

Western Kentucky University

TopSCHOLAR®

The Colonelette

Kentucky Library - Serials

1-1985

The Colonelette (January 1985)

Department of Library Special Collections
Western Kentucky University, spcol@wku.edu

Follow this and additional works at: https://digitalcommons.wku.edu/colonelette_abwa



Part of the [Cultural History Commons](#), [Social History Commons](#), [United States History Commons](#), and the [Women's History Commons](#)

Recommended Citation

Department of Library Special Collections, "The Colonelette (January 1985)" (1985). *The Colonelette*. Paper 177.
https://digitalcommons.wku.edu/colonelette_abwa/177

This Newsletter is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in The Colonelette by an authorized administrator of TopSCHOLAR®. For more information, please contact topscholar@wku.edu.

The Colonelette



**AMERICAN BUSINESS WOMEN'S ASSOCIATION
KENTUCKY COLONEL CHAPTER
Bowling Green, Kentucky**

THE COLONELETTE

KENTUCKY COLONEL CHAPTER

AMERICAN BUSINESS WOMEN'S ASSOCIATION

BOWLING GREEN, KENTUCKY

Dinner Meeting - Fourth Tuesday

6:00 - Social

6:30 - Dinner

7:15 - Business Session

Briarpatch Restaurant
956 Fairview Avenue
Bowling Green, Kentucky



The COLONELETTE is edited and published monthly by the Bulletin Committee of the KENTUCKY COLONEL CHAPTER of the American Business Women's Association, Bowling Green, Kentucky.

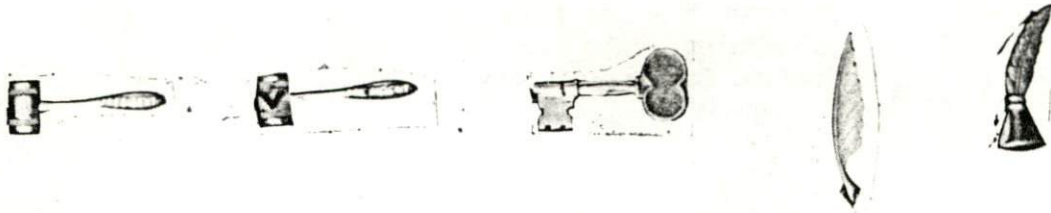
BULLETIN COMMITTEE

Pam Phillips, Editor
1525 North Sunrise Dr.
Bowling Green, Ky. 42101
781-9738

OFFICERS

1984-1985

PRESIDENT.....	ANGIE YOKLEY
VICE PRESIDENT.....	KARLA WALKER
TREASURER.....	MARY HINES
RECORDING SECRETARY.....	EMILY GARRITY
CORRESPONDING SECRETARY.....	PAM HOLDCRAFT



COMMITTEES

SCRAPBOOK.....	MIMI BURR
MEMBERSHIP.....	MARY HEXT
	LEANNE LOCKHART
BULLETIN.....	PAM PHILLIPS
	TAMMY FERGUSON
HOSPITALITY.....	ANN MAY
	VICKEY BRANSTETTER
PUBLIC RELATIONS.....	SANDRA SIKES
PROGRAM.....	KAREN TOWELL
WAYS & MEANS.....	PEGGY SHARER
	LUCILLE WALTON
EDUCATION.....	KATRINA LARSON



MINUTES

JANUARY MEETING

The regular meeting of THE KENTUCKY COLONEL CHAPTER was held on January 19th, 1985, at the Briarpatch. The meeting was called to order by Angie Yokley at 6:40 p.m. The Invocation was given by Karla Walker, followed by the Pledge of Allegiance. There were 12 members present.

PROGRAM SPEAKER: The program speaker for the evening was Don Hines. Don is with the Commonwealth Attornies Office. He was elected the outstanding young man of Bowling Green and Warren County by the Jaycess. He is also in the National Guards. His talk was on "VOLUNTARISM"

WORK RELATED / ADVOCATIONAL TALK : Angie Yokley was the speaker. She told about her various job duties as assistant manager of Central Files Information of American National Bank.

READING AND ADOPTION OF MINUTES:
The minutes of the November and December meetings were submitted in the bulletin. Peggy Sharer made a motion, seconded by Lucille Walton that the minutes be accepted as submitted. Motion carried.

REPORT OF TREASURER:
The treasurers report was read by Mary Hines. Motion was made by Pam Phillips, seconded by Belle Lady to accept the treasurers report as read. Motion carried.

REPORTS OF EXECUTIVE BOARD, STANDING AND SPECIAL COMMITTEES:

BULLETIN: We are in need of more bulletin covers.

MEMBERSHIP: Mary Hext called roll.

EDUCATION: Anne May read Thank You notes from Jennifer Chiles and a letter from National concerning the SBMEF grant application submitted for Jennifer Chiles. Also read a note from Linda McPeak asking if we had any funds left for an additional scholarships.

SCRAPBOOK: Mimi Burr announced that the scrapbook was progressing well.

