



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,

Every January, ABWA releases its new theme for the current year. The anthem for 2020 is "Rise to the Challenge." I don't know if our Executive Director and the National Team were privy to a crystal ball but they could not have selected a more accurate and fitting statement for us to live by!

Each month "Rise to the Challenge" has taken on new meanings for me. In January, I rose to the challenge by giving myself a set of goals for 2020 designed to test my ability, patience, and tenacity. In February, I had to rise to the challenge to keep my new year resolutions on track. In March, well, like many, I found myself rising to the challenge of coping with COVID19 and its uncertainty.



No matter what your goals, plans or circumstances might be, one thing is certain...life happens and things change. Sometimes it is a little bump in the road and sometimes it's a complete detour. Everyday we have the opportunity to rise to the challenge; to push ourselves, to hustle, to stay positive, and to be kind. Sometimes in the midst of a challenge, things can seem dark. I wish for you to find calm in the storm, and to have faith when you can't see the light. Stay diligent, my VPEN sisters, there is nothing you can't achieve!

Megan Tuttle

VPEN President
2019-2020

Keys to Understanding Vision, Values, Goals & Strategy

By Bridget Weston

Business owners and startup entrepreneurs often spend a great deal of time defining their vision, values, goals and strategy, but these well-known concepts are commonly muddled.

This Adviso blog gives an example, “A [strategic plan](#) is sometimes confused with a list of goals—when in fact, it should be a reflection on what success means for the company or organization, and how they plan to optimize for that success.”

These are all separate and distinct things that, if used correctly, can catapult your business into success. When confused, however, you're less likely to reap the benefits of each.

Get a better understanding of how your vision, values, goals and strategy can help you build a strong company and then put each one to use correctly.

1. Start with Company Values

First and foremost, it's important to define your [company's core values](#). This will dictate elements of your branding, marketing and customer experience. It will also eventually play into your company culture. This starts with asking yourself: why does this company exist? Why do I have this business and what can it provide to the world?

The answers to these questions help you determine your company values, which also dictate how you want your employees to interact with others and how audiences connect with your business. What's more, your core values will help you make decisions, like hiring or letting people go, while also prioritizing goals and plans for the business.

As you brainstorm your core values, Craig Cincotta, an Entrepreneur contributor, suggests a few [common values](#) that all businesses should consider:

*Transparent * Accountable * Problem Solver *Ambitious

It's important to remember that just like your brand slogan and [logo](#), your values generally don't change. They should become synonymous with your business, to both you, your customers and employees.

2. Think Big When Defining Your Vision

Every great business has a vision for the future. But unlike a [mission statement](#), which defines where the company should be successful, your vision represents how you think others will respond or change when they have access to your company's products, services, and success.

Lindsay Kolowich with [HubSpot](#) describes vision, saying: “A [vision statement](#) describes where the company aspires to be upon achieving its mission...[and] describes where the company wants a community, or the world, to be as a result of the company's services.”

Your vision doesn't focus on growth rates or revenue but focuses on the future. It defines what you want to create or achieve as someone providing a valuable service or product. As you define your vision, aim for creating clarity and focus.

It's tempting to talk in vague terms that are difficult for others to interpret, much less follow. Employees, partners, investors, vendors, customers and others must be able to grasp your vision for it to work. For example, IKEA's vision statement is: “Our vision is to create a better everyday life for many people.”

Straight-forward, clear and concise. Use this as inspiration to define yours.

3. Bring Goals and Strategy Together

Setting goals, and creating a strategy to get there, might be the most challenging step. It's no secret that people often struggle to achieve their goals, but people and businesses that take a proactive approach to setting and following through with their goals are more likely to be successful. According to a study by Dr. Gail Matthews at Dominican University of California, 70 percent of people who [shared their goals](#) and set up regular progress checks were successful compared to 35 percent who kept their goals private.

Here are some examples of goals:

- Bring in \$250K revenue in Q1.
- Earn 50 new customers in 2020.
- Drive 50% of leads from Facebook in Q3.

Your goals are your business objectives. So ask yourself: Why do I want to accomplish that? And then, how can I turn that into an actionable and specific goal?

