



February 2008  
Volume 2, Issue 1



## National President Jacqueline Moore Bowles

Members of Jack and Jill of America, Inc.,

Welcome to the Winter Edition of *ExecuCom*, the official communication of what's happening with the National Executive Board. This year marks the 70 year anniversary of Jack and Jill of America, Inc. Seventy years ago our founder, Marion Stubbs Thomas, launched what is now the largest family organization in America.

We are so grateful for her *dare to dream* attitude. This is an exciting time in our organization. This board asked you to help us quickly restore the moral integrity of the organization and our results are in. We're at an all time high. New member intake for 2007 was higher than expected demonstrating the confidence that you have in this board. Provisional group interest was higher than expected and our "quit" factor is significantly lower than in previous years. Our members are willing to stand up for Jack and Jill, its principles and its moral veracity. We are strong, determined and have the resiliency that's needed to sustain our organization. On behalf of the entire national board, thank you.

I would be remiss if I did not congratulate our newly elected regional officers and give a huge thank you to our 2005-07 regional officers who volunteered their time and effort to make Jack and Jill successful. This past August over 60 officers and committee chairs attended the National Officer training in Miami, Florida, site of the 2008 convention. We spent three days in discussions about leadership, organizational excellence, strengthening our membership and forging our strategic direction. Your regional officers are now prepared to fulfill their duties as part of this management team.

Our regional teen officers also attended the training to share their experiences, network with other teens across the country and set the agenda for the upcoming Youth Leadership Summit. Many of you know our philosophy is a work hard, play hard one so we ended our training with our teens instructing mothers on how to do the Cupid Shuffle. Yes, it was hilarious but we're fast learners.

I extend a heartfelt welcome to our 1,114 new members to the Jack and Jill of America family. You have been invited to join the thousands of families who volunteer on behalf of our 11,739 children. Our organization is committed to the following three strategic goals:

- Enhance Youth Leadership Strategies
- Strive for Organizational Excellence
- Establish a National Leadership Position

Program Director Buie and her team continue to stress the importance of quality programming throughout Jack and Jill. All chapters have implemented the Teen Leadership modules for Jack and Jill teens and some have begun implementing the 15 leadership qualities into youth (ages 6-12) programming activities. Many have converted their service components to share the leadership modules with local Boys and Girls' Clubs of America. Check out the Scope 2008 for more information.

Executive Director Renee Gadson and her staff are truly a blessing to this organization. They have organized the headquarters processes, hired additional support staff and continue to keep our organization running smoothly on a daily basis. They work tirelessly to make your experience in Jack and Jill a gratifying one.

*President Bowles continued on next page*

### INSIDE THIS ISSUE

<b>Officer Reports</b>	<b>1-14</b>
<b>Things That Make You Go Hmmm</b>	<b>3</b>
<b>Calendar of Events</b>	<b>15</b>
<b>On The Hill Summit</b>	<b>16</b>
<b>Recording Minutes</b>	<b>17</b>
<b>Contact Information</b>	<b>19</b>

### *New Website*

You must visit our new website! Congratulations to Editor Johnson and the HQ team for making this a reality. As we move closer to organizational excellence we will rely more on technology to communicate with you, our members. Our next milestone is to activate the private portal section of the website. Our plan is to maintain member only documents in that section. Your membership ID number will become the gateway to access. Please keep your information updated in the MIS system.

### *Foundation*

Our greatest loss was the retirement of Executive Director Lucille Hadley. She and her family are doing well in Florida. We thank her for her extended service to our organization. Last year our Foundation established several award categories for 2007 chapter contributions by teens and mothers. The Teen awards (\$700 per chapter) will be presented at the upcoming Teen Conferences. The winners by region are: **Greater Little Rock** (Central), **Metro New York** (Eastern), **Contra Costa County** (Far West), **Durham, North Carolina** (Mid-Atlantic), **Akron, Ohio** (Mid-Western), **North Houston, Texas** (South Central) and **Nashville, Tennessee** (Southeastern). Three chapters based on mothers' contributions to Foundation will be awarded \$3,000 each at the national convention. In the small chapter category the winner is **Dayton, OH** from the Mid-Western Region; in the medium chapter category **San Fernando Valley, CA** of the Far West Region; and in the large chapter category **Greater Essex County, NJ** of the Eastern Region. Congratulations to all chapters for a job well done.

### *Legislative Summit*

In a few weeks Jack and Jill of America will convene on the steps of the Capitol Building for the first National Legislative "On the Hill" Summit. Your Legislative Committee has been working hard to make this event a success and we expect that representatives from all 35 states will be in attendance to discuss with our elected officials the importance of legislation aimed at bettering the conditions of all children.

### *National Convention (July 23-27, 2008)*

This July delegates from across the country will attend the 38<sup>th</sup> national convention in Miami, Florida at the beautiful Doral Golf Resort & Spa. Our major business will be the bylaws revision, election of national officers and approval of the national budget. The convention chairs have well planned events for all family members. We're expecting record numbers to attend our 70<sup>th</sup> Anniversary. Don't miss this one... We'll work hard and play hard.

### *Chapter Development*

We are proud to have nine (9) provisional chapters on board to be voted on at the 2008 convention. This is phenomenal however, we have a number of chapters who fall below the 15 member threshold. This National Board is concerned about the health of those chapters and has put in place an accelerated plan for improvement or dissolution.

### *Member Documents*

Every member of Jack and Jill of America, Inc. should have a copy of the Member Manual. It has been updated and new sections will be added to include Officer Transition. Member Manuals are available for order via the website. A limited number of copies will be available for purchase at the national convention. Up The Hill 2007 will be distributed in the next few weeks. Thank you for being patient with us as we develop processes that work for us. Scope will be distributed effective April 1, 2008.

Sincerely,

*Jacqueline Moore Bowles*

Jacqueline Moore Bowles  
21<sup>st</sup> National President



## National Executive Director Renee Gadson

Greetings Mothers of Jack and Jill of America,

The National Headquarters staff is excited about our service to the strong membership of Jack and Jill of America, Incorporated. This summer, there have been many issues that faced the African American community and the members of Jack and Jill of America were there to lend their support and their voices.