HOSPITALITY: No report

PUBLIC RELATIONS: No report. Karla Walker will be helping in the future.

WAYS & MEANS: Peggy Sharer reported that there is still first aid kit money out.

MINUTES CONTINUED

- SPRING ENROLLMENT: Peggy Sharer is Chairwoman. No date has been set. We are considering combining it with the regular March meeting.
- BUSINESS ASSOCIATE NIGHT: Angie Yokley, Karla Walker, Mary Hines, and Karen Towell will be Co-Charing this event. It will be held Febrary 26th 1985 at the Briarpatch Restaurant in conjunction with the regular meeting.
- PROGRAM: Karen Towell will appreciate ideas for futurt guest speakers.
- OTHER BUSINESS: Karen Towell submitted the nominees for Woman of the Year. They were Mary Hines, Angie Yokley, and LeeAnne Lockhart. A secret ballot was cast. Mary Hines was announced Woman of the Year for 1985.

The Benediction was given by Mary Hines. Following the Benediction, the meeting was adjourned at 9:00 p.m.

COMMITTEE REPORTS

- MEMBERSHIP: NO REPORT.
- BULLETIN: NO REPORT.
- WAYS & MEANS: We have several ideas for possible ways & means projects which we need to vote on as soon as possible.
- HOSPITALITY: NO REPORT.
- SCRAPBOOK: NO REPORT.
- PUBLIC RELATIONS: Minutes of the January meeting were submitted to the Daily News. We will be working on other ways to get ABWA to the public. Any suggestions are welcomed.
- EDUCATION: NO REPORT.

COMMITTEE REPORTS CONTINUED

PROGRAM: NO REPORT.

ENROLLMENT EVENT.

The Fall Enrollment will be held Monday, March 25th at the Houchens Center in conjunction with our regular meeting. Please invite prospective members! Turn in your list of prospective members as soon as possible so we may send them invitations.

WAYS & MEANS:

Peggy Sharer needs all the First Aid Kit money turned in by this month. Everyone has had them long enough and we really need the money turned in now. Our Fall Enrollment Events theme is We ♥ ABWA. Date is March 25th time is 6:00 for the business meeting and 6:30 for the Enrollment. Where? The Houchens Center. BE THERE!!!

It is imperative that all members try to attend. We are combining our regular March meeting with our Tea, and to get your credit for attendance, you must be there for both the meeting and the tea. Also, please turn in your new prospective members to Peggy Sharer as soon as possible so she can send out invitations. Peggy will be calling her committee members and enrollment event cast for help in making this one of our best Enrollment events ever.

TREASURER'S REPORT

NOVEMBER 30, 1984

Balance Brought Forward	\$203.66	39.30
Receipts:		
Dinners	104.82	
Skate-for-Scholarships	10.00	
Donations Fashion Show	170.00	
First Aid Kits	110.00	
½ New Member	18.00	
Fashion Show Ticket Sales	756.84	
Total Receipts	\$1373.32	\$39.30
Disbursements		
Master Printers	22.50	
Houchens	25.42	
Joe Roach-Music	50.00	
Mary Bybee	60.00	
Herman Lowes	14.27	
Mimi Burr (Ham reimbursement)	24.10	
Briarpatch	99.21	
Andrews (champagne)	139.55	
ABWA (New member)	38.50	
Total Disbursements	\$473.55	
Balance 11-30-84	\$899.77	\$39.30
Convention Fund		
Balance Brought Forward		\$117.45
Deposit Proceeds From Craft Auction		321.25
Balance 11-30-84		\$438.70

Respectfully Submitted,

Mary Hines

Mary Hines, Treasurer

TREASURER'S REPORT
DECEMBER 31, 1984

Table with columns for CHECKING and SAVINGS. Rows include Balance Brought Forward, Receipts (Interest on Savings, Other), Total Receipts, Disbursements (Bowling Green Printing, Deemers, Bowling Green Paper, WKU & Jennifer Chiles, Peggy Sharer), Total Disbursements, Balance 12-31-84, Error, and Convention Fund (Balance Brought Forward, Interest on savings, Balance 12-31-84).

Respectfully Submitted,

Mary Hines (handwritten signature)

Mary Hines, Treasurer

TREASURER'S REPORT

JANUARY 31, 1984 *(Signature)*

	CHECKING	SAVINGS
Balance Brought Forward	\$297.84	39.80
Receipts:		
Mimi Burr Dues	6.00	250.00
Karen Towell Dues	6.00	
Angie Yokley	7.50	
Dinners	61.20	
Fashion Show Pictures	8.25	
First Aid Kits	8.00	
Total Receipts	<u>\$394.79</u>	<u>\$289.80</u>
Disbursements:		
ANB Transfer to Savings	250.00	
Briarpatch Dinners	<u>57.67</u>	
Total Disbursements	<u>\$307.67</u>	
Balance 1-31-85	\$87.12	\$289.80
Convention Fund		
Balance Brought Forward		\$441.97
No Activity - Balance		

Regretfully Submitted,

Mary Hines
 Mary Hines, Treasurer

PERFECT ATTENDANCE CONTEST

The Contest is scheduled to begin March, and will continue through May. Peggy Sharer and Belle Lady, chairwomen of this event has divided the members into the following teams.

