



Zone Business Meeting
Sept. 9, 2025
Dinner 6:30pm
7:00 pm meeting

Gina P, Ashley P., Alisa J, Janice M, Paula S, Michele C, Michele M., Lori B, Sara C, Sheri T., Sara

Started 7:01 pm

Welcome and Introductions: Michele

- See attached presentation for the meeting.
- CTLE hours QR code – Manual check in code 85ffv
- Introductions of attendees

Treasurer Report: Gina

- Gina created new spreadsheets that seamlessly align CO and our account documents
- Investment acct balance
- Mo of June and July – Checking balance and expenses reviewed
- Rebate: NYSAHPERD – went into checking balance. Certain amount from each membership payment that goes back to the zone.
- Credit card maxed out from conference – where is it at? Think it is \$600 – can we increase credit limit amount. Current conversation at CO. Gina will reach out to Trish.
- Question from Paula for bags for OHES invoice payment to Recognition Experts.
- Issue of double dipping – streamline in our zone – then that person deals with central office
- We determine process for fund requests
- Michele M made a motion to have the treasure as our contact point for funds and receipts. Second by: Derick. Discussion: none. Voted for approval: all. Motion passed unanimously.

Empire State Games for Physically Challenged: Michele

- Will be hosted by SUNY Brockport
- October 17-18, 2025
- Intellectual disabilities are also accepted
- Susan Maxwell is the contact person. Add to social media page.

- 78 undergraduates help to run
- Michele will send to CO.

PAGE TWO CWZ MEETING MINUTES

2026 CWZ Conference: Michele/Derrick

- Reminder of date of conference. Brockport has been notified and rooms reserved for March 13.

NYSAPERD Updates: Michele

- NYSAPERD Conference: Nov 19-22
 - o Hotels are already booked.
 - o All Stars Presentation: Brian Brio, Janice Mix, Sara Koppenhaver, Adam Dwyer, Gina Potenza, Jackie Dipzinski, Michelle Craig
 - What is each person doing?
 - Digital badge – ad name and room
 - Michele will email Jenny
 - o Sponsored page with award winners from our zone.
- New Zone Operating Codes – see attached presentation.
 - o Reviewed the rationale, process, governance, meetings, term of office old operating codes, term of office new operating codes, duties of the officers, election operating codes old and election operating codes new, as well as old and new committee codes.
 - o Final revisions were made at the Executive Council in July.
 - o Questions regarding additional meetings for Executive Council Meetings –
 - Alisa: What is the benefit to the state associations and zones?
 - Derick response: Better prepared, more officially run.
 - Gina response: primary reason gives opportunities to better prepare answers or more clarification prior to bringing them to the group.
 - Lori response: This has been voted on and should be implemented.
 - Paula: this had not been talked about in the meeting.
 - Lori will bring it back to CO.
 - o Lori – discussed nomination forms for Executive Board – 3-year rotation – questions on how this will work. Staggered may make this happen every 2 years.
 - o Lori – expectation to attend Executive Council meetings. Hoping to increase due to virtual and in-person. If you wish to continue to be in the role – must commit to be at the meetings.
 - Question – Alisa – question on process – see next slides for Term of Office New Operating Codes.
 - o Must enter the zone executive board and executive counsel. Rotation
 - o Michele M – asked if she could motion to keep the executive council as is until rotation changes over in November.
 - Derick suggested that he reaches out to people to see if they still

- wish to fulfil the roles.
- o Michele M will send out the presentation from this meeting on operating codes to the executive council. Questions can be discussed.

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- o Paula – question – awards – is it a standing committee -

New Business: Michele

- Form Ad Hoc Committee – Grant Proposals – need a process and/or committee – Lori, Alisa, Gina, Melissa, and Michele will assist – Alisa says it should mirror CO. Proposals will be assessed by rubric. Alisa suggested the rubric is updated.
- Standing Awards committee – will follow CO.
- Ashley P - Question about outreach on membership.
 - o Active membership – 467
 - o Alisa – how do we get more directors to advocate for funding.

For Good of the Order:

- For Zone Members – Lori discussed different options. Members paid \$100 for the golf tournament. Or members could come for dinner. Cost and revenue for zone. Can make money off social.
- Paula – CWZ – many of the NYSAHPERD Presidents – CWZ might want to do something to recognize this achievement. Swag. Next time.

Next meeting date is October 7 at SUNY Brockport 6:30 dinner and 7:00

- Hall of Fame Luncheon – October 8
- Get out on social media
- Paula will send out to Michelle
- 11:30 pm at Wildwood

Ended at 8:43 pm