In an effort to provide superior service to you, on September 6, we welcomed Demetrius Perkins as our full-time new Administrative Assistant. Ms. Perkins brings many years of administrative experience. She is highly motivated and is a great addition to our staff.

We are beginning to rely heavily on the information contained in the Membership Information System (MIS) database. For instance, you have received a number of emails from the National Headquarters via the MIS system. Some have been informative, and some have required action. To reach the maximum number of members possible, it is imperative that we have up-to-date email addresses for each member. If you have changed your email address or have a preferred email address, please contact your chapter administrator so that she can update your record. We appreciate your cooperation.

Membership cards for your new members and transfer members will be sent to your chapters in March. In addition, 2007-2008 stickers will be sent in a separate mailing in late February to each chapter. This sticker should be placed on the back of your existing membership card to validate the current program year. We hope that we will not miss any new or transferred members, but if we do, please send an email to [jackandjill.inc@verizon.net](mailto:jackandjill.inc@verizon.net). Also, if chapters do not receive enough stickers, please send an email to the same address with the additional quantity.

As always, if you have any questions, you can reach us at 202.667.7010. Our email address is [jackandjill.inc@verizon.net](mailto:jackandjill.inc@verizon.net). We look forward to hearing from you.

*Renee A. Gadson*

Executive Director

### *Answers to Things That Make You Go Hmmm....*



1. **Are National Officers required to pay dues?**  
Yes, Service to the organization as an officer on any level does not exempt that mother from paying dues. All mothers must pay dues to be a member of the organization.
2. **If I have taken a leave of absence, can I or my children participate in chapter activities?**  
No, if you have followed the process (paid National and Regional per capita to take a leave of absence the "family" cannot participate in ANY chapter activities.
3. **Can teens who are not J&J members attend Teen meetings?**  
No, our bylaws say that only J&J members can attend Jack and Jill meetings.
4. **Can the president of the chapter vote? Should they vote?**  
Typically the Chapter President does not vote. Robert's Rules of Order do provide provisions for the Chapter President to vote to break a tie.

## National Vice-President Gail Johnson



Dear FABULOUS Mothers!

The saying “Time flies when you are having fun” is truly in full force. 2008 is off to a flying start! It seems it was just hours ago that I was toasting sparkling cider with my children and husband saying hello to the New Year and yet we have already celebrated Valentines Day!

Time is flying and we are having a ball!

From a membership perspective there are a few areas of focus for the next 90 days:

1. **Chapters below 15.** There are still far too many chapters that are below the REQUIRED membership number of 15. The bylaws state:

### Section 7. Penalties

- A. A chapter shall be suspended from the Corporation after a thirty (30) days notification from the National Executive Board when membership enrollment falls below the fifteen (15) member’s minimum requirement.

The members of the National Advisory Council are very concerned about chapters below 15. We remain tireless in our desire to assist these chapters to become compliant with the bylaws.

In addition to aggressively implementing the growth plans each of these chapters developed, we have established a task force to focus on attracting and maintaining the required membership number of 15. Chapters who were below 15 in 2006 and are currently below 15 must plan to bring in enough members during the May 2008 intake to be in compliance with the bylaws. The chapter must notify the Regional and National officer immediately if the May 2008 intake will not result in a total chapter membership of 15.

2. Tis the season to **elect new members!** Per the bylaws:

### Section 2. New Members

1. Election of new chapter members shall be held in March or April of each year.

I am hearing many BEST practices related to electing members. Here are a few highlights of the BEST practices I

have observed:

- A. New chapter members are well known by their sponsor.
- B. There is required training for sponsors.
- C. Sponsorship requirements are outlined in the bylaws.
- D. Chapter members vote on each individual member.
- E. Perspective new chapter members are fully discussed. How they will add value to the chapter if known by all that will vote them in.
- F. New Member intake is based on the understanding that the viability of the organization is dependant on constantly assessing the feeder pool of new families that can keep the chapter going.

### 3. We have **NINE provisional groups!**

When we meet in Miami, I will be presenting to you 9 provisional groups who will look for you to vote them in as provisional chapters. This is truly exciting! These mothers are working hard to prepare themselves for Miami and to ultimately become a part of our wonderful organization. Here is the listing of the provisional groups that will be voted on in July:

Lake Shore Guild	Lexington Mothers' Club	Santa Clarita/Antelope Valleys
Chicago	Lexington	
Illinois	Kentucky	California
Mid-Western	Mid-Western	Far West
Piedmont Chapter	East Metro Mothers in Action	Charlottesville
Gastonia	Conyers	Charlottesville
North Carolina	Georgia	Virginia
Mid-Atlantic	Southeastern	Mid-Atlantic
SugarLand /West Fort Bend Blue Bonnets	Greater Frisco	Tulsa Family Network
	Frisco	Tulsa
Texas	Texas	Oklahoma
South Central	South Central	Central

### 4. Executive Search for the Executive Director of Foundation

As many of you know, our beloved Lucille Hadley had announced a well deserved retirement effective December 31. The search for her replacement is well

under way. The position will be in the Washington DC headquarters office and no relocation is being offered. If you know of any qualified candidates, please let me know.

#### 5. Bylaw revisions for Jack and Jill Foundation

I am heading the committee that is responsible for making recommendations for any changes to the Jack and Jill Foundation bylaws. The desire is to have these new bylaws ratified at the annual Foundation Board meeting in April.

#### 6. RD retreat.

In addition to meeting one a month via teleconference, the RD's and I finally had an opportunity to meet face to face for a 2 day RD retreat. This was 4 days of intensive work hard and play hard that is our mantra (of course of we played hard at our own expense....smile). The agenda items included:

- a. Chapters below 15
- b. Financial responsibilities of an RD
- c. RD role versus National officer role in the region
- d. Top 3 successes; Top 3 struggles
- e. Regional teams
- f. Succession planning
- g. 9 provisional chapters
- h. Planning for clusters, regional, teen conferences and National convention
- i. How to have it all when you have it ALL (and not burn out!)