Peggy Sharer - Captain

Mary Hext
Pan Holdcraft
Katrina Larson
Pan Phillips
Sandra Sikes
Karen Towell
Lucille Walton

Belle Lady - Captain

Emily Garrity
Mary Hines
Leanne Lockhart
Phyllis McKinney
Anne May
Karla Walker
Angie Yokley

Each member must attend both the dinner and business session for credit. Each month the members will get their cards from their captain and fill it in and return point cards to their captain for totaling the teams points for each month. At the end of the contest the losing team will provide our deserts for the June meeting.

Points are earned in the following way:

- _____ 5 points present at dinner and business meeting.
- _____ 3 points for being on time at meeting.
- _____ 4 Points for wearing ABWA Pin correctly.
- _____ 10 points for sponsoring new member
- _____ 3 points for wearing name tag.
- _____ 5 points if chapter dues are currently paid or paid in advance.
- _____ 5 points if setting by different person each month.
- _____ 10 points earned each month if all the above are completed.
- _____ 45 Points earned each month by member.

HOSPITALITY COMMITTEE REPORT

AUGUST	ANNE MAY & THERESA WYATT
SEPTEMBER	VICKI BRANSTETTER & TAMMY FERGUSON
OCTOBER	MARYJANE GARRETT & MARY HEXT
NOVEMBER	PAM PHILLIPS & KATRINA LARSON
DECEMBER	ANGIE YOKLEY & MIMI BURR
JANUARY	PAM HOLDCRAFT & JAYNE PELASKE
FEBRUARY	BELLE LADY & SARAH WEAVER
MARCH	ROBERTA LAWRENCE & KAREN TOWELL
APRIL	LEANNE LOCKHART & LUCILLE WALTON
MAY	PEGGY SHARER & SANDRA SIKES
JUNE	MARY HINES & KARLA WALKER
JULY	EMILY GARRITY & MARCIA HARRELL

NOTE: Please check which month you are to be a hostess. If you have any problems check with Anne or Belle.

MAKE-UP MEETING INFORMATION

HILLTOPPERS 76 CHAPTER

MEETS: 2nd Tuesday
 PLACE: Red Carpet Inn
 TIME: 6:00 p.m. Social
 6:30 p.m. Dinner
 CALL: Libby Simon
 782-2718 BP
 843-8725 RP

CARDINALS OF KENTUCKY

MEETS: 2nd Monday
 PLACE: Ambrosia
 TIME: 6:00 p.m. Social
 6:30 p.m. Dinner
 CALL: Betty Wyatt
 782-1000 BP
 843-8705 RP

B.G. CHARTER CHAPTER

MEETS: 2nd Monday
 PLACE: Changes
 TIME: 6:30 p.m. Social
 7:00 p.m. Dinner
 CALL: Hazel Hire
 842-0154 BP
 842-1256 RP

THE COLONETTE

KENTUCKY COLONEL CHAPTER STANDING LAWS

- I. To receive perfect attendance each member will be given 3 months to make up a meeting: You must attend 1 of the 2 Enrollment Events, You must attend 1 of the Major Ways & Means Projects, and You must attend Boss Night. This is retroactive till June 1, 1979, Law passed August 28, 1979.

- II. All Chapter expenses that are \$10.00 or more must be approved by the Executive Board first. Law passed August 28, 1979.



From the desk of

** THE BULLETIN COMMITTEE **

PLEASE HAVE ALL ARTICLES FOR THE BULLETIN AT LEAST BY THE 15th OF EACH MONTH.

IN ORDER TO GET EVERYTHING TYPED AND COPIED, I MUST RECEIVE ALL NEWS ITEMS NO LATER THAN THE 15th.

MY ADDRESS IS LISTED IN THE BACK OF EACH BULLETIN SO PLEASE DROP YOUR REPORTS IN THE MAIL SO THAT I MAY RECEIVE EVERYTHING BY THE 15th.

DID I SAY THE 15th ENOUGH ?

THANKS !

PAM

President

Dear Leader: Take charge at once, and make some vital decisions for the success of this membership activity. No decision you make will be more important than your **selection of the Enrollment Event Chairman!** Consult with the Executive Board, then appoint a member with leadership qualities. Next, read over this Event material then hand the packet to the Chairman and stand back as she takes charge. Naturally, she'll have the cooperation of her Event Committee, which is made up of a representative of the Membership, Hospitality, Public Relations, and Bulletin Committees.

Now that you have plans rolling, we're confident you will do a superb job of inspiring members to seek out and recommend other business women for membership—that's what Enrollment Events are all about...that and many other chapter benefits: attaining Standard and Banner goals; new members to support chapter activities; earning special Event awards; and a boost in morale for all those who participate in this successful activity—it's worth your efforts!

