled. Yet, as I thought about the question, I realized that many women in my seminars are reluctant to shake hands, and others do so incorrectly.

In today's workplace, shaking hands is not for men only. The handshake is the business greeting. Both men and women need to shake hands, and to do so correctly.

One woman said she got her job because she shook hands at the beginning of the interview and at the end. The manager told the woman that he chose her because she handled herself so professionally.

Why do women sometimes feel uncomfortable about shaking hands? The reasons vary:

1. Some women were never taught to shake hands. It is not that these women were told not to do so, it is that they were not taught to do so. One woman in an etiquette class was shocked when she realized that she was not teaching her four-year-old daughter to shake hands, but she had already started teaching her two-year-old son to shake hands.
2. Women bring the personal greeting of kissing friends on the cheek into the workplace. This can be awkward, since you will not want to kiss or hug everyone you meet at work, nor will everyone be comfortable with this greeting.
3. Many women were taught not to stand when shaking hands. Before each of my seminars, I walk around the room

to introduce myself to my participants and extend my hand in a greeting. Approximately 70 to 75 percent of men, but only 30 to 35 percent of women, stand to shake my hand. You establish your presence when you stand. Both men and women need to stand when shaking hands.

You will be judged by your handshake. Be honest: What do you think if someone gives you a limp handshake? Yes, you tend to think of that person as weak and unimpressive.

To shake hands properly, you should extend your hand with the thumb up. Touch thumb joint to thumb joint. Put your thumb down, and wrap your fingers around the palm of the other person. Your grip should be firm, but don't break any bones – it's not a competition. Two to three pumps is enough. Face the person and make eye contact.

And one more thing:

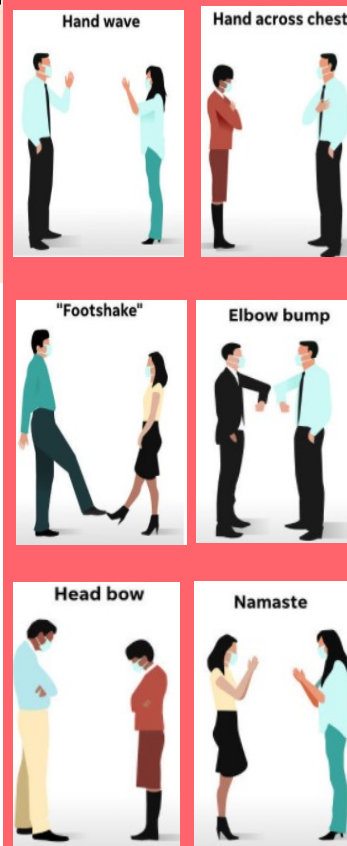
It used to be that a man needed to wait for the woman to extend her hand. Not anymore. The new guideline is to give the higher-ranking person a split second to extend a hand, and if he or she does not, you extend yours. The key is that the handshake needs to take place.

Point To Ponder

Keep the right hand free. Before you walk into a meeting, move anything you are carrying to your left hand. You don't want to be fumbling with items before you extend your hand. When mingling, hold your drink in the left hand so your right hand is always free and dry to shake.

Additional information can be found in my new book, *The Essentials of Business Etiquette: How to Greet, Eat and Tweet Your Way to Success* (McGraw Hill).

Alternatives to Shaking hands during COVID19



To read full article associated with this graphic, visit the Charleston Regional Business Journal.

Article: How do we replace the business handshake in the COVID-19 era?

Author: Nathan Bomey

Original Publisher: USA Today

Copy and Paste Link in your Browser: <https://charlestonbusiness.com/news/human-resources/78553/>

Graphic origination: Charleston Business Journal. Subject to Copyright.



THE YEAR OF THE LIONESS



VPEN Victories!!



