

**LUTHERAN WOMEN'S MISSIONARY LEAGUE
IOWA EAST DISTRICT BOARD OF DIRECTORS MEETING
Saturday, August 13, 2016**

CALL TO ORER: President Joan Berquist was unable to be with us today because of Roy's (her husband) illness and hospitalization. VP of Organizational Resources, Janell Wollschlager called the meeting to order in the name of the Triune God, God the Father, God the Son, and God the Holy Spirit in the meeting room of the LCMS District Office in Marion, Iowa at 9:35 A.M.

OPENING DEVOTIONS: Sr. Pastoral Counselor, Rev. David Lingard

He prayed Psalm 121 with us – this Psalm points us to the true God and assures us of our salvation.

WELCOME AND INTRODUCTIONS: Acting President Janelle welcomed everyone and each person introduced themselves. (Attendance list is attached.)

Update on Pastor Roy Berquist: Martha Hartwig, Christian Life, updated us on Pastor Berquist. He has been battling pneumonia for several weeks and is now in the hospital and will be needing surgery to remove a small portion of his lung. We were asked us to continue to uphold both Joan and Pastor in prayer..

PRE-CONVENTION BOD MINUTES FROM June 16, 2016 and MINUTES FROM DISTRICT

CONVENTION June 17-,18, 2016: Cheryl Killham made a motion to accept the minutes of the June pre-convention BOD Minutes and the 2016 Convention Minutes as printed. Motion seconded and carried.

MINUTES REVIEW: Betty Borchardt and Luella Scott volunteered.

GARBAGE DUTY: Helen Huedepohl and Sandra Lingard volunteered.

APPOINTMENTS: Betty Borchardt made a motion to accept the appointments of Stephanie Behne for Public Relations Director/Assistant Newsletter Editor and Karen Lyons/Angie Banko, Co-chairs for 2018 Convention. Motion was seconded and carried.

REPORTS:

TREASURER: Gretchen Rasmussen reported the second quarter – beginning balance, \$40,314.67; income received was \$3,919; expenses were \$2,105.69 leaving a balance of \$42,128.15. Report filed.

FINANCIAL SECRETARY: Elizabeth Gehle reported. Full report attached.

VP OF CHRISTIAN LIFE: Vickie Klinkhammer reported. Full report attached.

Store items are available today for purchase.

Christian Life Committee: Presented a skit entitled: "Where Are They?" Martha Hartwig reported. She shared some of the skits and Bible studies she used at Joyshops and shared with us how to find them on the LWML website. She encouraged us to download them and use them at your society meetings, rallies, etc.

VP OF COMMUNICATION: Cheryl Killham reported. Full report attached.

Historian/Archivist: Luella Scott reported. Full report attached.

ALIVE Newsletter Editor: Marie McNary's report was read by Diane Paulson. Full report attached.

Director of Public Relations: Stephanie Behn reported she has received materials about her position and will be reviewing them and learning what her responsibilities will be. I am looking forward to serving the IED in this capacity and ask for your prayer support.

Webmaster: Pat Powell reported. She uploaded a slide show presentation from the Convention and played it over lunch. Her devotions are from a Bible App from her phone.

VP OF GOSPEL OUTREACH: Cynthia Kofoot reported. Full report attached.

Endowment, Mission Grants, Student Aid: Cynthia Kofoot reported. Full report attached.

VP OF HUMAN CARE: Jill Faser reported. Full report attached.

VP OF ORGANIZATIONAL RESOURCES: Janell Wollschlager reported. Full report attached.

After reviewing the bylaws I noticed we need to make the following corrections:

Page 7, Section 9: add E - Be (correct spelling) a member of.....

Page 8, Article X, Section 2 – B: correct spelling of Accept

Page 11, Section 8A: approval of the BOD (omit the)

Page 12, Section 4: Remove the A on line before A. The Public Relations Director.....

Page 15, Article XVIII, Section 1-D: Surplus funds from the I Convention – correct to IED

Page 18, Standing Rule 17served as President of IDE, correct to IED

Member Development: Kathy Schweer's report was read by Janell. Full Report attached.

PASTOR COUNSELORS : Sr. Pastoral Counselor David Lingard shared with us some of the projects he worked on in Kenya - painting the church, remodeling the school, teaching the native people how to do these jobs and how to use the tools. When they finished one of the native men said now we look successful. This is so important because the Muslims are building many Mosques, which look beautiful and successful, therefore the Christians also have the need to feel they are successful too. These people want to come to church, they are very hungry for the word and to promote the gospel. Thank-you for this life changing experience.

ZONE PRESIDENT REPORTS: Zone President's were asked to share their favorite moments from convention. Prayer Books, in bundles of 10, were given to each Zone President to purchase and distribute to the Society President's in their zone. Reports are attached.

PRESIDENT'S REPORT: Joan Berquist's report was read by Diane Paulson. Full report attached.

STANDING COMMITTEE REPORTS::

LWML Short Term Mission Challenge: Sandra Lingard reported. Full report attached.

Speakers Bureau: Denita Krause reported. Need a speaker for your rally, contact Denita Krause for a current list of speakers. Also, contact Denita for a form to add speakers to the list.

Ready, Set, Recycle: Cheryl Killham reported. Get your labels for RSR from Cheryl Killham.

Lutheran World Relief: Dori Stanek reported. Fall pick up date is October 15th from 9 am to noon at Trinity, Cedar Rapids. Dori distributed forms that need to be used. You can copy them as you need.

2016 District Convention: Julia Dlouhy reported. Full report attached.

2016 District Retreat Report: Rhoda Baldwin and Doris Dawson, Co-chairs report was read by Diane Paulson. Full Report attached. The LWML District Fall Retreat will be hosted by the Westgate Zone, to be held September 9-10, 2016 at Io-Dis-E-Ca. The theme will be "God's Plan of Salvation", based on Col. 3:2. Speaker will be Martha Hartwig.