After setting your goals, it's important to be transparent with your employees about what you hope to achieve, which requires a clear strategy that you and your team will use to reach them. Your strategies aren't set in stone and may change all the time, in small steps or radical revisions. That's critical to understand because business conditions, markets, competition, consumer preferences and a wide range of other factors are constantly in flux. If your strategy remains fixed, your business will struggle to compete.

Remember that creating a sound strategy also means choosing what not to do. You can't do it all, so you have to use your core values to stay focused on what's important. Think of your strategy like the roadmap you use to achieve your vision and reach your goals, guided by the GPS of your values.

Use Vision, Values, Goals and Strategies to Be Successful

Once your values, vision, goals and strategies are outlined, you can use them together to grow a successful business.

Source: <https://www.score.org/resource/keys-understanding-vision-values-goals-and-strategy>



LISTEN
UP!

VPEN's Tracy Morgan: Approved as DVPII Candidate

Tracy Morgan has been endorsed by VPEN and approved by ABWA to run for the national position of District 2 Vice President. District 2 is made up of Arkansas, Louisiana, Mississippi, Oklahoma and Texas.

Tracy will now begin her campaigning efforts. She will travel to leagues across District 2 to share why she is the best fit for the job.

At the ABWA National Leadership Conference in October, Tracy will give a 2 minute speech to all attendees as a final campaign effort. The District 2 members at the conference will then vote for the District 2 candidate of their choice. Conference attendees from other districts will vote in the same manner for their respective candidates.

Conference attendees all districts will



vote on the National President, Vice President, and Secretary-Treasurer.

In her own words, why Tracy Morgan wants to be an approved DVPII Candidate:

"I would like to serve on the National Board of Directors because I want to further my leadership role in ABWA. I want a better understanding of ABWA and the SBMEF Scholarship fund and all that it has to offer. I want to help myself grow personally and professionally and feel that serving on the National Board will do that. It has been on my heart since 2017 to run for National office and now I am at a point in my life where I am able to do that. I am wanting my voice to be heard and to represent District 11 to the best of my ability."

We are behind you, Tracy! VPEN supports you and your dreams!

What does a DVPII do?

The district vice presidents' duties include communicating with members in their respective districts, attending regional and national conferences, and serving as members of the National Board of Directors as well as trustees for the Stephen Bufton Memorial Educational Fund.

The ABWA Business Woman of the Year Award

ABWA's Woman of the Year (WOY) award is awarded at the local level and recognized nationally. The nominations for this award come from league members who recognize outstanding achievements in a fellow member.

There are certain criteria set forth by ABWA for leagues to utilize during the eligibility process. The candidate completes an application process in essay format. The essays are judged by businesswomen not affiliated with the league. The panel of three judges have a rubric on which to judge the essay content. The candidates are

kept anonymous from the judges to ensure fairness.

The winner of the award is presented at a monthly business meeting. The WOY award is a high honour and the VPEN award recipient is recognized at regional level at the Houston Area Council's Women Celebrating Women event and at the National Leadership Conference.

Meredith Golden is also VPEN's nominee for ABWA's Top Ten Businesswoman award. We are so proud of Meredith who is an amazing ambassador for VPEN and ABWA!



VPEN's Business Woman of the
Year Recipient
and
VPEN's Top Ten Businesswoman
Meredith Golden

Hatmaker Awarded ABWA Protégé Award

The Protégé program was designed so that every Chapter/Express Network can annually recognize a new member who has made notable contributions as a new member. Being name Protégé for the year is a great honor – One that's highly respected by ABWA members.

The Protégé is selected by a panel of three businesswomen not affiliated with VPEN. The candidate completes an essay detailing what VPEN and being a Protégé means to them, her Personal and Professional accomplishments and accolades & Goals and aspirations, personally and professionally, what the future holds.

Eligibility Requirements:

- * Be a primary member of the Express Network selecting her.
- * Be an ABWA Member in good standing both nationally and locally and current on their dues.
- * Reflect the Embodiment of ABWA's Mission by attending 8 or more monthly luncheon meetings in the past year,
- * Actively participating in VPEN activities by serving on a committee or as a board member within the past 12 months, and
- * Be a current member who has completed 1 year of membership.