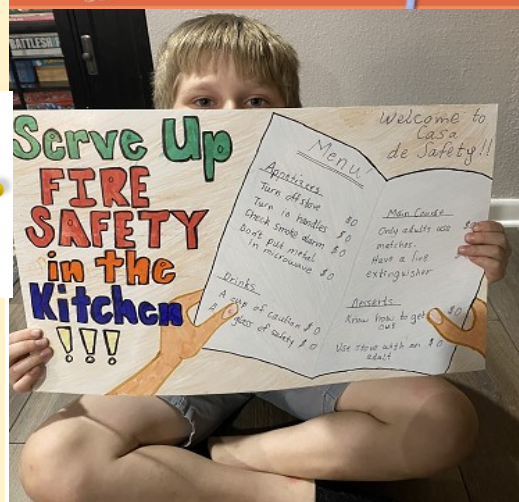
Tell us about your proud moments! We want to sing it from the roof-tops! Whether it be a promotion, an achievement, an anniversary, etc., we want to congratulate you and/or your loved one!



Ayanna Moten, daughter of Teri Moten, is a junior at Faith Academy. For the 2020-2021 school year, she has been named Captain of the Cheer Squad, Secretary of the Christian Honor Student Association, and she will be featured in Inspiring Teens Magazine in November.



Jackson Tuttle, son of Megan Tuttle, won 1st Place for the 4th grade for this year's Fire Prevention Poster Contest. Way to go, JT!



VPEN's Woman of the Month Award

July - Diane Kliem



August—Vicki Wagner



September—Tracy Morgan



October—Michele Rohde



Monthly Board Meetings

Nov 4, 2020

Dec 2, 2020

Jan 2, 2021

Mid Year Board Retreat

Jan 16, 2021

Monthly Business Meetings

Nov 18, 2020

Dec 16, 2020

Jan 20, 2021

Boot Scoot'n Bingo/Plate Pick-Up

Nov 8, 2020

HAC Women Celebrating Women

Jan 23, 2021 (Houston)



Mark Your Calendar!



AMERICAN BUSINESS WOMEN'S ASSOCIATION

**Victoria Professional
Express Network**



Be Our Guests!! Be Our Guests!

September Business Meeting



Monthly Business Meeting

3rd Wednesday of the Month

11:30 a.m. Networking
11:50 a.m. Program & Meal

Victoria Country Club

Teri Moten for more info
361-237-0212

[Www.facebook.com/VPENABWA/](https://www.facebook.com/VPENABWA/)

6. Desert Island: Group people in teams of five or six and tell them they will be marooned on a desert island. Give them 30 seconds to list all the things they think they should take and each person has to contribute at least three items. At the end of 30 seconds, tell the teams they can only take three things. Have the person who suggested each item on the list tell why they suggested it and defend why their item should be one of the chosen three. This helps the team learn about how each of them thinks, get to know each other's values, and how they solve problems.

7. Commonality Plus: Group your meeting participants at tables. At each table ask the group to list ten ways that everyone in that group is similar. Let them know that they cannot list body parts or clothing and that what they select cannot have anything to do with work. One person at the table should be tasked to make their list. At the end of your time limit have the group share their list with all meeting members. This is a great opportunity for your meeting attendees to learn about each other's hobbies, families, and common interests.

8. Line Up: As people enter your meeting hand each one a piece of paper with a different number written on it. Ask the group to arrange themselves in numeric order without using their voices, hands, or showing their number. This helps the

team to think of other ways to communicate with each other and to work together to achieve a common goal.

9. Meet and Greet Shoe Pile: This works great in large groups and is a variation of the name tag ice breaker. Have everyone take off one of their shoes and throw it into a pile. Have each group member pick up a shoe and walk around the meeting room greeting other people as they try to match their selected shoe to the one another team member is wearing. This is a great way for new people to meet several members in a group.