Heart to Heart Coordinator: Nancy McHone Full report attached.

2018 Convention: Angie Banko and Karen Lyons, Co-chairs reported. Full report attached.

A MOTION was made by Betty Borchardt to accept the committee's recommendation to choose the Marriott in Cedar Rapids as the site for the 2018 IED Convention. Motion was seconded and carried.

Prayer: Pastor Lingard led us with Martin Luther's Mealtime Prayer/Lord's Prayer.

Lunch Break: 11:55 am

Reconvened: 12:30 pm

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

Nominating Committee: Zone President's were asked to submit a name from each zone to President Joan by October 31st to form the nominating committee for the 2018 District Convention.

Convention Manager Position: Janice Johnston and Judy Westergren are working on this position, it provides a liaison to work between the BOD and Convention Center to enable more consistency between conventions.

Convention Guideline Update: A work still in progress.

Gifts from the Heart for November Meeting: Mission of Hope, watch for more info.

Set Winter Meeting Date: February 11, 2017 – snow date, February 18th

Bus to Albuquerque: Discussion took place sharing the pros and cons between flying and taking a bus to Albuquerque. After much discussion Zone Presidents were asked to take this question back to their Fall Rallies to see if there was still interest in traveling by bus.

75th LWML Anniversary Celebration: More information coming.

ADJOURNMENT: The meeting adjourned at 1:15 p.m.

CLOSING DEVOTION: Sr. Pastoral Counselor, Rev. David Lingard

Diane Paulson, Recording Secretary

ADDENDUM: At the direction of President Joan Berquist, the IED voting BOD members were asked to vote by September 1st on whether the District should sponsor a bus to the 2017 LWML Convention in Albuquerque. Votes were cast via email with the majority vote supporting – yes, the District should sponsor a bus to the 2017 LWML Convention.

At the direction of President Joan Berquist, to read the information provided and reply with their vote by September 6th. At the 2016 LWML IED Convention, the voting body voted to support the Spanish Edition of “*A Chocolate Life Women’s Devotional*” in the amount of \$9,735. Cindy Kofoot, VP Of Gospel Outreach, received a request from Erin Mackenzie, marketing manager for Editorial Concordia, to use the money from this grant slightly different than what we voted on. The convention body voted to create and promote Spanish edition of “*A Chocolate Life Women’s Devotional*” – Erin is proposing to redirect the funds from only the devotional book to BOTH devotional book and corresponding Bible study. Votes were cast via email with the majority supporting – yes, I agree for redirection of funds to fund both the devotional book and corresponding Bible study.

SUBMITTED REPORTS:

FINANCIAL SECRETARY: Elizabeth Gehle

Deposits: (Mites, Memorials, Periodicals)

April - \$10,939.23

May - \$7,298.99

June - \$3792.46

July – \$3919.17

TOTAL - \$25,949.85

Convention:

Offering #1 (Mites) - \$2835.00

Offering #2 (Endowment Fund) - \$2305.00

Purses for Mites - \$792.09 + \$500.00 LCEF Match = 1292.09

Christian Life Store – \$517.75

Ingathering - \$145

The new remittance blank form is posted online at www.lwml-ied.org under **Resources > Zone & Society Resources**. We also printed 200 new remittance blank books if people prefer having a book. These books are available in the supply box at our Board of Directors meetings or upon request.

VP of CHRISTIAN LIFE: Vicki Klinkhammer

If you did not make it to Convention in June at William Penn University, then you missed out on the Christian Life skit, “Jesus Christ Above All”. This was the convention sketch for Albuquerque - 2017. Martha and I enjoyed performing for the delegates, members and guests with the audience giving back by their response with laughter. At the convention we also had our Christian Life store with many new items for purchase. I know we have many nice items still available for purchase and Bible studies for you to purchase for yourself or your society. I also submitted an article for the “ALIVE.” I did use the theme from Psalm 46:10 “*Be still and know that I am God*”.

The Christian Life Committee has the purpose to provide materials to engage, encourage, and equip women to grow in their Christian faith and service. Not only do we provide you materials for purchase with the store but we provide you with the information on how to go online and download the free materials or make your own purchases for items we may not carry.

I would like to give you my encouragement today for those of you with the gift of writing. We are always looking for new material for Bible studies, skits and/or sketches. If you have an idea, put it down on paper and get it to myself and I will pass it on to our Pastoral Counselors for LCMS doctrinal review. If approved, I can then send it to our National LWML Christian Life Committee for use. I know we have many gifted women in the LWML so put pen in hand, or fingers on the keyboard and write.

Today for your pleasure we will be performing a new sketch called “Where Are They?” written by Carolyn Williams, published by Lutheran Women’s Missionary League, revised by Christian Resources Editors, 2015.

VP of COMMUNICATION: Cheryl Killham

Board of Directors Directory: This has been updated and emailed to each BOD member. Please make sure that your information is correct. Thank you for informing me when there are changes.

ALIVE: I submitted an article for the Fall ALIVE Newsletter.

Zone Officer and Society Officer Forms: Each zone president has a packet with the new zone officer and society officer's forms. Instructions for completing the forms are in the envelope. The forms and instruction letters are also available on our website at: <http://lwml-ied.org/society-resources/>. Once I receive the forms back, I will make the needed copies and hand out at the following BOD meeting. These forms are very important because they have the names of officers in case someone needs to be contacted, the number of members, and the number of *Quarterly and ALIVE in Iowa East District* subscriptions being distributed to each society each year.

Society Financial Statements: "Bills" for the Quarterly and ALIVE subscriptions are prepared in early February, and mailed (or emailed if provided on Society Record form and copying the society president) to each Society Treasurer based on their society record form. Their payment should be sent to the District Financial Secretary, Elizabeth Gehle. Please remind the societies that they should NOT send their payment to St. Louis. While we ask that the local society pay for their subscriptions, we do know that there are societies that do not have the funds to pay this expense. If they cannot pay, they are asked to let the District Financial Secretary know of their situation. Perhaps they can pay a portion of it. We do not want anyone to be without a Quarterly or ALIVE because of a shortage of funds in their local treasury.