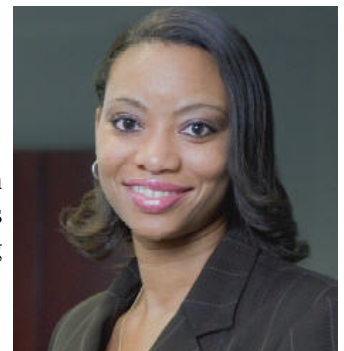
These are just a FEW of the things that keep me

In HIS service for Our children,

*Gail M. Johnson*

Gail M. Johnson  
National Vice President.

## National Recording Secretary Kimberly Henderson



Greetings Mothers,

WOW, I can't believe 2008 is here already. It has truly been a pleasure to work with such brilliant, innovative and gifted ladies that represent the leadership on all levels of this outstanding organization and I am truly honored to serve as your National Recording Secretary.

Below is a summary of my many activities and assignments.

**Recorded Meeting Minutes** - I have attended and recorded the minutes of all National Executive Board (NEB), National Advisor Council (NAC), and National Committee Chairs (NCC) meetings, since June of this year. Also, I have been pleasantly pleased at the number of requests I have received from Chapter Recording Secretaries (mothers and teens) for advice on how to properly record meeting minutes. As a result, I have included in this newsletter some basic Do's and Don'ts on how to record the minutes of your chapter meetings. Please refer to the document titled "Recording Minutes". They are also posted on our new and improved Jack and Jill website. Hopefully, these tips are helpful and will be of assistance to you.

**Training CD for Regional Officers** – The NEB kicked off this program year by conducting our annual Regional Officer’s Training Retreat in August. All elected regional officers (including elected regional teen officers) and national committee chairs participated in training workshops facilitated by each member of the NEB and Executive Director, Renee Gadson. Afterwards, I collected all of the fantastic presentations and handouts presented at the retreat and created a Training CD. The CD was mailed to each Regional Director to disseminate to their regional team members accordingly. It provides an abundance of invaluable information that pertains to the structure, policies, procedures and practices of our organization and can be used as a training/informational tool at clusters and chapter trainings.

**Mothers Away From Home Project** – I am having a BLAST working with the National Associates Committee. It is such an honor and pleasure to work with such a dynamic group of ladies who convey a tremendous amount of knowledge, wisdom, and experience and have served Jack and Jill, Inc. on all levels extremely well. Plus and most importantly, they are a lot of FUN!! National Chair Mryna Ford and the members of the Associates committee have finalized the Mothers Away From Home Project (MAFH) and it is now available on the Jack and Jill website, under the “Associates” link. The purpose of this program is to provide a “network” of contacts by which Jack and Jill College and boarding school students may be assisted in their transition to their new environment. They have enacted a few improvements to the project by adding new forms and informational tools that will ensure the programs success for future years to come. We are excited about the opportunity to reach out to our Jack and Jill Alumni and boarding school students to guarantee they continue to experience the joy of knowing they have a “Mother Away From Home”.

**National Campaign Guidelines Update** – The National Campaign Guidelines have been updated (with the approval of the NAC) and have been forwarded to the National Nominating Committee. National Chair Sheronda Martin and the Nominating committee are actively preparing for a successful campaign and elections process. The Candidates Profile form and other materials were distributed to chapter presidents in January. Potential candidates, interested in running for a National office, are encouraged to review the documents thoroughly and adhere to all designated deadlines and guidelines. The committee has also developed a standard campaign and election process that should be used among all regions at their regional conferences. This will ensure that one standard process is followed consistently for future years to come.

**Officer Transition Guide** – We are developing an Officer Transition Guide that will provide a basic checklist of items a newly elected officer should expect to receive from their predecessor upon transitioning into their new role. The guide will include all elected officers on each level of the organization (local, regional and national). The guide will be added as an insert to our current Jack and Jill Mother’s Manual. Look for more information to be presented within the coming months.

**Chapter Terminations and MIS Clean-up** – Since June 1<sup>st</sup> of this year, over 900 terminations have been processed through MIS. Although this number includes a small percent of terminations as a result of members who has completed their tenure during the 2006/07 program year, the majority of these terminations are as a result of close to 1000 members, among all regions, currently considered “Lapsed” in our MIS system. There are a couple of reasons for the influx of “lapsed” membership statuses in MIS:

1. Non-payment of per capita dues received for 2006/07 and/or prior years; therefore, members are considered not financial and are placed in a “lapsed” status until payment is received.
2. Chapter Administrators, who are assigned to update their chapter’s membership information and status in MIS, were not updating the system on an annual basis. In many cases, the “Membership Status” in the system has not been correctly updated to reflect one of the following categories: Tenure Completed, Not Financial, Not Active, Declined, Resigned, Deceased, or Other.

In an effort to ensure our members are updated correctly in the system, the following action items have taken place:

- Reminder notices were sent to all Chapter Presidents to update their members’ status in MIS.
- The National Technology Committee has been working with chapters in their regions to significantly reduce the

number of lapsed members by conducting regional conference call trainings and workshops at their Area Workday Clusters.

- ☑ The “**Termination of Membership**” form has been revised to include:
  - Added instructions on how and when to complete the form
  - Added MIS instructions for Chapter Administrators
  - Separate section for “**Active**” terms vs. “**Associate**” terms (since the term reasons are different for each category)

**NOTE: A copy of the revised Termination of Membership form is included in this newsletter. It is also posted on the Jack and Jill, Inc. website.**

- ☑ We will be revising other forms to include MIS instructions.

MIS should **not** have any “lapsed” members, including Associates and thankfully, since these action items were put in place, we have seen a significant decrease. Please remember that it is extremely important for each chapter to assign a Chapter Administrator to maintain their chapter’s information, *including adding your new joining members to the system on an annual basis*. Without having updated and current membership records, we can’t ensure that your chapter officers and members will receive the necessary tools, such as materials, correspondence and email notices to make their journey in Jack and Jill a successful one. If you have any questions, please contact your Regional Technology Chair or myself. National Chair Cheryl Fleming and the members of the Technology Committee are extremely knowledgeable and familiar with MIS. They are very capable of assisting you with your questions and system problem resolutions.