10. First or Worst: Have each member tell the group their first or worst job in turn. This easy to use ice breaker works great with teleconferences too and allows team members to spark conversation with each other and to have some fun commenting on the jobs that they have each done. Many of our top ten ice breakers can be used for on-site meetings and teleconferences alike. The nature of ice breakers is to get the group to talk, to share, and to get to know each other in a casual exchange. The best and most successful teams start with a little bit of fun; learning how to value what each member brings into the group. Ice breakers can help facilitate this exchange of information and comfort in doing so at the very start of the team forging process. ♦

2020 — 2021 VPEN BOARD



President

President-Elect

VP of Communication

VP of Finance

VP of Programming

VP of Membership

VP of Marketing

VP of Administration

Teri Moten

Meredith Golden

Faith Rodgers

Kaylene Schlueder-Diaz

Amy Hatmaker

Kalyn Kliem

Shannon Spree

Tracy Morgan



2020 — 2021 VPEN CHAIRS



If you are interested in serving in one of the vacant Chair positions, please see Teri Moten for more information. Let us help you grow personally and professionally. We are happy to have you join us!

HAC-Houston Area Council
Professional Development
Finance
Fundraising
Hospitality
Nominating
Membership
Administration & Corporate Sponsorship
Goodwill
Programming
Meal Coordination / VCC Liaison
Website
Marketing
Social Media
Awards
Past President & Best Practices



Tracy Morgan
Rachel Nessel
Elizabeth Cantu
Dorothy Wood
Cindy Guillen
(Vacant)
Tera Warwas
Denise Hartman
(Vacant)
Roslyn Faust
Jennifer Ruiz
Paige Winter
Sandra DeLaGarza
Kathy Stuehrenburg
(Vacant)
Megan Tuttle

Victoria Professional Express Network 2020 - 2021 VPEN STANDING RULES

VPEN Standing Rules:

VPEN may consider any other rules governing the network, which do not conflict with ABWA National Express Network Bylaws.

Reviewed annually by majority quorum vote during our Business Program meeting. Changes may also be made/ approved by a majority quorum vote throughout the year, as needed.

Post to Community Connection.

Be included in new member packets.

Executive Board/Chair:

The calendar year for the Chapter/Network will run August 1st through July 31st to coincide with the National Award Year and accounting

VPEN will follow ABWA guidelines to have the following 7 VP officers: President, President Elect, VP of Finance, VP of Communication, VP of Programming, VP of Membership, VP of Marketing/Publicity and 2 additional allowed VP positions which duties are as league chooses. (VPEN additional VP choice position is: VP of Administration)

It is preferred that candidates nominated for the positions of President-Elect or VP of Finance have previously served on the VPEN Executive Board and/or Chair position.

President or Board can approve chairs as needed. Chairs do not have a voting position.

Past President will act as mentor as the Best Practice Chair.

Corrective Actions:

Any board member that fails to attend three (3) board meetings in a single term or fails to uphold their responsibilities, will be considered deficient in their duties, and required corrective actions needed in writing. If the deficiencies are not corrected in thirty (30) days, she can be removed by a majority quorum vote of executive board. The board member will then be asked to relinquish their position. Exceptions may be approved by the executive board under certain circumstances.

Executive Board Meetings:

The Executive Board will meet the first Wednesday of the month from 11:30 am to 1:00pm. Meeting to be held at Heritage Mark Bldg. located at 5606 N. Navarro, Victoria, Tx 77904 unless otherwise noted. Board can make changes to meeting date due to holidays or other circumstances as deemed by President or President Elect.

VPEN General Membership:

Meeting will be held on the 3rd Wednesday of each month from 11:30 am to 1:00 pm at the Victoria Country Club located at 14 Spring Creek Rd, Victoria Texas 77904, unless otherwise noted. Networking is from 11:30 am to 11:49 am and the program will begin promptly at 11:50 am.

ZOOM Meetings:

Zoom Meetings are allowed by ABWA to conduct monthly business (general meeting and board meeting). Executive Board is authorized by ABWA to vote via zoom on monthly items such as minutes, financial statements, and items not required to have membership vote. By ABWA By-Laws membership vote has to be in person.

The Zoom General Meeting Program Cost for members is \$10, and the guest cost is \$15. Members and/or guests will be required to pay for the program before the meeting begins. Payment accepted by credit/debit card.

Local Annual Dues:

VPEN local annual dues of \$30.00 are due year to year by member and are to be paid within 30 days of submitted application date or anniversary date.