Supplies: There are envelopes and letterhead available for your needs. The LWML Iowa East District Convention Badges are available for \$1.00 each, and then you are ready for the next conventions.

Communications: Stay in touch with the latest LWML happenings with LWML e-news, and national news, and go to www.lwml.org. For Iowa East District news go to <http://www.lwml-ied.org/>. For Facebook you can join in the conversation with our Lutheran Women by going to www.facebook.com/theLWML.

Personal Devotion: I read the daily devotion that is published by the Lutheran Hour Ministry (<https://www.lhm.org/dailydevotions>).

HISTORIAN/ARCHIVIST: Luella Scott

I am working at collecting minutes, and other items needed to close the last biennium. One set will be sent to Concordia Historical Institute to be filed in the LWML storage area. The second set will be filed with our District files.

After the convention, I contacted those zone officers whose spring minutes I did not have. They responded joyfully; so I can report that I have Spring Zone Board and Rally minutes from ALL zones. Presidents. I thank them for this assistance.

ALIVE NEWSLETTER EDITOR: Marie McNary

My apologies for not being able to be with you all in person. My family is in Cleveland, Ohio visiting my In-laws for ten days. As we only do a couple of these trips per year, it is a special time for us to be with family that we don't often get to see.

The Fall Issue of the ALIVE is underway. As of the writing of this report (August 1, 2016), I am awaiting the first round of revisions back from the printer. Then we will have two weeks to proof and get it into a final form. The goal is to have it in the hands of the Societies by September 1st to give everyone time to read all last minute Fall Retreat news (and have your agenda and packing lists in front of you) before heading to Io-Dis-E-Ca.

You should have received a form on your tables with **2017-18 Alive Newsletter Deadlines**, as well as who is responsible for providing content for those issues. I'll also have this document posted to the secure leaders page of the website.

I am thrilled to welcome **Stephanie Behn** to the LWML IED Communication team as our new PR Director! I revised and sent Stephanie an updated Job Description for the Public Relations Director role. I have no doubt she will do a wonderful job and be a great addition to the team. I hope to have an updated Public Relations binder for Stephanie by this meeting date.

LWML IED Convention: It was a pleasure attending and serving at the 2016 LWML IED Convention in Oskaloosa. If anyone is interested in seeing any of the pictures I took at the LWML IED Convention, several are up on the website. I have the complete folder to Dropbox at this link: <https://www.dropbox.com/sh/ay4sjfzf7jnv607/AADWS5xj3gnYfNgA-meZVP1ea?dl=0>

My **personal daily devotions** consist of Portals of Prayer and the "Gifts Chosen for You" LWML Bible Study (which can be found on the LWML National website as a free download).

If you have any questions, please don't hesitate to reach out. It is a pleasure serving alongside each of you.

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VP of GOSPEL OUTREACH: Cynthia Kofoot

At the LWML Iowa East District 38th Biennial Convention I presented the proposed Mission Grants for the 2016-2018 biennium to the voting body for selection.

I attended the transition meeting at the Iowa District East Office for the old and newly elected officers on June 26th.

Articles were submitted to both IED ALIVE and IDE Today for the fall issues.

Letters of acceptance was sent to each of the approved Mission Grant recipients. Also a letter was sent to the one grant recipient that did not get funding.

Contact with the seminaries at Fort Wayne, Indiana and St. Louis, Missouri revealed that there is only one student enrolled in the graduate deaconess program whom has already applied for grant dollars. We also have 8 undergraduate students attending three Concordia Universities this fall.

I also went to the Cedar Rapids Airport on July 23rd to see the short term mission volunteers leave for Africa.

VP OF HUMAN CARE: Jill Fraser

The Mission Statement for the Human Care committee is based on Colossians 3:12, "*As God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience.*" Human Care is God in action through you.

I have written my first article for the ALIVE. Included in the article are the results of the 2016 IED convention ingathering.

I have researched several possibilities for the LWML board ingathering. Darlene Read had previously chosen Mission of Hope, Cedar Rapids for the IED board "Gifts From the Heart" ingathering .I have been in touch with the director, Rhonda Scheidt, and will have a list of items ready before our next meeting. I would like to ask each Zone President to submit any servant event and/or project/ingathering ideas that are special to your zone.

Special Bible verse, "*...what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God.*" Micah 6:8b

VP of ORGANIZATIONAL RESOURCES: Janell Wollschlager

Attended transition meeting on June 26th at LCMS office.

Met with President Berquist on July 11th to discuss position and expectations.

Wrote article for ALIVE Fall 2016 issue introducing myself and explaining how the newly approved IED Bylaws will be distributed.

Reviewed IED Bylaws, made corrections and sent to webmaster to update website copy.

Reading Roberts Rules of Order book.

Working with Member Development committee to find a society for young women that has inquired about LWML from University of Iowa chapel.

Reading Bylaws weekly.

MEMBER DEVELOPMENT: Kathryn Schweer

The seven Young Women Representatives (YWR) who attended the 38th Biennial Convention of the Iowa East District LWML were an enthusiastic, industrious group. We met for the first time on Friday morning to get acquainted and to discuss their role at the convention. President Joan Berquist and LWML National Representative Debbie Larson (Vice President of Organizational Resources) greeted the group and challenged them to increase their involvement with LWML at the society, zone, and district levels. We also met as a group after the banquet. They quickly modified the skit I had written for Opening Devotions on Saturday, chose their roles, and practiced it. We were proud of the sincerity of their presentation of the ways that Ruth, Esther, Hannah, and Lydia all demonstrated God's plan for Salvation.