**Jena 6 Chapter Donations** – A HUGE Thank You is extended to the many Jack and Jill chapters who generously contributed funds to the Jena 6 Defense Fund. According to our records, a total of **\$9,013.00** was donated toward the legal costs of defending the 6 students involved in this racially motivated case. ***Please note: If you did not send me your chapter’s Donation Tracking Form, your donation is not included in this amount.***

**2007 Per Capita Reconciliation** - Per the National By-Law that was passed at the 2006 National Convention in Houston, TX, the National Recording Secretary should receive copies of all financial reporting and payments made to the National Headquarters. This is a measure to provide checks and balances in our financial procedures. Approximately 85 percent of the chapters provided their complete fall per capita reports and copies of their checks to the National Recording Secretary by the October 31<sup>st</sup> deadline. Because we did not have 100% chapter compliance, the National and NRS reports did not match. Based on my findings, the following is a status of why the reports did not match:

- Checks and forms were not consistent with the amount actually remitted to National
- Late submissions
- Check copies and/or other per capita reports were not submitted or missing from the chapter packet sent to the NRS
- Chapter DID NOT submit their reports to the NRS, but sent the information to National

I know that you are busy planning for your new member intake; however, I want to make sure all chapters are in compliance. Please send your chapter membership reports to me per the by-laws. All terminations due to end of tenure in good standing or otherwise should be reported to the National Recording Secretary.

I would like to extend a huge **Thank You** to each member and officer of this outstanding organization for your assistance, patience and cooperation over the last several months. You have made my transition into this new role an enjoyable and wonderful experience. You are truly loved and appreciated.

In God’s Grace,

*Kimberly Henderson*

**National Recording Secretary**

[nrskim@jack-and-jill.org](mailto:nrskim@jack-and-jill.org)

## National Corresponding Secretary Denise Eaton-May



Greetings to each of you wonderful Moms this Winter season. I hope each of you had a wonderful holiday season and have successfully transitioned into the New Year. Remember to take time for yourself and recharge your spiritual and physical batteries.

From the Jack and Jill perspective, the last several months have been extremely busy. We have completed the Regional Teen Conferences, Mother's Regional Conferences, Officers Training Retreat, and the various Area Work Days. It is now time to gear up for our On the Hill Summit, 2008 Regional Teen Conferences and National Convention. Listed below is a brief update of recent activities in the areas of responsibility for the National Corresponding Secretary.

### **LEGACIES AND TRANSFERS**

Posted on the website you will find spreadsheets highlighting the transfers and legacies approved for each region since September 2006. As you will see, there have been several transfers and legacies processed over the last several months. I know there have been some that have slipped through the cracks, and to the best of my ability they have been or are being corrected. I hope that each of your transfers and legacies have arrived in a timely fashion to facilitate their entry into your chapters. I have also received some comments regarding the form and the amount of information contained in the approval letters. I have attempted to make those adjustments accordingly and new forms are now on the website for your use. Thanks a bunch for the comments and suggestions.

The process also still has a few glitches which we are continually ironing out, especially around payment of dues. The focus until now has been to just get caught up on all of the pending transfers and to increase the speed upon which transfers were being processed. With the excellent help from headquarters staff, we have now reduced the time for processing transfers to an average of about 15 days depending on complications. We can now focus on making improvements to the process which we will address this summer. Thank you again for all of your support and comments and any changes to the process will be sent to all and posted on the website.

### **COPIES OF EXISTING CHAPTER BY LAWS RECEIVED**

Posted on the website you will find spreadsheet highlighting the chapter by laws received to date. The bylaw committee will review each set of bylaws with a checklist of key provisions that should be included and submit recommendations to chapters in their regions. We will also issue a template for development of by laws for new chapters and existing chapters seeking to bring their governing documents into compliance with the checklist.

### **REVISION OF BY LAWS**

The by law committee has been working long and hard at the revision of our Constitution and By Laws document. They have met via conference call every two weeks since late last Fall to review the document. The committee consists of Kimberly Goode, Chair, Mid-West Region, and Crystal Turner – Central, Martha Vasser, Eastern Region, Kelli Jones, Far West, Jacqueline Nash, South Central Region, and Majella Chube Hamilton Southeastern Region, Tonja Roberts-Brooks, Mid Atlantic region.

The proposed revised by law packet including a chart outlining the rationale for each recommended change was distributed in June 2007 to all regions and chapters. Also included were comments from a certified parliamentarian who has worked with the committee and has also reviewed the document. Each Committee member also reviewed the proposed packet at the various Mother's Regional Conferences. The standards used by the committee for review has primarily been to evaluate provisions for duplication, redundancy, clarity, and overbroad reactionary provisions that require rewording, or alternate placement in the document to facilitate flow. In addition, the committee considered those bylaws where movement into a policy or procedure was best because of the nature of the detail.

The revision process for the body to review and comment on the proposed revisions began at each of the Mother's Regional Conferences in 2007. Each By Law committee member presented a report on the restructure, changes and recommendations from the committee. Open dialogue was encouraged with the attendees. Any comments or changes from the regions regarding the revision were to be memorialized in writing by each region and sent to the National Corresponding Secretary by November 1, 2007 along with any amendments. The final by law amendments and recommendations for revision will be distributed to the body by April 1, 2008 for consideration and adoption at the 2008 National Convention. We will have two forums at the National Convention to go over all of the amendments and revisions so that we can facilitate a smooth, efficient and orderly voting process.

This has been a long and arduous process. Our goal is to produce a governing document that reflects the aims and objectives of our organization and provides us with the guidance to run our organization in the most efficient and effective manner. We are excited about the long awaited process and hope you are too!

### **REVIEW OF REGIONAL STANDING RULES OF ORDER**

Each Region through their regional director has submitted their most recent version of their Standing Rules of Order for review. The review will consist of identifying areas that are in conflict or are inconsistent with the National By Laws. The results of the analysis will be produced to each region within the next 60 days.