VPEN's Protégé Award Recipient
Amy Hatmaker



Why Join A Committee?

Committees serve a number of important roles to any organization and its Board of Directors:

- Committees serve as a training ground for future leaders.
- Committees serve as a conduit through which the Board receives "grass root" input - opinions and attitudes of members.
- Committees are a vehicle through which Board actions are explained.
- Committees enhance the effectiveness of the Board of Directors by providing research analysis and advice needed for policy decisions.
- Committees can be an instrument for initial implementation of Board endeavors such fundraising.
- Committees are an important linkage between the Board of Directors and members but in order to be effective committees need members! Member input, involvement and participation is a must.

Please consider volunteering to serve on a committee. Organizations needs you!



The Mountain Story

A daughter and her mother were walking in the mountains. Suddenly, the daughter falls, hurts herself, and screams:

"AAAAHHHHHHHHHHHHHHH!" To her surprise, she hears the voice repeating somewhere in the mountain:

"AAAAHHHHHHHHHHHHHHH!" Curious, she yells, "Who are you?" She receives the answer, "Who are you?" Angered at the response, she says, "Coward." She looks to her mother

and asks, "What's going on?" The mother smiles and says, "My sweet girl, pay attention." And then she shouts to the mountain, "I admire you!" The voice answers, "I admire you!" Again the woman shouts, "You are a champion!" The voice answers, "You are a champion!" The girl is surprised, but does not understand. Then the mother explains, "People call this an ECHO, but really this is LIFE. It gives back everything you say or do. Our life is simply a reflection of our actions. If you want more love in the world, create more love in your heart. If you want more competence in your team, improve your competence. This relationship applies to everything, in all aspects of life; life will give you back everything you have given to it."

Change a Woman's Life, Invite her to Join ABWA and VPEN!

SPRING MEMBERSHIP RECRUITMENT CAMPAIGN—MARCH THROUGH MAY



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

THANK
YOU!

*At Vera Bradley, flower power is always in style. Unique bold patterns and attention to details are synonymous with Vera Bradley's distinctive bags and accessories. We think Vera Bradley is a perfect incentive to kick off the 2020 Spring Membership Campaign. Recruit one, two, or three (or more) members, and as our thank you to you, we will send you a Level I, II or III incentive while supplies last! This is a limited offer, so don't hesitate. **Rise to the challenge** today and ask your friends, co-workers or relative to join ABWA during the spring membership campaign, **March 1-May 31.***

LEVEL ONE

ENROLL ONE NEW MEMBER



This might be the perfect case for quick errands. Tuck your ID, cards and maybe a little cash inside and you're ready to travel lightly. A hinged ring will hold your keys, too.

- Two compartments
- ID window on back
- Zip pocket
- Hinged ring
- Pin-snap and zip closures

Dimensions:
5.00" w x 3.00" h



WWW.ABWA.ORG 1-800-228-0007

LEVEL TWO

ENROLL TWO NEW MEMBERS



For more than the basics, this plastic-lined case holds bottles, brushes and all of your girl gear! Pretty and practical, a winning combination!

- Front zip pocket
- Main compartment is PVC lined
- Zip closures

Dimensions:
7.75" w x 5.75" h x 2.75

LEVEL THREE

ENROLL THREE OR MORE NEW MEMBERS



Vera Bradley thought of everything a great travel bag needs! There's a large central compartment and enough pockets to keep all your necessities organized on the road.

- Exterior features one slip and two zip pockets
- Interior features five mesh pockets
- Trolley sleeve
- Carry-on compliant
- Removable strap
- Zip closures

Dimensions:
18.50" w x 12.50" h x 7.50" d
with 6.50" strap drop; 52.50"
removable, adjustable strap



Set Your Priorities!