The YWR's each completed a "Twenty Questions" quiz with the help of their Zone Presidents. When each YWR returned her quiz to me, she could select a small gift from items I had collected from previous LWML District and National Conventions.

The following suggestions for the Board, and especially for Zone Presidents, are excerpts from an article by Brandi Bucholz, Chairman of the National LWML 2013-3015 Committee on Young Women.

Ask them to participate in something and lead them through it.

Connect them with other young women at Retreat, Zone Rallies, society meetings, etc.

Encourage them to apply for the District YWR to National in Albuquerque.

Pray that they continue their walk with the Lord and grow in their relationship with Him.

Pray that His will be carried out in their lives, and that they understand their role in God's Plan for Salvation.

The Member Development Committee has been missing a member this past year, so two new members will need to be appointed for next year. Before my three year appointment ends in November, I would like the opportunity to share some of my thoughts on leadership. Therefore, I am willing to present a mini-session during the Pre-Board meeting in November. If that is something you would like, please let me know of any particular aspects of leadership that you would want me to cover.

See you at Retreat! While we are there, we will be working on planning an event for past YWR members to be held in Spring, 2017.

PRESIDENT'S REPORT: Joan Berquist

When I went to Concordia Theological Seminary last fall for Donation Day, I was privileged to introduce all of the students on campus from Iowa East. It certainly never occurred to me that within a year one of those students would be preaching in our church, filling in for my husband during his bout of pneumonia. Vicar Jay Weideman remembered me from that visit last fall and sincerely thanked me for all the help LWML gives to the seminary students.

Since I last reported to the BOD, I have attended and/or led several GoToMeetings, Spring Rallies, 2016 pre-convention meetings, prepared the agenda for the convention, wrote the convention script, chaired the convention, conducted the transition meeting for new officers and have met one on one with Pastor McHone and Janelle Wollschlager. I have made arrangements with the bank to change the checkbook signatures. I wrote and submitted an article to the ALIVE and reviewed the first proof.

I have spent time on a regular basis corresponding to emails and various inquiries. It has been exciting to see what new situations show up on any given day.

Ann Carrick, LWML IWD President and I attended a meeting for the 2023 LWML Convention with the Des Moines Convention and Visitor's Bureau on April 29th. We will meet again with them on September 1st.

I plan to attend the District Retreat September 9-10, several Rallies and the LWML BOD meeting October 26-29 in St. Louis.

MEETING MANAGER: Becky Wehrspann

New name tents were created following the election results at the convention in Oskaloosa.

The Fall Rally schedule has been updated and will be distributed at the BOD Meeting on August 13th.

The room arrangements for our Board Meeting were made and requested for set-up to the District Office.

My daily devotion time during the summer includes the Mustard Seed email in the mornings and Portals of Prayer in the evenings with my family.

SHORT TERM MISSION Challenge: Sandra Lingard

Thanks to the LWML Grant it helped to enable 10 to go on this life changing Mission Trip. I have gone on many Mission Trips, but this one was the largest group. We worked on five different projects; music - teaching how to use keyboard, microphones, amplifier for the church; teaching how to sew from a pattern (made 20 skirts); assisting a school teacher and painting and remodeling the school and church. The women working on these projects are enabled to go out to teach others in other places.

The women were excited about receiving the sanitary pads and knew immediately what they were and were taught how to make more.

The motorcycle they received from another grant was presented and they drove it into the church to be blessed. They are so grateful for these gifts to help them in their ministry.

The ladies were also informed about our LWML groups and are excited to go out and share with others and are working on meeting together in a group from other areas much like our rallies.

HEART to HEART COORDINATOR: Nancy McHone

I was privileged to be asked to do a presentation on the Heart to Heart program at the 38th Biennial LWML IED Convention that was held June 17 & 18th in Oskaloosa IA. Over 200 were able to hear of the importance of this mission project of the LWML. I pray it was a blessing to all who heard.

I have written an article for the IED ALIVE. I continue to pray for and work with a Heart to Heart sister that God has placed in our congregation. I ask for your prayers as relationship seeds are planted and prayerfully grow.

2016 IED Convention Report: Julia Dlouhy, Melanie Maddick, Co-chairs

The 38th Biennial LWML Iowa East District Convention was held June 17-18, 2016 at William Penn University, Oskaloosa, IA. The convention was hosted by the Marshalltown Zone, with the convention theme "God's Plan for Salvation: The Ultimate GPS". The Scripture verse was taken from Jeremiah 29:11: For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope.

Attendance for the convention, including LWML delegates, non-voting Board members, general assembly, YWRs, pastors, and guests totaled 219.

Work tables were filled with chatter and smiles on Friday morning for the Servant activity, where 107 ladies signed up to participate in this activity. Sixteen quilts were tied and many boxes of cards were trimmed for St. Jude's Children charity. The quilts will return to William Penn, to be gifted to the international students attending this fall. The following ingathering projects and Gifts from the Heart were forwarded to Orphan Grain Train, Clemons, Iowa: 335 completed Mercy kits, plus many extra kit supplies; 32 pillowcase dresses and \$285.00.

The two-plus day convention was opened with a colorful procession of banners and LWML women and pastors, and transitioned into a beautiful worship service, led by Pastor Alex Post and guest pastors, and accompanied by the convention musician and songleader, Barb Fremder. Barb continued to fill our convention hall with music and song throughout the next two days.