ABWA dues of \$115 are due with your submitted application and thereafter at your annual anniversary.

Annual Student & Secondary Member ABWA dues are \$50 along with the local membership due of \$30 which

(Cont. on next page)

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are waived for the 1st year.

ABWA and local dues are non-refundable and non-transferable. If a member fails to pay their local and national dues, their membership status will be converted to “inactive”.

Meeting RSVP / Reservations:

Members are required to make reservations or cancelations with the VPEN Programming Chair by 5pm the Monday prior to the Wednesday Business Program. Reservations and cancelations may be sent via EVITE response, or text message.

Any RSVP cancelations received after 5:01pm the Monday prior to the Wednesday Business Program are considered late and the member will be invoiced \$20 for the program.

Members sponsoring guests should make reservations for their guests. The program cost for members is \$20, and the guest cost is \$25. Members and/or guests are required to pay for the program before the meeting begins by cash, check (payable to Victoria Professional Express Network or VPEN) or by credit/debit card.

NSF Checks: The member will be charged the bank NSF fee in addition to the amount owed for the program. All NSF checks must be paid by cash, credit card, cashier check or money order within 45 business days.

Guests are welcome to attend three Business Programs annually. Following attendance of three Business Programs, guests will be strongly encouraged to become members by the VP of Membership in order to participate in the VPEN Business Programs, events, or other membership benefits.

Budgeting and Expenditures:

The VPEN executive board may authorize the expenditure of approved budget items without prior approval of the membership up to \$1000. Requests for expense reimbursements must be made within sixty (60) days from the date the expense is incurred.

ABWA National & Regional Conferences:

At the VPEN executive board retreat, the board will determine a budget to attend the ABWA District 2 National Conference. Final budget allowances will be based on how many members have expressed interest on attending. This number of members shall be decided and approved for reimbursement by the Executive Board. ABWA District 2 Regional Conference budgets may be discussed at the retreat or delayed until the executive board November/December meeting based upon fall event profits.

ABWA National Conference:

The executive board will prepare a list of members interested in attending the ABWA District 2 National Conferences. The first preferences will go to the President, Top Ten and Woman of the Year candidates. If the President cannot attend, secondary preference will go to President Elect or the executive board will select a board member to go in their place. The executive board will vote as to budget allowances of additional members. The final members list selected will be given to the VP of Finance for reimbursement.

ABWA Regional Conference:

The executive board will prepare a list of members interested in attending the ABWA District 2 Regional conference. The first preferences will go to the President Elect, Professional Development Chair and VP of Membership. The executive board will vote as to budget allowances of additional members. The final members list selected will be given to the VP of Finance for reimbursement.

Fee Reimbursement:

Based on the approved budget, the Network will reimburse ABWA National & Regional Conference registration fees and/or hotel or costs for conference days only. VPEN will reimburse those members who pay the early registration fee for the representative(s) to attend the ABWA conference within two weeks of the VP of Finance receiving their receipts.

Members who register after the early registration date will be responsible for any late fees. Receipt of any conference fees for reimbursement will be confirmed by the VP of Finance.

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It is the members' responsibility to follow up with the VP of Finance. Conference receipts are to be submitted to the VP of Finance within (21) days of the conference end date.

Conference Review Article or Presentation:

All members attending National or District II Conferences requesting reimbursements and representing the league are required to attend all conference sessions, be involved in conference activities including the District 2 voting process. Exceptions include sickness, emergencies and/or with notification given to the President. All members will submit a written article or provide a presentation within two regularly scheduled monthly meeting on the event activities.

Articles should be completed within 21 days of the conclusion of the conference and submitted to VPEN's VP of Communications for inclusion in the next issue of the newsletter and/or verbal & power point presentations should be completed within the first two general meetings after the conference.

All members attending a conference must submit their report by the published deadline, **NO EXCEPTIONS**, failure to do so may result in a board vote to require member restitution of reimbursed funds.