Timing is essential to any well-run campaign, so check the TIMETABLE (it's time-tested and it works) to learn WHO does WHAT and WHEN for maximum results. For example, you'll:

- CHECK WITH MEMBERSHIP CHAIRMAN—confirm that she returns roster to National Headquarters by January 7 deadline. Event quotas are based on this information.
- APPOINT EVENT CHAIRMAN—someone with initiative and follow-through qualities. Send her name to National Headquarters on enclosed card.
- PROMOTE EVENT AT MEETINGS—Support Event Chairman to get and keep member interest, which is a must for a successful affair. Theme art in this packet can begin chapter attention-catching promotions—the Committee will have other ideas.
- SEND PRESIDENT'S LETTER—A letter from "Pres" isn't mandatory, but it's a good way to create pre-Event excitement—and if you enclose a recommendation form, each member can easily provide names of prospective members to be invited to Event (see sample letter; order card for forms is enclosed).

- CHECK WITH EVENT CHAIRMAN—How is **her** TIMETABLE coming? Does she need your help?
- OPEN PROGRAM ON EVENT DAY—Your remarks should include a welcome to guests, brief introduction of officers, a thank you to the Committee, as you turn program over to Chairman.
- GIVE OUT PRAISE—It's now your privilege to give out the accolades for jobs well done for the Event...whether written or verbal, do it!

SAMPLE LETTER

February 1, 1985

Dear _____:

ABWA members are special people—we've got lots of HEART — and an abundance of SPIRIT. Put these together... and we'll have the best spring Enrollment Event ever. With a theme like WE LOVE ABWA, it will be easy!

This spring's theme — with a big heart in the middle of it — stands for the GROWING SPIRIT of the American Business Women's Association, and the good feelings generated from ABWA friendships, professional networking, and the pride of belonging to this prestigious, national support group.

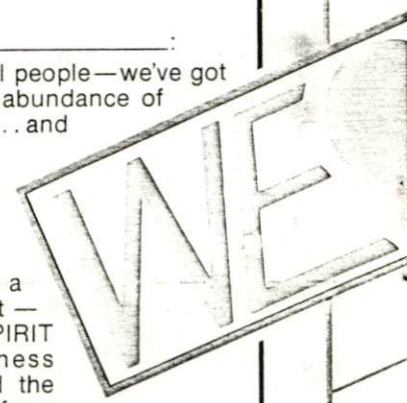
And because we do believe in ABWA, let's extend a hearty invitation to other business women to share in this camaraderie of chapter activities and spirit. (The Membership Committee eagerly awaits your recommendations; a form is enclosed for your convenience.)

March is just a few short weeks away, and the Enrollment Event Committee also has its plans well under way. Reserve March _____ on your calendar. The event will be held at time, at place. There's plenty of room, so extend your hand of friendship to as many friends and business associates as possible.

We're counting on each of you to take our spring theme "to heart" and support our March event, whether your contribution is as a whole-hearted committee member, an open-hearted hostess, or as one of those dear hearts who always lends a helping hand. We've got the heart... enthusiasm... and growing spirit to show just how much... WE LOVE ABWA. Our guests will, too!

_____, President

Enclosure: Recommendation Form



Hospitality

It's Enrollment Event time — time to make that important first impression on your guests! Your chapter is counting on the Hospitality Committee to roll out the red carpet and set the stage of congeniality — making each guest feel comfortably welcome and eager to join your chapter.

This is a challenge, but the **TIMETABLE** will be your fail-safe guide on what to do when:

- First thing — make arrangements for the best place to hold Event; this decision is needed quickly for publicity purposes and to include in invitations to guests.
- Plan and arrange for refreshments. Members are “dears” to offer their culinary skills to prepare gourmet treats. Decide what's needed, then ask for help.
- Spark Event interest with a colorful setting ...ranging from table decorations, to area decorations, to decorations or props that might be needed for the program. Go all out to “spruce up” for your guests; they will notice those extra touches.
- Check with Vice President to arrange for official hostesses. Be sure there are acting sponsors for guests who arrive alone; every guest needs to receive warm ABWA smiles and hellos...let them know ABWA is a “friendly” organization.
- If Event Committee decides on theme-oriented name tags—you're in charge.
- A week before Event, recheck all your tasks; make necessary alternate arrangements.
- **THREE CHEERS** for all your successful efforts — you've earned them!

THEME IDEAS — THOUGHT STARTERS

TAKE HEART... You're going to LOVE working with this spring Event theme! It should be simple and easy, but effective. You will find at least 50 ways to use leftover valentine decorations — so plan ahead to save and recycle those St. Valentine's Day purchases. Rejoice over your creativity in decorations, props, refreshments, favors, prizes and name tags. (Could these be necklaces fashioned from ribbons and paper hearts?) Use heart stickers and seals for everything, including posters, banners, or even arm bands that read “WE LOVE ABWA!” Remember, it doesn't take talent like Rembrandt's to draw red hearts — everyone can! There's something so appealing about hearts that your guests are bound to be pleased with whatever approach you take. Your committee's efforts will create a colorful, spirited celebration that symbolizes the **GROWING SPIRIT** of pride and achievement that ABWA members have for their Association — and welcome others to share.

