

DataBase/E-Mail Group Coordinator Report to District 12 Board—October 2009

The updating of the District 12 Membership Database and E-Mail groups is an ongoing, daily process. Specifically, fields are being expanded to include both residence and business employment information, dual e-mail addresses, and cell phone numbers as well as the expanded membership code and full description information. When completed, the database will contain the same information on each individual members as is available in the District 12 Directory.

Periodically, printouts of mailing labels or exported files of e-mail groups are provided for Club use. Also, reports in a spreadsheet format are provided to the District 12 Treasurer for Dues Request purposes.

Further, in addition to maintaining the master e-mail group for each Club in District 12, a current e-mail group is maintained for the Board, the Club Presidents, the Club Treasurers, various Club Committee Chairs, etc. Thus, requests are handled to e-mail various flyers, posters, information to select groups within District 12. FYI Currently there are only +20 out of +586 paid members for whom an e-mail address is not available.

Directory Chair Report to District 12 Board—October 2009

The 2009-10 District 12 Directory will be available for distribution at the District 12 Conference in October 2009 in Denver. The Directory is again being produced in two formats—a bound 8 1/2 x 11 booklet (\$7 (+90-+95)) and a CD (\$3) (+60-+65). [Remember, the CD also contains the District 12 Manual.] District Board members will be provided with a copy of both of the formats. Club Presidents were advised via e-mail communication that Clubs were required to purchase a minimum of one each of the two formats. Further, the Presidents were asked to advise their membership that only advance orders from individual members would be filled at the District Conference. One each of the bound and CD versions is reserved for those Clubs NOT in attendance at the District Conference and will be shipped to the attention of the Club President. To date, three Clubs have ordered additional bound directories.

All District 12 Clubs have been asked to place the Directory Chair on their mailing list for receipt of their Club's directory. There has been some increased activity to date. In addition, Club's have been asked to continue to provide regular updated information to the Chair as soon as changes occur throughout the Club year. There has been increased activity in this area by both Club representatives and individual members.

***Outreach* Editor Report to District 12 Board—October 2009**

One issue of the *Outreach* (Volume 17 No. 1 August 2009) has been published thus far during this second year of the Biennium. It was e-mailed, mailed (+24), and placed on the District 12 website. Another issue is currently in progress with the projected publication date prior to the end of 2009.

It continues to be obvious that e-mailing the *Outreach* is working well and saving the District valuable dollars. Positive comments continue to be received from Zontians around the District. Work continues to secure current e-mails from all Zontians in District 12. Also, Clubs have been asked to advise the Editor immediately when a member's e-mail changes.

All District 12 Clubs have been asked to place the *Outreach* Editor on their newsletter mailing list. There has been some increased activity to date. Again, this brings up the concern that many Clubs still do not have a Club newsletter.

Respectfully submitted,
Anita M. Odens Zastrow, Zonta Club of Pierre-Fort Pierre
DataBase/E-Mail Group Coordinator, Directory Chair, and *Outreach* Editor