

Lead	Topic	Task	Start Dt	DONE	Notes													
Governor	Planning	Expectations	3/1/2025		Date: 10/24-26/2025													
Governor	Planning	ID Chair, Committee	3/1/2025		Diverse group													
Governor	` Planning	Finalize Theme	3/1/2025		Better Together													
Governor	` Planning	Finaize Hotel details	3/1/2025		Docs signed?													
Governor	` Planning	Establish Budget	5/1/2025		Registration cost													
Governor	` Planning	Sponsors	5/1/2025		Solicit - online form													
Conf. Chair	` Planning	Confirm Keynote	5/1/2025		Lisa Blair, Climate													
Conf. Chair	` Planning	Confirm Keynote	5/1/2025		Sherri Simmons													
Conf. Chair	` Planning	Confirm Speaker	5/1/2025		Deb Shannon													
Conf. Chair	` Planning	Confirm Speaker	5/1/2025															
Governor	` Planning	Service Project	5/1/2025		Project and leader													
Governor	` Planning	Dignatary Welcome	5/1/2025		10/25 Michelle Wu													
Lt. Governor	` Planning	Advocacy 16 Days	5/1/2025															
Lt. Governor	` Planning	Membership	5/1/2025		Keryn Kriegl-Roberts													
Conf. Chair	` Planning	Music and Flags	5/1/2025		USA+Taiwan													
Governor	` Planning	Refund policy	5/1/2025		deadlines/details													
Conf. Chair	` Planning	Menu decisions	5/1/2025		Sat Banquet													
Conf. Chair	` Planning	ZI Director Viv	5/1/2025		Room, liaison, etc.													
Conf. Chair	` Planning	Meeting/Banquet	5/1/2025		Rooms, set up, equip..													
Conf. Chair	` Planning	Sat entertainment	5/1/2025															
Governor	` Planning	Photographer	5/1/2025															
Governor	` Planning	Nom. Committee	5/1/2025		Confirm needs													
Governor	` Planning	ZIF Ambassador	5/1/2025		Confirm needs													
Mkting	Save Date		5/1/2025															
Mkting	Call to `	ZI Memb List '26	-															
Registration	Call to `	Mailing to all D1 members, guests	5/15/2025		Email - 60 day rule													
Mkting	Call to `	CALL TO CONF	5/15/2025		Gov. message, agenda, hotel detail													
Mkting	Call to `	Registration Form	5/15/2025		Conf fee, guest info, return info													
D1 Treasurer	Call to `	District Budget	5/15/2025															
D1 Nominatio	Call to `	Candidates '26-'28	5/15/2025		Bios and pictures													
Governor	Call to `	ZD1 Bylaws (2025)	5/15/2025		Amendments?													
Governor	Call to `	ZI Resolutions	5/15/2025															

Meeting minutes

Embassy Sites - Boston Logan Airport

Measureable Goals:

~~50-75 attendees and enough sponsor \$ to ensure we do not run a deficit
 ~~ Attendees will feel "stronger together" for leading w strength, positivity, resilience
 ~~Attendees will leave energized about ideas on moving their clubs forward on membership, leadership and advocacy efforts that are news worthy
 ~~Perception by Vivienne Shen that we are vibrant and growing

Vivienne Shen
 Director,
 Zonta Club of Hsin Chu,
 Taiwan, District 31



NOTES

Embassy Suites at Logan

Free shuttle to and from airport; \$30/day parking
 25 Suites @ \$279 + tax = \$325 (2 Queen beds and pull-out bed) with breakfast included - 50 people minimum
 \$8000 fee guaranteed will include food, room rental, equipment for the 3 days (Friday night, all day Saturday, 1/2 day Sunday)
 PerPerson if 75 attendees: \$126

<https://www.bonfire.com/> ONLINE MERCHANDISE

[illegible]

[illegible]