A philosophy professor stood before his class and had some items in front of him. When class began, wordlessly he picked up a large empty mayonnaise jar and proceeded to fill it with rocks - rocks about 2" in diameter. He then asked the students if the jar was full. They agreed that it was. So, the professor then picked up a box of pebbles and poured them into the jar. He shook the jar lightly. The pebbles, of course, rolled into the open areas between the rocks. He then asked the students again if the jar was full. They agreed it was. The students laughed. The professor picked up a box of sand and poured it into the jar. Of course, the sand filled up everything else. Now, said the professor, "I want you to recognize that this is your life. The rocks are the important things - your family, your partner, your health, your children - anything that is so important to you that if it were lost, you would be nearly destroyed. The pebbles are the other things that matter like your job, your house, your car. The sand is everything else. The small stuff. "If you put the sand into the jar first, there is no room for the pebbles or the rocks. The same goes for your life. If you spend all your energy and time on the small stuff, you will never have room for the things that are important to you. Pay attention to the things that are critical to your happiness. Play with your children. Take time to get medical checkups. "Take your partner out dancing. There will always be time to go to work, clean the house, give a dinner party and fix the disposal. "Take care of the rocks first - the things that really matter. Set your priorities. The rest is just sand."



7 Things You Can Do To Relieve Stress

- Take time for you!** Ask yourself, "Am I giving too much to others and not enough for myself? Do I need to take time to care for myself?" If the answer is "yes," then refuse to feel guilty about it and just do it! If you feel guilty when you relax and do something you enjoy, chances are you will stop doing it. Ultimately, you lose. You may be living your life through other people's standards and expectations. Take control of your guilt-producing thoughts and tell yourself "It is okay and good for you to take time for myself." Focus on the benefits to you and your family when you are a more relaxed and energized person.
- Go to lunch and don't rush.** Take a long lunch break several times a week. Don't do business. Be a friend to someone. Volunteer your time to a good cause. Read a novel over a cup of tea. Go to a museum. Sit quietly by a stream. Eat slowly. Try a new restaurant or a new recipe at home. Go out with a good friend and agree not to discuss problems or business.
- Walk every day.** Walk by yourself or with a friend. Talk — not about problems, but possibilities. Stop along the way and smell the flowers.
- Exercise more.** Join an aerobics class, go to the gym, play tennis, ride a bike, hike on weekends, go to a fitness resort, or jog with friends. Exercise does more to reduce stress hormones and chemicals in our body than any other activity. You will feel better.
- Learn deep relaxation skills.** Take a class in yoga, imagery training, progressive relaxation, meditation or autogenics. All of these will teach you how to relax your mind, body and emotions by focusing your attention on more peaceful thoughts.
- Listen to relaxation tapes.** Audiocassettes are an excellent way to learn how to let go and relax. Develop the skill of deep relaxation. It will cleanse your body of damaging stress hormones and chemicals.
- Listen to relaxing music.** Whatever form of music you like can be appropriate to letting go and relaxing. New Age music and classical music are particularly helpful for reducing stress.

VPEN PRESENTS: BOOT SCOOT'N BINGO!

DANCING • BINGO & FUN!

POSTPONED DUE TO COVID19

WE WILL GET YOU DETAILS AS
SOON AS WE CAN. FOLLOW
OUR FACEBOOK PAGE FOR THE
LATEST UPDATES!

DOORS OPEN AT 5:30 PM • DANCE STARTS AT 9:00 PM

\$100.00 per couple

INCLUDES:

- BINGO
- DINNER BY MCMILLAMS BBQ
- WIN UP TO \$5,000.00!

DANCE ONLY: \$15 PER PERSON.
CHILDREN UNDER 10YR. FREE



A PORTION OF TICKET SALES WILL BE DONATED TO THEATRE VICTORIA.
TICKET LOCATION: NORTHSIDE RANCH PET & GARDEN CENTER



FOR MORE
INFORMATION:
VICKI WAGNER
361-935-3343
VICKIE ROMERO
361-935-8366

Board Meetings

April 1, 2020 (Virtual)
May 6, 2020 (virtual)
June 3, 2020 (delivery method TBD)

Monthly Business Meetings

April, 15 2020 (Virtual)
May 20, 2020 (TBD)
June 17, 2020 (TBD)

Boot Scoot'n Bingo

March 28, 2020 (Postponed due to COVID19)



Mark Your
Calendar!