### **POLICY AND PROCEDURES MANUAL**

The policy and procedures committee has began some ad hoc meetings in an attempt to have a set of policies and procedures that compliment the final revised governing document (By Laws). There is a draft of existing policy and procedures that has been in existence since Houston. The committee will be reviewing his document as well as those policies and procedures recommended as a result of the revision of the By Laws document.

### **FATHERS AUXILLARY**

The Father's Auxiliary has been busy planning several initiatives for the 2007-08 term. The first is the publication of a brochure for recruitment and creation of Father's Auxiliaries throughout the country. The brochure was distributed via email to all regions in June 2007 and hard copies are available through the Regional Father's Auxiliary chairs. We are very excited to have accomplished this task.

The Father's Auxiliary has also created an on line web-based forum for posting of information concerning the Father's Auxiliary on line at a site called Collectivex. At [www.collectivex.com](http://www.collectivex.com), we have posted upcoming meetings, events within each region and status of initiatives. This free service has proven to be a valuable tool for communication.

Other initiatives include sponsoring SAT/ACT prep review classes for Jack and Jill teens in the Spring of 2008, and creation of a pilot program of providing security at Teen Conferences in 2008. The security program, also known as POP's (Parents on Patrol) is in full swing in some regions and the Father's Auxiliary would like to roll it out to each region by 2008.

Sincerely,

*Denise Eaton-May*

National Corresponding Secretary

## The Sheltering Tree of Friendship



The poet Samuel Coleridge once described friendship as “a sheltering tree”. When you have this quality, the branches of your friendship reach out over the lives of others, giving them shelter, shade, rest, relief, and encouragement.....

Friends give comfort. We find strength near them. They bear fruit that provides nourishment and encouragement. When something troublesome occurs in our life, we pick up the phone and call a friend, needing the comfort that he or she provides. I think there are few things more lonely than having no friend to call. Friends also care enough to hold us accountable... but we never doubt their love or respect.

Charles R. Swindoll

SAVE THE DATE

**JACK AND JILL OF AMERICA, INC.**  
38<sup>th</sup> BIENNIAL CONVENTION

JULY 22-27, 2008  
DORAL GOLF RESORT AND SPA,  
A MARRIOTT RESORT  
MIAMI, FL

## National Treasurer Mavis Parkman James



Dear Mothers,

I can hardly believe the Holidays are over and a New Year is upon us. Per Capita has been collected for 217 chapters consisting of more than 8700 active Mothers, 700 Associates, and 17,000 children, teens and fathers of Jack and Jill of America, Incorporated.

The Secretary-Treasurers and I continue to work tirelessly to train the financial officers of this wonderful organization. We will roll out our Spring Mailers shortly. This Mailer includes the End of Year forms and new member joining fees and instructions. It is essential that our elected officers on all levels understand their obligations by completing the EOY report correctly and completely. The End of Year report must be complete, correct and submitted to Headquarters by June 30<sup>th</sup> to avoid a \$500 penalty. Please let us hear from you when you have questions, need assistance, or can offer input.

Your National Executive Board has been working diligently to provide our Mothers and chapters with the support and funds needed to function in our communities. Your NEB continues to be fiscally responsible and accountable. The pie chart below highlights our spending trends for the current fiscal year (June 1, 2007 to January 31, 2008) thus far.

It demonstrates that we spent 55% of our funds on the operation of our Headquarters, staffing and office expenses. Our Meeting and Organization Maintenance budgeted line items reflect officer training, programming expenditures for our Children.

We continue to operate below the budgeted line allocation as we conservatively manage this organization's funds. As you can see, we continue to manage your dollars efficiently and spend your funds economically; therefore, this board is not planning on requesting a per capita increase for the 2008-2010 fiscal years. We will however, propose a \$10 convention assessment to assist in spreading the cost of National Conventions to all members of the organization. This assessment is necessary to keep our National

Conventions affordable for all to attend.

As always, I must thank you for the support you have graciously extended me and this opportunity to serve you. Please know that I will continue to work for you and our wonderful children.

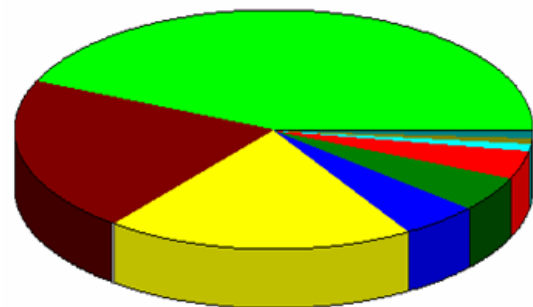
Sincerely and for our Children,

*Mavis Parkman James*

National Treasurer

## Your Jack and Jill Dollars At Work

Expense Summary  
June 1 through October 9, 2007



225 Meeting & Org Maintenance	%43.55
100 National Office Operations	21.01
200 Operating Expenses	19.31
Foundation Leadership proj	5.09
125 Headquarters Expense	4.92
150 Printing	3.97
175 Professional Services	1.06
thompson expenses	0.89
Marketing	0.20
<b>Total</b>	<b>\$326,558.39</b>

## National Editor Sharon Johnson



Dear Mothers,

Greetings to you and your families. If you are like me you are glad to have made it through the Holidays and into this New Year.

It time for Up The Hill submissions. We are excited and have great expectations for your

submissions and the Poster Contest entries.

We appreciate your patience as we are putting the final touches on the 2007 publication. It is at the printer and distribution will occur in March. We have experienced delays due to the revision, printing and distribution of the New Member Manual, limited use of a part-time desktop publisher and the enormous task of having to scan hundreds of photos which was very time consuming.