In between business sessions of reports, bylaws, elections, and mission grant presentations, those attending were reminded frequently of the mission-minded purpose of the LWML, as we heard from Daniel Sanchez (Camp IoDisECa), Rev John Barton Day (LCMS National Missions), Greg Happel (Mission Central), and missionaries Rev Bob and Sue Pfeil. We appreciated hearing from our LWML representative, Debbie Larson, and Ruth Gerken (LCEF), as well as Richard Hoelz (Lutheran Hour Ministries), and Rev. Dr. Matthew Rueger who spoke in Rev Dr. Saunders absence. Nancy McHone spoke on Heart 2 Heart Sisters ministry and we heard from Gretchen Licht, our YWR from the 2015 Des Moines convention. IED Counselors Pastor Lingard and Pastor Rempfer each led us with spirited Bible studies on Saturday, bringing the theme and scripture verse to a deeper appreciation. A convention highpoint came on Friday night as we listened to our keynote speaker, Janice Wendorf, as she shared her experiences from her 2013 LWR mission trip to Tanzania, including her observations of the Malaria Initiative and LWR quilt distributions.

The convention business was humorously interrupted several times by our good LWML friend, Maddie and her entourage, as they "travelled" to convention using different GPS tracking methods. The Christian Life team delivered a skit to encourage everyone to put the Albuquerque convention on their 2017 calendars. Many ladies went home declaring to re-read Lamentations, after participating in the challenge of "Taylor Swift or Lamentations?" during the banquet entertainment.

Hosting the convention at this University campus offered everyone plenty of room for meeting spaces, exhibits, and activities, with elevator access and multiple restroom facilities. It also offered an excellent cost savings for the overnight accommodations with access to the Market Street Hall Dormitory. Many ladies took advantage of the \$15 per night bargain, willing to bring in their own bedding and toiletries, considering it similar to a retreat.

All the committees on the district board and hosting zone worked diligently to consider all aspects of the convention details, from registration to decorations, signage to hospitality, housing to publicity, programming to YWR activities, crisis management to exhibitors. We were so grateful to once again utilize the talents of our AV team, Darrell and David Peterson. They did an awesome job of attending to the many details that come with lighting and sound in what turned out to be a challenging environment for AV.

For this convention, the goals were to Experience Joy, Grow in understanding of God's Plan, and return home Refreshed and Ready to Serve – we believe these goals were successfully accomplished. This was a God-centered, God-planned convention and He whispered in our ear – or smacked us on the head – telling us "TRUST me – I will work this convention for my purpose" – and He did! All praise and glory to our loving and merciful God as this 2016 convention comes to a close and we look forward to the next one in 2018.

2016 LWML Marshalltown Host Committee Convention Report Addendum

- ❖ Planning meetings dates:
 - January-March 2015 - Co-chairmen and convention advisor planning session
 - April 18, 2015 - Host Planning committee leaders
 - August 8, 2015 - Host Planning committee leaders
 - August 15, 2015 - District Board - Steering Committee
 - October 25, 2015 - Steering Committee and Host leaders - Facility walk thru
 - Nov 7, 2015 - District Board - Steering Committee
 - January 30, 2016 - Steering and Host Leaders
 - March 10 - Go To meeting - Steering and Co-Chairs
 - May 1 - Facility walk-thru with Host Leaders and Steering Committee
 - May 10, 2016 - District Board
- ❖ Chairmen - Melanie Maddick and Julia Dlouhy
 - Theme/scripture verse - prayerfully considered possible theme/scripture verses with potential to be encouraging, inspiring, and easy to work with
 - Facility and Housing
 - reviewed and researched possible convention locations and prepared a proposal to present to District.
 - Confirmed facility availability for possible convention dates
 - Presented proposal to district board for approval
 - Worked with Events coordinator at Wm Penn regarding dates, times, rooms, furniture, restrictions, conventions needs and expectations, lighting, etc.
 - Meals
 - Reviewed Wm Penn catering brochure for preliminary menu possibilities and costs for proposing registration fees
 - Established communications with Sodexo catering manager
 - Coordinated with catering regarding special dietary requests
 - During convention, communicated with catering
 - Floor Plan - developed floor plan layout for tables, stage, banners in main hall, servant event, PAC facility rooms
 - Created Time/Facility management plan to identify who, when, where for the different activities happening in the PAC, Memorial Union building, Dorms
 - Acquire person to design and construct the convention banner
 - Storage and set up District Banner at Convention
 - Provided Banner standards for both banners
 - Convention Evaluation form - developed the evaluation points, provided copies for the packets, collected the completed surveys, and tallied for an evaluation report

Communication is important for the co-chairs to work well together. We found natural divisions for the tasks that needed to be completed and which complemented our skill sets and/or time constraints. We supported each other, encouraged each other, and we were so amazed at the number of times that our convention theme played out in our personal or co-chair lives.

Recommendation for future conventions - the chairmen should not also take on the more time consuming committee responsibilities, such as registration. There are many tasks to oversee right before and during the actual convention as chairmen, that having responsibility for registration (which involves a lot of last minute paperwork, etc.) can be challenging.

AV – bring the AV team in during the venue selection process. They can then either point out the challenges for the particular location and/or prepare with the appropriate equipment to meet the

challenges of the location. Note: the AV team is very knowledgeable about what all equipment is necessary to bring for the convention – multiple microphones, speakers, projector, screen, etc.

Thursday before convention – the chairmen will need to be clear with both the venue and the board members as to exactly what time the venue is available for pre-convention set-ups. We were fortunate that over the course of the planning, the venue pricing had changed from a per day charge to a per event charge, and that there wasn't an event immediately preceding our event. For the future, the convention venue should be requested for as early on Thursday as financially possible because everyone coming for the Thursday board meetings will appreciate being able to bring their things prior to the afternoon EC meeting. As chairmen, we were onsite by 10 am, as was the AV team, and board members started arriving very shortly thereafter. This early start gave us plenty of time to make changes, check on progress, identify contacts, etc. with the venue staff.

Evaluation form - I created a monster of an evaluation survey for tabulating, so I would not recommend designing a survey like this for future conventions. I would also suggest that it be reviewed as to who should be responsible for determining what needs to be evaluated. The purpose of the evaluation should be clear (improvements or a pat-on-the-back?) and somehow the evaluation should be about a limited number of items and should only be critical aspects of convention. In our Zone wrap up meeting, we were reminded by one of our leaders "if it isn't critical to your salvation, then it shouldn't be a big deal" - What a philosophy that can be used with future surveys!