PROGRAM OUTLINES

If your chapter chooses to focus on the WE LOVE ABWA theme for a program idea, try enlarging on such ideas as:

- the **GROWING SPIRIT** of ABWA.
- **WE LOVE ABWA...count the ways.**
- Call it **HEART!** Call it **SPIRIT!** Call it **ABWA!**

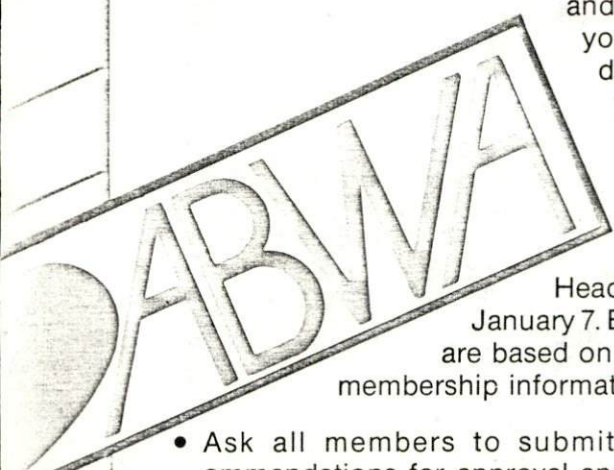
HEARTWARMERS THAT BUILD THE SPIRIT

“Hearty” two-minute games and contests: (winners receive heart-shaped prizes)

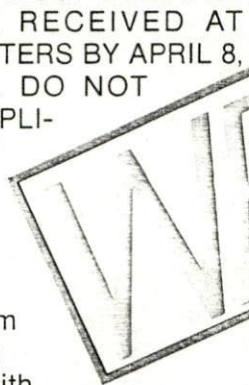
- Most words made out of the word h-e-a-r-t.
- Most song titles with word h-e-a-r-t.
- Prizes to those wearing heart-shaped jewelry.

Membership

Everyone who works on an Enrollment Event knows the importance of the Membership Committee's role—that you're in just about everything from beginning to end. It's true, your job is what this Event is all about—**MEMBERSHIP!** A check of the **TIMETABLE** confirms this and shows what you should be doing and when:



• Return roster information to National Headquarters by January 7. Event quotas are based on this current membership information.

- Ask all members to submit their recommendations for approval and invitations to Event. The President has been sent a card for ordering recommendation forms. Check with her on this order—also to determine how members will receive these forms: enclosed in a letter from President; placed in the Bulletin; handed out at regular Meeting, etc. The success of this Event depends on the number of prospective members recommended, invited, and attending. **GET THOSE RECOMMENDATIONS!**
 - When names are not submitted by members, it's the Committee's responsibility to seek other sources for prospective member recommendations.
 - Mail each approved prospect an invitation and notify her sponsor. (Event invitations may be ordered on special Order Blank sent to Event Chairman.)
 - Follow up to be sure sponsors have arranged transportation for their guests. If they haven't, make special arrangements to bring guests to Event.
 - Recheck arrangements, supplies, and personnel about a week before Event.
 - Open "enrollment station" early and close it after prospective members have completed their applications.
 - After ABWA program presentation, be sure guests are escorted to Membership Table where committee and guests' sponsors answer their questions and assist them in completing applications.
 - **SEND COMPLETED APPLICATIONS, WITH REMITTANCES, TO NATIONAL HEADQUARTERS WITHIN 24 HOURS AFTER EVENT. APPLICATIONS MUST BE DATED IN MARCH AND BE RECEIVED AT NATIONAL HEADQUARTERS BY APRIL 8, FOR QUOTA CREDIT. DO NOT HOLD COMPLETED APPLICATIONS, AWAITING COMPLETION OF OTHERS.**
 - Chapters are encouraged to send checks from new members directly to National Headquarters with the member's application; however, when a member pays cash for her enrollment, it's suggested that the chapter deposit the cash in its bank account and send the chapter check to National Headquarters.
 - Within 48 hours, contact any prospective members who did not enroll at the Event, offering another opportunity to join.
 - Give a list of new members' names to the Vice President so she may quickly arrange for their new member orientation.
 - There's the rundown of your assignments—your guide to changing "potential" members into **NEW MEMBERS!** Plan your work and work your plan... and **FOLLOW THROUGH.** Your next pleasant duty will be to **WELCOME ALL THOSE YOU'VE JUST ENROLLED. CONGRATULATIONS!**
- 

Public Relations - Bulletin

Sound the horns and tell the world about ABWA! Your chapter is relying on your departments to publicize and advertise its Spring Event. You're the ones to pound the typewriters, paste up artwork, and make the contacts to promote your chapter and this activity. Coordinate your dual

efforts to promote full participation by all chapter members through bulletin coverage, sign displays at meetings, and the best news

media coverage you can get. It's a big job but one we know you can handle with

style! Timing is important, so keep checking your duties against the TIMETABLE to remain "on schedule." Here are a few hints as you prepare your publicity campaign and Bulletin coverage:

- Know media sources (daily/weekly newspapers; radio and TV stations).
- Learn media contacts who handle women's interest articles. Give them exact information they ask for (see sample publicity release).
- Send advance release two weeks before Event—never submit carbons.
- If there are other chapters in area, check to see if "combined" publicity releases are possible and more advantageous for good coverage.
- Invite press people to your Event—thank them for coverage given.
- As important as publicity secured "outside" in the community, is the enthusiasm generated from peppy P.R. "inside" chapter. Keep members interested with up-to-date, exciting promotions—clever Bulletin coverage.
- Dramatize your promotion efforts with wit and artwork; theme art is provided in this packet; add your good ideas and the Event will sparkle!

- Prepare a special P.R. booklet for guests—any size or shape, but filled with information about ABWA and **your** chapter (write Elda Main at National Headquarters for samples).

SAMPLE PUBLICITY RELEASE

(Submit your copy typewritten, double-spaced)

Date _____

FOR IMMEDIATE RELEASE

From: CHAPTER NAME

American Business Women's Association

_____ Public Relations Chairman

Address, City, State, Zip _____

Work Phone _____ Home Phone _____

• • •

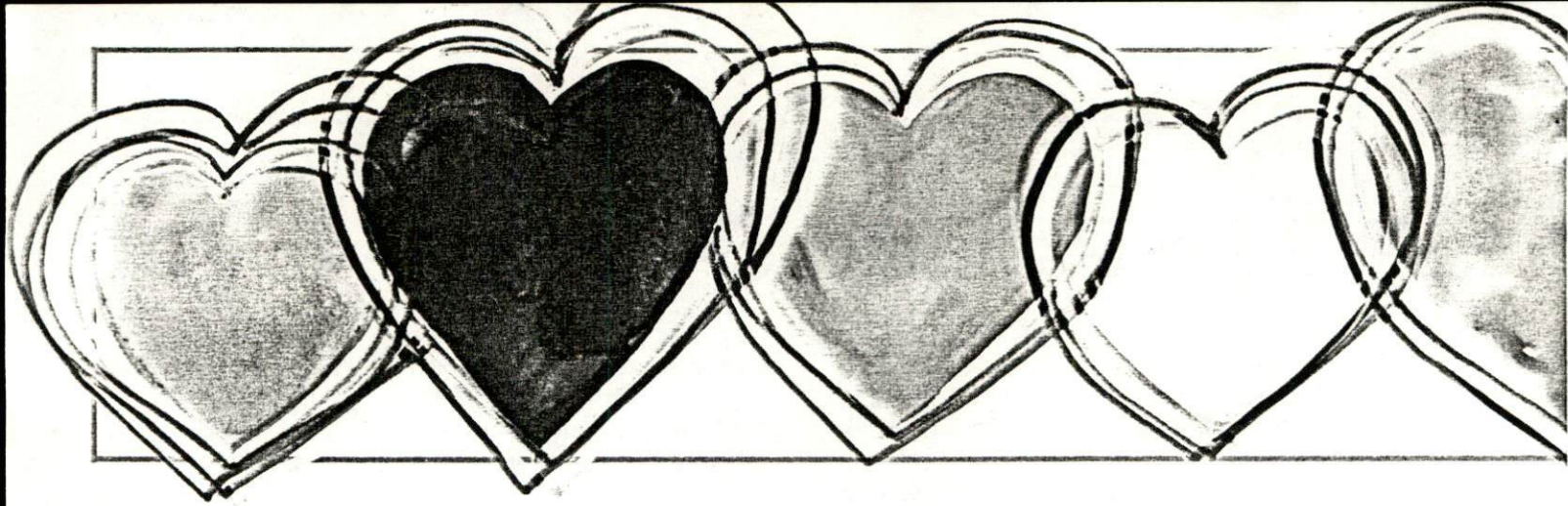
_____ Chapter of the American Business Women's Association (ABWA) will hold a Spring Enrollment Event _____ month/day at _____ location.

According to chapter President, _____ the event will revolve around a theme that will focus on the GROWING SPIRIT of ABWA to unite working women for personal and professional advancement in today's ever-changing business world.

Founded in 1949, ABWA is an influential national organization with a membership exceeding 110,000 women who are employed in all aspects and on all levels of business throughout the United States and Puerto Rico. Enrollment Events will be held by each of ABWA's 2,100 chapters during the month of March.

The national association is dedicated to the professional, educational, cultural and social advancement of women. Last year, ABWA chapters awarded more than \$2.5 million in scholarships to women students. In addition, the ABWA national scholarship fund awarded more than \$400,000 during the same period.

Women who are employed are eligible for membership. For further information about ABWA and this special event, interested business women should contact: Provide name(s) and phone number(s) of the Membership Chairman, President or Enrollment Event Chairman. (Insert pertinent chapter information where applicable.)