*Note: The distribution process has changed. Each member is responsible for the postage and headquarters will supply the printer the names and addresses from the MIS system. It is imperative that your chapter MIS contact make sure name and address information is correct for each member. Stay tuned for more information as we finalize the distribution process.*

As we continue to improve our process we have made the following changes that are new this year to the guidelines:

- All photos must be submitted electronically in a .jpeg format.** The photo file name should include the first and last name of the Person and Chapter. For example, Steven Smith Senior Dallas Chapter.jpeg.
- All information submitted excluding parental consent forms** must be electronic and on a readable CDROM. One CD per chapter.
- All information contained on the CDROM must be printed and included with your submission. One CD per chapter please.
- A new template has been created for the following: Regional Highlights

Things that remain the same:

- All submissions must be submitted to National Headquarters.
- All requests for books that exceed chapter Per Capita numbers will be processed as requests for extra books and must be accompanied by \$25.00 per book.
- The existing templates are still available for the following: Chapter News, Graduating Seniors and Debutantes/ Beaus.
- All templates can be downloaded **from the National website under the Forms section:** [www.jack-and-jill.org](http://www.jack-and-jill.org).
- Sample submissions from the various sections of a previous Up The Hill are included with the guidelines.

Please see the “**Reminders**” section in the guidelines for additional details of changes for this upcoming year. I look forward to working with you and publishing an outstanding Up The Hill.

Special Kudos to the talented children of the Regions who submitted artwork for the 2007 publication. They are as follows:

2007 Artwork Submissions		
Region	Childs Name	Chapter
Mid-Atlantic	Sterling Brown	Chesapeake, VA
	Onya Edwards	Charlotte, NC
	Erin Howard	Winston-Salem, NC
	Savanna Mayhan	Winston-Salem, NC
	Kelcy Parks	Chesapeake, VA
	Tai Shanklin	Chesapeake, VA
Mid-Western	Amanda Beckham	Cincinnati, OH
	Carissa Beckham	Cincinnati, OH
	Bremond Byrd	Cincinnati, OH
	Anthony Will	North Oakland
		Macomb, MI
Southeastern	Kennedi Wade	Orlando, FL

### National Website

If you have not been to our national website visit us. We have a new look. One of the major changes to the website is that member contact information is by email only on the public portal. In times like these we cannot be too careful.

We are continuing to move forward with our preparation with the secure member’s only portal section of the

website. Once this is place you will be able to see more specific contact information for officers, documents that have not previously been on the website and other information.

Please take the time to find your membership cards and keep them handy. You will need your membership number to gain access once the membership portal is in place.

To facilitate timely information and updates see the chart below. It outlines when information should be submitted for updates to the national headquarters. This schedule will assist our headquarters staff in managing the many tasks that they handle for us.

<b>Website Updates Timeline</b>		
<b>Time Frame</b>	<b>Types of Information</b>	<b>Receipt Deadline</b>
Spring Update	Membership Information, Upcoming Conferences	March 17,2008
Summer Update	Additional conference information, End of Program Year reporting	May 1, 2008
New Program Year Update	Results/News from conferences /conventions, Upcoming Mothers Retreats	August 1, 2008
Fall Update	New Officer information, Fall Clusters	September 1, 2008
Holiday Greetings	Holiday Greetings, Events, New Year information	November 21, 2008
Winter Update	Membership, Nominating, Mid-year Reviews	January 19, 2009

Sincerely,



Sharon Johnson  
National Editor

## National Program Director Valeska Buie



Dear Mothers,

As we start a new year, it is important to renew our focus on our national program thrusts of Youth Leadership Development and Financial Literacy.

In the second year of this administration, be sure to implement a local program calendar that *empowers your youth to excel through leadership and service in your community.*

**Program Handbooks** – The overwhelming majority of handbooks were submitted on CD and on time. Thank you very much! It is my goal that all books will be reviewed by the end of February and evaluations will be out to chapter presidents in April.

**Teen Leadership Development** - In order to be invited to the Teen Summit at the 2008 National Convention, a teen must have completed 12 modules by June 1, 2008. First-year teens must complete 6 modules to be invited. All chapters should continue to incorporate leadership training modules into their annual programming. Chapter commitment forms were due by October 1 to show your chapter's intent to be active with this national program.

**National Leadership Project** - The next phase of involvement is a partnership with a local Boys and Girls Club to train community youth as well as our own. Last summer, 14 chapters kicked off pilot programs with community agencies training youth in at least 6 leadership modules. Look for the open application process for chapters to implement programs in communities nationwide in February of 2008.

**Liability and Medical Release Form** - Also out on the national website is this form which should be completed for all members' children annually. Age group coordinators should have it available at every activity, in case of an emergency. This should be standard procedure in every chapter of Jack and Jill.

**Thompson Quintuplets** – We sent the quintuplets and their mom to Disney World over the Labor Day Weekend and they had an absolutely marvelous time. This was a long-standing promise from 2002, which we can now say we have fulfilled, much to the delight of the children. Disney World Resort provided complimentary park passes and Jack and Jill provided transportation, lodging and per diem. Mid-Atlantic Region also provided clothing for school and for their trip.

**Scope** – Please submit an article highlighting your chapter's most significant program to me by February 15<sup>th</sup>. Articles should be no more than 150 words. Submit one photo per article in .jpg format.

Look forward to further developments with the national leadership project and new pages on our national website. If you have questions regarding programming, please contact me or your region's member of the National Program Committee.

Sincerely,

*Valeska Buie*

National Program Director

*My Name is...*

*A teacher had just given her second grade class a lesson on magnets. Now came the question session, and she asked a little boy, "My name starts with an M and I pick up things. What am I?" The boy replied instantly, "A mother."*

## Ten Commandments for Parents

1. My hands are small: please don't expect perfection whenever I make a bed, draw a picture, or throw a ball. My legs are short; slow down so that I can keep up with you.
2. My eyes have not seen the world as yours have; let me explore it safely; don't restrict me unnecessarily.
3. Housework will always be there; I'm little only for a short time. Take time to explain things to me about this wonderful world, and do so willingly.
4. My feelings are tender; don't nag me all day long (you would not want to be nagged for your inquisitiveness). Treat me as you would like to be treated.
5. I am a special gift from God; treasure me as God intended you to do- holding me accountable for my actions, giving me guidelines to live by, and disciplining me in a loving manner.
6. I need your encouragement (but not your empty praise) to grow. Go easy on the criticism; remember, you can criticize the things I do without criticizing me.
7. Give me freedom to make decisions concerning myself. Permit me to fail, so that I can learn from my mistakes. Then someday I'll be prepared to make the decisions life will require of me.
8. Don't do things over for me; that makes me feel that my efforts didn't measure up to your expectations. I know it's hard, but don't compare me with my brother or my sister.
9. Don't be afraid to leave for a weekend together. Kids need vacations from parents, and parents need vacations from kids. Besides, it's a great way to show us kids that your marriage is something special.
10. Take me to Sunday school and church regularly, setting a good example for me to follow. I enjoy learning more about God.