❖ Publicity - Our Savior Lutheran, Newton

- Work with graphic designer for theme logo, and presentation of logo to district
- Creation of skit to inform and encourage ladies to want to come to convention
- Worked with Website coordinator for inclusion of online documentation
- Prepared and met deadlines for ALIVE publications
- Acquired the Convention manual editor and facilitated printing estimates and printing process

This committee needs be able to think 3-6 months (or more) ahead of schedule, in order to meet publishing deadlines. This can be a challenge for a procrastinator. Publicity needs to increase and utilize the online presence to a greater degree so the ladies are confident about checking online for convention answers (directions, forms, etc.). The abbreviated convention agenda should be posted online by May 1, if not earlier. It is difficult to make travel plans and decide on activities if you have no general idea what time anything starts or stops. The changes to the manual appear to have been painless to the convention attendees (i.e. removal of colored sheets, no half-sheet agenda, blank pages instead of notepad, etc.) Note: removing the worship service didn't really save much money from the manual printing because some of our costs were based on quantity pricing.

❖ Registration and Housing, Guest Housing -

- Designed the registration and housing form
- Recorded all incoming registrations and housing requests, verifying information and contacted the registrant when information was missing or in conflict.
- Coordinated with Recording secretary and YWR leader to confirm registration records
- Forwarded registration/housing monies to convention treasurer
- Assignment of dorm housing to all registrants, coordinating keys distribution and collection, resolve housing issues during convention
- Facilitate registration personnel and process during convention check-in
- Provide registration numbers, voting/non-voting, etc. for convention business

Future registrars need to be very good at working with computer spreadsheets. This skill is necessary to facilitate the tracking of different aspects of the registration attributes. This committee spent a lot of time contacting registrants to correct and verify their registration information. The registrar also needs to be aware and prepared to provide the attendance numbers needed during convention business reporting. Surprisingly so, it doesn't take an army of ladies to work the registration

table. The ladies coming in are spread out enough that a team of about 2-3 can easily handle the process. Having a 3rd person helps if someone needs help carrying, or needs directions, or for running errands. (Make that person a young one!) Because of the variety of special dietary needs, the meals in future conventions will become a logistical challenge for both the host committee and the catering service. The board will need to consider how to clearly identify what dietary needs can and can't be met for the attendees.

❖ Hospitality -

- Provided persons for greeters, offering collectors, stage decorations
- Distributed handouts, worship service bulletins, etc during convention
- Ticket verification for meals
- Helped people carry in items for servant events, ingathering, etc as needed
- Made GPS name badges for Host committee members for quick identification
- Provided flowers used as Stage decorations, and purple stripe fabric used as stage backdrop
- Provided the name of our Convention Song Leader, who was a former member to their church.

The nicest part of the convention was that if anything ever needed to be done, anyone nearby - host committee or not - jumped in to lend a hand. That's what LWML is about. Because of the facility set-up, there weren't formal "doors" and barriers to make checking meal tickets feasible, but the host ladies who monitored the meal process helped connect the ladies who had requested special dietary meals.

❖ Servant Events

- Brainstormed for activities the ladies would enjoy doing at convention
 - quilt tying - 16 quilts to be given to Wm Penn Fall International students
 - St. Jude's Ranch for Children - card trimming
- Prepared the supplies necessary for the servant activities -
 - 16 quilts ready for tying
 - hundreds of Christmas and greeting cards

This activity is becoming a challenge to find something that can be done in a limited amount of time, with manageable supplies. Many of the suggestions that we brainstormed about required either an expensive list of supplies or was too labor intensive before or during the convention.

❖ Packets and materials

- Quotes obtained for canvas convention bags
- Ordered 225 bags at \$3 each
- Packed bags with district and exhibitor material, convention manuals, evaluation form, index cards, pencils

This committee was frustrated with not having supplies, brochures, evaluations, etc that needed to go into the convention bags, before arriving at convention. They recommend identifying these supplies with sufficient mailing time to allow for packing bags prior to convention, minimum 2 weeks prior to convention. Whether this time frame is truly realistic, I would question, but consideration should be given to begin identifying what will go into the bags as early as possible to avoid restuffing multiple times.

❖ Theme/Art/Decorating

- Table decorations - plastic canvas cross set upon a copy of a GPS paper base
 - Made 63 center pieces, but used 39
 - Sold the remainder for mite donations
- Table Dinner Favor - plastic canvas crosses, weaved with colored ribbons
 - set out at place settings at Friday night banquet

- Coffee time craft - 2 Catholics and 2 Methodists helped make 311 crosses ☺
 - approximately 100 leftover crosses were sent with Kenya mission group

❖ Signs and Properties

- Inventoried the signs passed down from previous conventions
- Reviewed possible signage needs for getting to and moving around campus during walk through trips, table identifications, exhibits, Servant event, registration, etc.
- Re-worked signs that were getting worn out, updated or created new signs for the current convention needs.
- Used creative ways to direct ladies around campus - sidewalk chalk, laminated signage, purple popsicle sticks (was going to use balloons, but that didn't work as planned).
Tried something new with laminated signs, hoping to write-and-wipe

This committee provided a lot of good notes and points of specific things to consider for future conventions. In summary, communication and observation to the surroundings is the key to identifying what signs are needed. This committee has to continually “look” at the convention as a new attendee would, minimizing confusion and apprehension with a reasonable amount of printed direction. On the spot flexibility during convention is also important - come prepared with blank signs and tape to make some last minute adjustments.