Timetable **WHO does WHAT WHEN** for a successful Enrollment Event

JANUARY **MEMBERSHIP CHAIRMAN:** Returns roster information to National Headquarters by January 7.

PRESIDENT: With Executive Board approval, appoints the Enrollment Event Chairman, and gives her the Event packet. (Current President makes this appointment NOW, even if new officers are to be elected soon.) The Committee consists of the chairman or a member of the Membership, Public Relations, Hospitality, and Bulletin committees.

PRESIDENT: Returns to National Headquarters card with name of Event Chairman and request for prospective member recommendation forms.

EVENT CHAIRMAN: Gives preliminary report on the Spring Enrollment Event at January chapter meeting; has chapter vote to determine if it will be held on a special date or be combined with the March chapter meeting. Displays Spring Event folders to create member interest.

EVENT CHAIRMAN: Holds committee meeting soon after January chapter meeting to begin planning for Event; distributes Event folders to members of committee. **ORDERS** supplies four to six weeks before the Event.

HOSPITALITY: Recommends to Enrollment Event Chairman the most appropriate site for the activity.

BULLETIN and **PUBLIC RELATIONS:** Promote March Event in next bulletin; work together on promotion ideas to spark interest. Begin special "P.R. Assignment," if used.

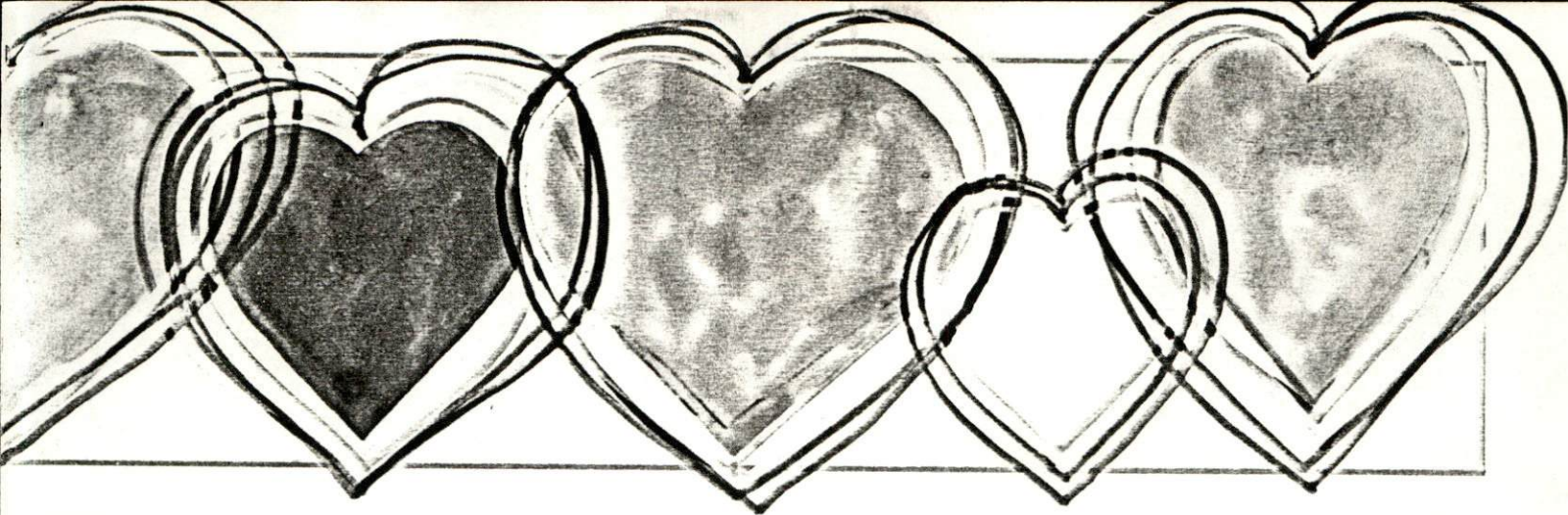
FEBRUARY **PRESIDENT:** Early in month, sends letter (with prospective member recommendation form enclosed) to each member; encourages members to attend Event.

EVENT CHAIRMAN: Presents progress report at February chapter meeting. Submits committee recommendations and requests other suggestions from members; emphasizes need for members' support — with preparations and also their presence at Event.

EVENT CHAIRMAN with **COMMITTEE:** Following February chapter meeting, finalizes plans for Event; selects ABWA program presentation.

MEMBERSHIP CHAIRMAN with **COMMITTEE:** Contacts members for recommendations; screens recommendations; approves prospects for invitations.

EVENT CHAIRMAN: Confirms responsibilities for Event activities with committee members.