Kevin Leman

## Calendar & Upcoming Events

<b>February 15, 2008</b>	Up The Hill Submissions Distinguished Mother/Fabulous Father Scope Article Submission Nominating Committee – Candidate Submissions	<b>July 22-27, 2008</b>	National Convention Miami, FL
<b>March 10-11, 2008</b>	On The Hill Summit	<b>August 31, 2008</b>	Annual Chapter Audit Reports
<b>May 4, 2008</b>	National Black Family Day	<b>September 2008</b>	Jack and Jill Day Carole Robertson Observance
<b>May 15, 2008</b>	Foundation contributions to Regional Secretary/Treasurers	<b>October 31, 2008</b>	Receipt of Regional, National Per Capita; and Bonding Fees (Late penalty applies)*
<b>May 31, 2008</b>	Receipt of New Member Joining and Headquarters Fee Installation/Initiation Ceremonies Service Project Report due to National Program Director	<b>November 1, 2008</b>	Chapter Program Handbooks due
<b>June 1, 2008</b>	Foundation Contribution	<b>December 1, 2008</b>	Foundation Grants due
<b>June 15, 2008</b>	Chapter Officers and Contact Reports Due to Headquarters Per Capita for New Members to Headquarters	<b>January 31, 2009</b>	Submission of Legacy Requests
<b>June 30, 2008</b>	End of Year Chapter Reports Due (\$500 late penalty applies)*	<b>June 1 thru October 31</b> - If a member initiates the transfer process between this period she is to pay her dues to the chapter she is transferring <u>from</u>	
		<b>November 1 thru May 31</b> - If a member initiates the transfer process between this period she is to pay her dues to the chapter she is transferring <u>to</u> .	



**National Legislative Committee – ON THE HILL (March 10-11, 2008)**  
**Submitted By: Bartina L. Edwards, Esq., National Legislative Chair**

It is with great excitement that we announce the *On the Hill Summit* in Washington, D.C. The members and teens of Jack and Jill of America, Inc. from 218 chapters and 35 states are planning to visit our nation's capitol on March 10-11, 2008. Registration for this event will be opening during the month of December 2007. One of our aims cited in our National Constitution is "to support all national legislation aimed at bettering the conditions of all children." To this end, based on the current legislative landscape and our nationally adopted initiatives, our message points for these two legislative advocacy days are as follows:

To seek, promote and endorse:

- 1) healthcare for all children,
- 2) equity and reformation in the juvenile justice system, to ensure different alternatives are provided before, during and after incarceration to decrease the prison population and promote productive and educated citizens for future success in a global economy, and
- 3) a solid and quality education for all children, regardless of their geographic location or socio-economic status.

We hope you will join us. Look for more information regarding chapter stipend eligibility for attendees, discounted travel and more as we make every effort to assist you in attending this important and educational event in shaping the future of our children.

**National Legislative Committee Members:**

Bartina L. Edwards – (Chair) – Mid-Atlantic Region  
 Camille Stearns Miller – South Central Region  
 Yvonne Long – Eastern Region  
 Katrina D. Rolle – Southeastern Region  
 Cynthia T. Williams – Mid-Western Region  
 Natalie Brunson-Wheeler – Central Region  
 Bettye Harwell – Far West Region

## RECORDING MINUTES

The secretary is responsible for the minutes of an organization, both the meetings of the membership and those of the executive board. Minutes are a written record of the meetings. Accurate minutes are of vital importance as they constitute the permanent record of proposals, decisions, and reports of the members and the executive board. Minutes are the legal record of the meetings of an organization and may be subpoenaed. Minutes should be written as concisely as possible.

### Basic Guidelines for Writing Minutes

- **Do Record**
  - All adopted and “lost” or defeated motions
  - Name of the maker of the motion
  - Names of all members reporting (officers, committee chairmen, etc.)
  - Names of all those elected or appointed
  - Number of votes on each side in a ballot or counted vote
- **Don't Record**
  - Discussion or personal opinion
  - Name of the seconder of a motion
  - Motions withdrawn
  - Entire reports. Instead attach the report to the original minutes.

### **Important Points**

- Write the minutes as promptly as possible. Your notes will be easier to decipher.
  - Promptly send a copy to the president.
  - Alert the president to items of unfinished business..
- Prepare a summary of the executive board meetings and be prepared to report motions to the membership.
- Sign the minutes and record the date of approval.
- Be specific in recording corrections, noting the date, page, and line in which the correction appears. All corrections are made in red. Do not destroy the original. Note the date of the correction. Minutes are usually corrected at the time of the reading but may be corrected at any time provided the correction receives a two-thirds vote. (Remember that you are changing something already adopted, which requires a two-thirds vote.)

### **Contents of Minutes**

#### **First Paragraph**

- Kind of meeting (regular or special)
- Name of the organization
- Date and place of meeting
- Presence of the president and the secretary or the names of the substitutes
- Presence of a quorum
- Time the meeting was called to order
- Whether the minutes of the previous meeting were approved or corrected

#### **Body**

- Reports given, including:
  - The name of the reporter;
  - Any related action taken.
- All main motions (those that propose action be taken).
- All point of order or appeal.
- Important announcements

#### **Final Paragraph**

- The adjournment and the time of adjournment.