ABWA
AMERICAN BUSINESS WOMEN'S ASSOCIATION

Victoria Professional
Express Network

Monthly Business Meeting

3rd Wednesday of the Month

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

Victoria Country Club

Megan Tuttle for more info
979-220-9384

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

VPEN'S WOMAN OF THE MONTH

January
Megan Tuttle



February
Kathy Stuehrenberg



March
(no meeting due to COVID19)

Buy Nuts! Support VPEN's Charity of the Year



Come and Get 'em!

Don't forget to support VPEN's charity of the year. Hope of South Texas Child Advocacy is the charity VPEN selected for its Good Will endeavors. This year 100% of ALL nut and candy sales are going directly to Hope of South Texas Child Advocacy. There are an assortment of items to purchase. Please swing by the office of Kliem & Associates located at 5606 N. Navarro, Suite 209 (in the Heritage Mark building) to make your purchase.

Nut options include but are not limited to: Nut mixtures, Almonds, Cashews, Chocolate-Covered Cashews, and Chocolate-Covered Almonds. There are also gummy bears for sale. They are delicious!



Share facts about COVID-19

Know the facts about coronavirus (COVID-19) and help stop the spread of rumors.

**FACT
1**

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

**FACT
2**

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

**FACT
3**

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.



157349-01-0000

**FACT
4**

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- When in public, wear a cloth face covering that covers your mouth and nose.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

**FACT
5**

You can help stop COVID-19 by knowing the signs and symptoms, which can include:

- Fever
- Cough
- Shortness of breath

Seek medical attention immediately if you or someone you love has emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

For more posters or resources for your business, please visit

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

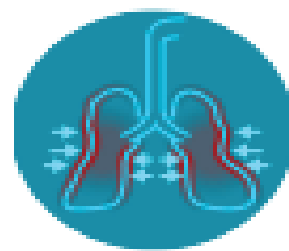
DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



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[cdc.gov/CORONAVIRUS](https://www.cdc.gov/CORONAVIRUS)

For more posters or resources for your business, please visit

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

2019 — 2020 VPEN BOARD



President

President-Elect

VP of Finance

VP of Communication

VP of Programming

VP of Membership

VP of Marketing

VP of Administration

VP of Advancement

Megan Tuttle

Teri Moten

Kaylene Schlueder-Diaz

Christy Henry

Diane Kliem

Kalyn Kliem

Cindy Guillen

Sharon Mathiews

Vicki Wagner



2019 — 2020 VPEN CHAIRS



HAC-Houston Area Council
Professional Development
Nominating
Finance
Goodwill
Hospitality
Membership
Administration
Corporate Sponsorship
Past President

Tracy Morgan
Rachel Nessel
Diane Kliem
Ariana Van Dusen
Elizabeth Kvinta
Elaine Phillips
Amy Hatmaker
Jessica Dodds
Denise Hartman
Vicki Wagner



Victoria Professional Express Network 2019-2020 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 positions are: VP of Administration and VP Advancement.)

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 continue as mentor in a chair position.

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.

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 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 5p 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 12:01pm the Monday prior to the Wednesday Business Program are considered late and the member will be invoiced \$17 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. ~~(fees may be charged).~~

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.

(Standing Rules Continued on the next page)

(Standing Rules continued from previous page.)

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.

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.

Conference Donations:

A member or employer may make a donation to go towards our scholarship fund that will specifically contribute to the professional development of our members at ABWA conferences. This scholarship will be used as addition to funds to help with registration for current members at National and District conferences.

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 \$300 in January of each year. (\$100 for yearly dues, \$100 for sponsorship and \$100 for Women Celebrating Women.)

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.

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 2019 -2020 Corporate Sponsors!

Thank you to our SPONSORS!



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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.



DON'T MISS THIS EVENT!

Register now!

AMERICAN BUSINESS WOMEN'S ASSOCIATION

2020 NATIONAL WOMEN'S LEADERSHIP CONFERENCE

WESTMINSTER, COLORADO

OCTOBER 14-17 2020



The 2020 National Women's Leadership Conference in Westminister, Colorado will be a celebration of ABWA members and leagues as we recognize accomplishments, learn from key business experts, and become inspired by others around us.

Hotel: Westin Westminister
Room Reservation: 303-410-5000
or 888-236-2427
Cutoff Date for Room Block Rate:
Tuesday, September 22, 2020
Airport Code: DEN