Donations/Gifts:

VPEN accepts monetary donations that may be designated by the donor. If donation is not earmarked then the VPEN Executive Board can vote on the disbursement.

SBMEF Scholarship Fund:

The Stephen Bufton Memorial Educational Fund exists to provide educational grants and scholarships to women pursuing post-secondary educational goals as well as ongoing professional development in order to support their career advancement and to help them become the role models, mentors and leaders of the future.

VPEN will contribute money to the *Stephen Bufton Memorial Educational Fund* and the *ABWA Foundation* when funds are available, with the approval of the board.

VPEN Newsletters:

VP of Communication will develop and distribute a newsletter to the membership (4) times a year and will post to the VPEN's website and Community Connections.

VPEN Awards:

Award committee will obtain appropriate type award with first preference purchases to be made through ABWA store, if none exist for the category, outside vendors may be used for award purchase.

Acrylic/Trophies are to be engraved with the name of winner within 45 days of announcement.

Top Ten:

Top Ten Business Women International Guide eligibility requirements are ABWA standards and may not be altered.

Woman of the year/Protégé Award.

VPEN Eligibility requirements and judging process will be established and approved with a majority member vote.

VPEN Rules:

VPEN may consider any other rules governing the network which do not conflict with ABWA National or Express Network Bylaws.

Houston Area Council:

VPEN will be a member of the Houston Area Council paying dues and sponsorship costs in January of each year.

VPEN will appoint a delegate and an alternate delegate for the HAC meetings, and the delegates will have voting rights at each quarterly meeting. If the delegate is unable to attend, the alternate delegate is expected to attend in their place.

VPEN will pay for the delegates or alternates meal cost. To be reimbursed, the delegate will be required to report the HAC meeting outcome to the VPEN members at the next scheduled board and/or general meeting.

VPEN will participate in the Women Celebrating Women Event that honors WOY, Top Ten, and Protégé award winners by covering the sponsorship, program attendance for honorees, and any appreciation costs.

APPROVED 8/19/20

ABWA's Proud Code of Conduct:

The Proud Code of Conduct was developed as a means of guiding all members in making ethical decisions. The broad statements of the code of conduct that are listed below are not expected to cover all conduct for all situations. This is why the Proud Code of Conduct was created as a living and fluid code.

- All members will serve as goodwill ambassadors for the American Business Women's Association.
- Members will not allow their personal beliefs and convictions to interfere with the representation of ABWA's mission.
- Members will always treat their member colleagues, guests, vendors and sponsors with honesty, respect, fairness, integrity, responsibility, kindness and in good faith.
- Members will maintain compliance with ABWA National, Chapter and Express Network Bylaws.
- Members will not use their personal power to advance their personal interests.
- Members will strive for excellence in their professions by maintaining and enhancing their own business knowledge and skills, and by encouraging the professional development of other members.

ABWA's Set of Core Values:

- Giving Members a Voice
- Treat People With Dignity (Proud Code of Conduct)
- Lifelong Learning
- Focus on Creating Value for Members
- Achievement
- Visionary Leadership
- Focus on the Future
- Focus on Results
- Manage by Fact
- Manage for Innovation

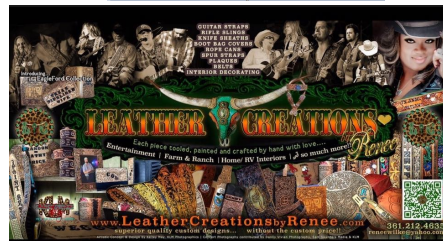
VPEN's Vision Statement:

To establish the premier networking & professional development organization, upholding the ABWA Mission Statement, for the greater Victoria, Texas area.

Thank you to all our 2020 -2021 Corporate Sponsors!



RETAIL & REPURPOSED HOME DÉCOR and GIFTS



If you are interested in being a VPEN Corporate Sponsor,
please see Denise Hartman.

Want to be in the next
Newsletter or have something to
share with your fellow VPEN
sisters?

Let's Share the news!

Contact Megan Tuttle to
find out how.