**JACK AND JILL OF AMERICA, INC. – ANYTOWN CHAPTER** *(Name of Organization)*  
**JANUARY 2007: Mothers Meeting** *(Type of Meeting)*  
 MLK Center - January 15, 2007 *(Place and Date)*

**Attendees/Members Present:** *(Roll Call)*

Kimberly Harris, President (Presiding Officer)	Terri Parks, Foundation Chair
Mary Garrison, Vice-President	Erica Simpson
Louise Jefferson, Treasurer	Jane Freeman
Claire Houston, Financial Secretary	Robin Johnson
Lorraine Carter, Program Director	Mary Pickens
Linda Williams, Recording Secretary	Denise Adam
Lisa Thompson, Corresponding Secretary	Debbie Morris
Cheryl Payne, Editor	
Shelly May, Chaplin	

15 - Members in attendance *(Presence of a Quorum)*  
 8 votes required for a majority  
 10 votes required for two-thirds vote

President Officer called the meeting to order at 7:00 p.m. *(Call to Order/Time)*  
 Chaplin May open the meeting with prayer.

**Adoption of Minutes** *(Approval of Minutes)*

Erica made a motion to adopt the minutes from the 12/15/06 meeting – (13-For, 2-Against). They were approved with corrections. Corrections were as follows:

- Treasurer's report – ending balance was \$1000, not \$100
- Jane Freeman was added to the attendee list
- Date of the Christmas party was December 2, 2006, not December 4, 2006

**Adoption of Meeting Agenda** *(Approval of Agenda)*

President Harris presented the meeting agenda. Jane made a motion to adopt. Motion passed – (15-For, 0-Against)

**Officer Reports**

**Kimberly Harris, President**

- Lorraine Carter has agreed to be our chapter's Children Cluster representative and will provide more details regarding that event.
- Family camping trip date will be April 2, 2007 – Save the date on your calendars. Denise Adams will coordinate this activity. *(Announcement)*
- The nominating committee will begin working on the slate of officers for 2007 – 2008 and will present an official slate at our next meeting.

**MARY GARRISON, VICE-PRESIDENT**

VP Garrison reminded the members that the time has come to begin recruiting new members. She suggested that the chapter conduct a Chat-n-Chew on Saturday, Jan 29, 07 as an opportunity to increase our membership. VP Garrison made the motion. Motion passed (10-For, 5-Against) *(Main Motion)*

**UNFINISHED BUSINESS**

Need to determine a specific date for the Family Day-at-the-Park.  
 Meeting was adjourned at 8:04 p.m. *(Time of Adjournment)*

Recorder: Linda Williams  
 Recording Secretary

Date Approved: January 15, 2007

Signature:







## TERMINATION OF MEMBERSHIP

Chapter and State:		Region:		Date Submitted (mm/dd/yyyy):			
Chapter President's Name		Phone #		Form Completed by (Name) & Title			
Complete this section for " <b>Active</b> " mothers terminating their membership from the organization. Upon completion of this form, Chapter Administrators are <i>required</i> to update each mother and graduating teen's <i>Membership Status</i> in the Membership Information System (MIS). Graduating Teens Status should be changed to either Legacy - (if the mother is in good standing <u>at the time the teen graduates</u> ) or Graduated - (if the mother is <u>not</u> in good standing <u>at the time the teen graduates</u> ).							
FULL NAME OF MEMBER LAST, FIRST		TERMINATION DATE  MM/DD/YYYY		TERMINATION REASON (Use the appropriate reason for terminated active members)		IN GOOD STANDING  YES or NO Circle one choice per member.	
NOTE: Active members whose tenure is complete and is in good standing must terminate their membership status in MIS before becoming an Associate. For more information, refer to the "Category Change – Active > Associate Regular" wizard in MIS.				Tenure Completed – TC    Resigned - R Not Financial – NF        Deceased – D Not Active – NA            *Other – O *Other (please explain in space provided)			
1.						YES or NO	
2.						YES or NO	
3.						YES or NO	
4.						YES or NO	
5.						YES or NO	
6.						YES or NO	
7.						YES or NO	
8.						YES or NO	
9.						YES or NO	
10.						YES or NO	
11.						YES or NO	
12.						YES or NO	
Complete this section for " <b>Associates</b> " terminating their membership from the organization by using one of the following Termination Reasons: Not Active – NA, Deceased – D or *Other –O (explain in space provided). NOTE: A "Not Active" reason only applies to "Regular" Associate memberships. It does not apply to National and/or Regional Life Memberships.							
1.						Not applicable to Associates	
2.							
3.							
I certify that the members listed on this form were terminated in accordance to National and/or Chapter Bylaws and confirmed all member's Membership Status has been updated in MIS to reflect their correct and current status as a member of Jack and Jill, Inc. NOTE: No members should have a "Lapsed" status in MIS. If so, contact National Headquarters. Please sign this form in the spaces provided below, before submitting to the appropriate parties.							
Chapter President's Signature		Chapter Vice President or Membership Chair Signature		Chapter Administrator Signature			
<b>DO NOT WRITE BELOW THIS LINE</b>							
DATE RECEIVED		NATIONAL RECORDING SECRETARY		NATIONAL HEADQUARTERS			

Please forward this form to the **National Headquarters** and a copy to the **National Recording Secretary** and **Regional Secretary Treasurer**. Retain a copy for your chapter's records.

## Jack and Jill Facts You Should Know

-  Jack and Jill of America, Incorporated, was organized in 1938 in Philadelphia, PA by Marion Stubbs Thomas and Louise Truitt Jackson.
-  The first National President was Dorothy B. Wright, one of the organizers of Jack and Jill of America, Incorporated.
-  There are seven (7) National Officers who represent the (7) Regions. They are President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Editor and Program Director.
-  There are seven (7) Regions and Regional Directors. The Regions are: Central, Eastern, Far West, Mid-Atlantic, Mid-Western, South Central and Southeastern.

*Today, Today*

*Now is the time to love. Tomorrow the baby won't be rocked, the toddler won't be asking why, the schoolboy won't need help with his lesson, nor will he bring his school friends home for some fun. Tomorrow the teenager will have made his major decision.*

*Love today.*

*John Dresches*

*We're on the Web!*

*Visit us at:*

[www.jack-and-jill.org](http://www.jack-and-jill.org)

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