❖ Convention Secretary

- Emailed Call to Meeting notices for Host planning meetings
- Took minutes of all Host planning meetings
- Distributed minutes to host committee leaders

❖ Convention Treasurer

- Establish convention bank account (our zone checking account was changing to a new treasurer, so we used the "old" bank account for convention deposits/expenses)
- Received registration and housing checks from registrar, and made deposits
- Reimbursed expenses turned in by zone committees
- Paid out honorariums, expenses for song leader, AV team, etc
 - Honorariums to song leader, AV team, convention manual editor,
- Maintained and balanced the checking account
- Prepared convention expense report
 - still waiting for final invoicing from Wm Penn, as noted on expense report

❖ Exhibitors

- Identified sufficient space for where the exhibitors would be set up
- Based on registrations, and expectation of district committee tables, prepared layout of where exhibitors should set up.
- Rearranged tables within the 2 exhibit rooms to accommodate exhibitor needs
- Answered exhibitor questions and responded to their needs during set-up and tear down, including assisting with CPH shipping to Wm Penn and dropping off return boxes to UPS store
- Monitored the exhibit rooms to make sure they were open and locked at designated times
- VP of Communications (district) sent out invitations to potential exhibitors

This aspect of convention planning has a lot of disconnects, between the committee leader, the VP of Communications, the registrar, and the district committees. For this convention, the zone leader of this committee acted as a room monitor and Melanie and I covered the other aspects such as room layout and table rearranging prior to set-up. It was disappointing to see that tables we understood would have district committee information, and had reserved space, were left empty. This

reflected poorly on the room layouts, and we had to make some quick adjustments to rearrange to cover the emptiness.

2016 IED Retreat Report: Rhoda Baldwin, Doris Dawson, Co-Chairs

Final preparations are being made for the 2016 LWML Fall Retreat to be held at Camp lo-Dis-E-Ca on September 9-10, 2016

Theme: "God's Plan for Salvation: Everyone Prepared, Everyone Saved!" based on Colossians 3:2, "*Set your minds on things above, not on earthly things.*"

We will be honoring Homeless Veterans of the Cedar Rapids area by packing 50 Blessing Bags, containing personal needs for veterans without a permanent home. This will be our Servant Event on the day of Registration.

Remember, to bring your "Gifts from the Heart" items listed in the Summer 2016 issue of the ALIVE.

DO NOT forget your retreat ticket – the Holy Bible. Our Pastoral Counselors will be guiding us on the journey, using your favorite copy.

If you have any non-refrigerated snack items on your shelves, as you pack your luggage, feel free to bring a few to share with your brothers and sister in Christ.

You still have a few days to save \$5.00 on registration, so fill out and send in your form quickly. Remember to state if you need bedding/towels furnished by Camp, or if you have any important food allergies or needs.

We are so excited to camp with you soon! Psalm 146:2 – "*Praise the Lord, O my soul. I will praise the Lord all my life; I will sing praise to my God as long as I live.*"

2018 IED Convention Report: Angie Banko, Karen Lyons, Co-Chairs

On August 2, Angie Banko, Karen Lyons, Janice Johnston and Diane Paulson toured the Marriott Convention centers in Cedar Rapids and Coralville.

Both facilities have adequate space to hold our convention along with places for smaller meetings such as the Board of Directors, YWR etc. They also have adequate space for displays and collecting "Gifts from the Heart".

Both facilities would allow us to bring in our own AV equipment and people.

Differences:

Cedar Rapids

\$11,000 in food purchases for free meeting room rentals

Parking is free in the outside lot

Room Rates

\$93 for standard room (either two doubles or king bed with sleeper sofa)

\$103 for King Suite (two rooms)

One complimentary room per 40 rooms rented

Rooms are subject to \$1 CR motel tax plus 12%

Coralville

\$16,000 in food purchases for free meeting room rental

Parking is \$8 per day in the ramp

Room Rate

\$119 for either two queens or one king bed

Rooms are subject to 15.6% tax.

ZONE PRESIDENT REPORTS:

Benton Zone: Diane Rabe

2016 Fall Rally

Location: First Lutheran Church, Belle Plaine

Date September 29, 2009

Time: 8:30 am/registration 9:00 am/rally

Bible Verse/Theme:

Speaker:

Cedar Rapids Zone: Vickie Ozburn, Acting President

2016 Fall Rally **Location:** Our Redeemer Lutheran Church, Iowa City
Date: October 29, 2016
Time: 8:30 am/reg. 9:00 am/rally
Bible Verse: Romans 12:13
Theme: , “Disney Hospitality from the Theme Park Gates
to the Pearly Gates”
Speaker: Pastor Brent Hartwig
Ingathering: Items for Domestic Violence Shelters

Clinton Zone: Alberta Martens

2016 Fall Rally **Location:** Trinity Lutheran Church, Clinton
Date: October 8, 2016
Time: 8:30 am/registration 9:00 am/rally
Bible Verse:
Theme: Youth Ministry
Speaker: Steven Preus

Davenport Zone: Marcia Reints

2016 Fall Rally **Location:** Holy Cross Lutheran Church, Davenport
Date: October 22, 2016
Time: 9:00 am
Bible Verse:
Theme:
Speaker: Elizabeth Gehle, Kenya Mission Trip

Dubuque Zone: Denita Krause

2016 Fall Rally **Location:** St. Paul Lutheran Church, Delaware
Date: October 8, 2016
Time: 8:30 am/registration 9:00 am/rally
Bible Verse: Job 19:25
Theme: ” I Know my Redeemer Lives”
Speaker: Mary Christensen, Missionary Nurse
Ingathering: Monetary Gift for Missionaries

Eldora Zone: Sharon Mulford-Hensen

2016 Fall Rally **Location:** Immanuel Lutheran Church, Iowa Falls
Date: September 24, 2016
Time: 8:30 am
Bible Verse: Matthew 10:32
Theme: “I know the plans I have for you.”
Speaker: Pastor John Wegener, Campus Ministry
Ingathering: For Campus Ministry