MARCH 1-31, 1985

- FEBRUARY (continued)** **MEMBERSHIP CHAIRMAN with COMMITTEE:** Mails invitations, with "Making Tomorrow Better" brochure, to approved prospects (two to three weeks before Event).
EVENT CHAIRMAN: With Vice President, selects Event hostesses.
BULLETIN and PUBLIC RELATIONS: Complete special "P.R. Assignment," if planned.
- MARCH** **PUBLIC RELATIONS:** Give advance publicity news releases to local media (two weeks before Event).
HOSPITALITY: Finalizes plans for refreshments and decorations; checks supply of name tags for members and guests.
MEMBERSHIP CHAIRMAN with COMMITTEE: Reminds all sponsoring members to call their prospects to be certain they are coming, and to arrange transportation.
ALL: Recheck arrangements, supplies, and personnel.
EVENT CHAIRMAN: Makes substitutions and alternate plans where needed.
- EVENT DAY** **MEMBERSHIP CHAIRMAN with COMMITTEE:** Opens Membership Table or "Enrollment Station" before first guests arrive; closes it after all prospects have signed.
HOSTESSES, SPONSORS, ALL MEMBERS: Make every prospective member feel welcome, wanted, and eager to join.
PUBLIC RELATIONS: Acts as hostess to news media; directs photographers.
PRESIDENT: Opens program presentation with welcome and introductions, then turns meeting over to Enrollment Event Chairman.
EVENT CHAIRMAN: Introduces program.
ALL: Take prospective members to Membership Table to sign up.
MEMBERSHIP CHAIRMAN: Returns all completed membership applications with remittances, to National Headquarters within 24 hours after the Event. Applications must be dated March 1 through March 31 for Spring Event **quota** credit, and be received at National Headquarters by April 8. Membership Committee handles excess supplies.
- EVENT DAY PLUS ONE** **MEMBERSHIP CHAIRMAN:** Within 48 hours contacts any guests who did not enroll at the Event.
PRESIDENT, ENROLLMENT EVENT CHAIRMAN, and COMMITTEE: Call everyone (including each other) with congratulations for a job well-done.

THE COLONELETTE

ROSTER

BURR, MIMI
KY GARDENS TR PK LOT 40
RP: 781-2864
DETREX
BP: 782-2411

LOCKHART, LEANNE
1507 BENSON AVE
BP: 782-3387
UNION UNDERWARE
BP: 781-6400 EXT 574

GARRITY, EMILY
1223 BROADWAY APT. B
RP: 782-7805
JOHN C. TAPP M.D.
BP: 781-1483

MAY, ANNE
1289 BLUELAKE WAY
RP: 843-6300
B.G. ORTHOPEDIC ASSOC.
BP: 782-7800

HEXT, MARY
4953 WESTGATE DR
RP: 781-8171
WARREN CENTRAL HIGH SCHOOL
BP: 842-7302

MCKINNEY, PHYLLIS
549 SKYLINE TR PK
RP: 782-0333
INDEPENDENT LIFE INS. CO.
BP: 843-8455

HINES, MARY
214 VALLEYBROOK RD
RP: 781-0691
OAKLAND SCHOOL
BP: 563-4710

PHILLIPS, PAM
1525 NORTH SUNRISE
RP: 781-9738
AMERICAN NATIONAL BANK
BP: 781-6111 EXT 207

HOLDCRAFT, PAM
502 PETROS BROWNING RD
RP: 782-3691
LOGAN CO. SCHOOL
BP: 542-6590

SHARER, PEGGY
2931 WEST MEAD
RP: 842-0967
C.D.T. BUILDERS
BP: 781-7851

LADY, BELLE
1337 COLLEGEVIEW DR
RP: 842-4991
BUTLER CO. SCHOOL
BP: 526-3361

SIKES, SANDRA
2931 B NORTH MILL
RP: 781-1784
COMPASS PETROLEUM CO.
BP: 842-1655

LARSON, KATRINA
RR 8 BOX 295
RP: 781-7157
MORNING ROCK CONSULTING AGENCY
BP: 781-7157

TOWELL, KAREN
1551 CHESTNUT
RP: 843-1321
ANDREWS RESTAURANT
BP: 781-7680

THE COLONELETTE

WALKER, KARLA
2130 A STONEBROOK CT
RP: 782-0652
AMCA INTERNATIONAL
BP: 781-9600

WYATT, THERESA
1297 SHANNON WAY
RP: 782-1510
BUTLER CO. SCHOOL
BP: 526-3361

WALTON, LUCILLE
1700 SOUTH SUNRISE DR
RP: 843-4705
RETIRED

YOKLEY, ANGIE
1315 HIGH ST
RP: 781-4552
AMERICAN NATIONAL BANK
BP: 781-6111 EXT 377

MEMBERS AT LARGE

ANDERSON, NITA
BRANSTETTER, CHRISTY
BRANSTETTER, VICKIE
COLE, PAT
FERGUSON, TAMMY
FULLER, PEGGY
GARRETT, MARYJANE
GIBSON, GEORGEANNE
HAMMOND, GWYNNE
NEAL, MICHELLE
PELASKE, JAYNE
RARDIN, MELANIE
STURDIVANT, DEBORAH
TALLEY, KARON
WEAFER, SARAH

5

Sat Night
Apr. 27 83

Beaumont Ky = 2
Bucks and Sherry

Andrew Lemons

Darry Smith

Texas Eastern ~~and~~ Company
Took of her to get it under
Contract