Marshalltown Zone: Sandi Duncan

2016 Fall Rally **Location:** St. John Lutheran Church, Melcher
Date: October 22, 2016
Time: 9:00 am
Bible Verse:
Theme:
Speaker: Tammi Christianson

Mt. Pleasant Zone: Angie Banko

22016 Fall Rally **Location:** Zion Lutheran Church, Wilton
Date: October 8, 2016
Time: 8:30 am/registration 9:00 am/rally
Bible Verse:
Theme:
Speaker:

St. Ansgar Zone: Betty Borchardt

2016 Fall Rally **Location:** Trinity Lutheran Church, Osage
Date: October 8, 2016
Time: 8:30 am/registration 9:00 am/rally
Bible Verse: Isiah 6:8
Theme: "Here I am, Send Me"
Speaker: Sandra Lingard, Kenya Mission Trip

Waterloo Zone: Judith Fink

2016 Fall Rally **Location:** St. John Lutheran Church, Denver
Date: October 8, 2016
Time: 8:15 am/ Brunch and reg. 9:00 am/rally
Bible Verse: Micah 6:8 & Joshua 1:9 & Story of Good Samaritan
Theme: "Who is my neighbor? GOD'S people in a remote place."
Speaker: Helene Kuempel – Medical Mission Trips
Ingathering: Monetary Ingathering for Lutheran for Life"
Other: We encouraged our YWR by sending a note after convention thanking her for her participation at the convention and inviting her to share her experience with us at our Fall Rally.

Westgate Zone: Marlys Deterding

2016 Fall Rally **Location:** St. Paul's Lutheran Church, Readlyn
Date: October 8, 2016
Time: 8:30 am – 9:30 am, Brunch and reg. – rally follows
Speaker:
Bible Verse:
Theme: "Gather With Thankful Hearts"
Speaker:
Ingathering: Community Lutheran School

Williamsburg Zone: Helen Huedepohl

2016 Fall Rally **Location:** Hope Lutheran Church, Sigourney
Date: September 29, 2016
Time: 11:00 am/registration 11:30 am/ rally
Bible Verse: Matthew 19:14
Theme:
Speaker: Rachael Gray, Swaddling Clothes Program
Ingathering: For Swaddling Clothes Program

IED Board of Directors Meeting Attendance – August 13, 2016

Executive Board:

President	Joan Berquist	A
VP of Organizational Resources	Janell Wollschlager	P
VP of Christian Life	Vickie Klinkhammer	P
VP of Gospel Outreach	Cindy Kofoot	P
VP of Human Care	Jill Fraser	P
VP of Communication	Cheryl Killham	P
Recording Secretary	Diane Paulson	P
Treasurer	Gretchen Rasmussen	P
Financial Secretary	Elizabeth Gehle	P
Sr. Pastoral Counselor	Pastor David Lingard	P
Jr. Pastoral Counselor	Pastor Randolph McHone	A
Zone Presidents:		
Benton Zone	Diane Rabe	A
	Loretta Vogt, acting	P
Cedar Rapids Zone	Gerry Lenaburg, acting	P

Clinton Zone	Alberta Martens	P
Davenport Zone	Marcia Reints	P
Dubuque Zone	Denita Krause	P
Eldora Zone	Sharon Mulford-Hensen	P
Marshalltown Zone	Sandi Duncan	P
Mt Pleasant Zone	Angie Banko	P
St Ansgar Zone	Betty Borchardt	P
Waterloo Zone	Judith Fink	P
Westgate Zone	Marlys Deterding	P
Williamsburg Zone	Helen Huedepohl	P
Appointed Officers/Committees		
Archivist/Historian	Luella Scott	P
Newsletter Editor	Marie McNary	A
Public Relations Director	Stephanie Behn	P
Webmaster	Pat Powell	P
Christian Life, Chr.	LaVonne Hoversten	P
Christian Life	Martha Hartwig	P
Christian Life	DeEtta Rasmusen	P
Member Development, Chr.	Kathryn Schweer	A
Member Development	Tammy McKay	P
Member Development, MMV	Kathryn Schweer	
Human Care, Chr.	Jill Fraser	
Human Care	Helen Huedepohl	
Human Care	Cheryl Killham	
LWR, Co-Chr.	Dori Stanek	P
LWR, Co-Chr.	Rose McDonald	A
Speakers Bureau	Denita Krause	
Program Resources	Vickie Klinkhammer	
Parliamentarian	Janell Wollschlager	
Structure Committee	Janell Wollschlager	
Structure Committee	Cheryl Killham	
Structure Committee	Betty Borchardt	
Mission Grants Committee, Chr.	Cynthia Kofoot	
Mission Grants Committee	Diane Rabe	
Mission Grants Committee	Judith Fink	
Mission Grants Committee	Marlys Deterding	
Endowment Fund, Chr.	Cyntia Kofoot	
Endowment Fund Committee		
Endowment Fund Committee	Sharon Mulford-Hensen	
Endowment Fund Committee	Gretchen Rasmussen	
Endowment Fund Committee	Angie Banko	
Student Aid Committee, Chr.	Cynthia Kofoot	
Student Aid Committee		
Student Aid Committee	Angie Banko	
Young Women Rep.	Gretchen Licht	A
Young Women Rep.	Samantha Nelson	A
IDE Short-Term Mission Coordinator	Sandra Lingard	P
Ready, Set. Recycle	Cheryl Killham	
Heart to Heart Coordinator	Nancy McHone	A
Meeting Manager	Becky Wehrspann	P
2016 Convention Co-Chr.	Melanie Maddick	A
2016 Convention Co- Chr.	Julia Dlouhy	P
2016 Retreat Co-Chr.	Rhoda Baldwin	A
2016 Retreat Co-Chr.	Doris Dawson	A
2018 Convention Co-Chr.	Angie Banko	P
2018 Convention Co-Chr	Karen Lyons	P

