

MESSAGE FROM THE DIRECTOR OF OPERATIONS



Contact the CALL CENTER at helpdesk@mooseintl.org or call 630 906-3658

With your QUESTIONS regarding...

Membership:

Card	Renewal Notices	Payments
Address Change	Applications	Transfers

Computer:

Quickbooks	LCL	Officer/Chairmen update
Enrollment fees	Dues rate	

Midyear Conferences:

Each Chapter is required to send one representative to the Midyear Conference (WOTM GL 116a). At the Conference, co-workers have an opportunity to hear the latest updates and information from the Grand Chancellor and Women of the Moose Headquarters, share ideas, meet new friends, and receive valuable training that is only offered at the conference. Co-workers holding the Academy of Friendship degree are invited to attend the Academy of Friendship session. If your chapter has sufficient funds, please send an Officer or active co-worker as a representative to the next State/Regional/Provincial/International conference.

Make-up Training Sessions - Deadline January 31, 2009:

All requests for a make-up training session must be submitted to a Deputy Regional Manager. The requesting chapter will be responsible for all expenses incurred for the training session (mileage and possible overnight stay). However, that does not guarantee the training session will be held at your lodge home. The Deputy Regional Manager will schedule the session in a geographical location that will be convenient for all co-workers to attend.

To qualify for personal honors and/or serving successive terms as the Recorder - you must attend the RTT and RATT training sessions or the 2-HOTT and RATT training sessions. How do you know which training session would be the best for you to attend? The RTT is a verbal interaction training session. The 2-HOTT is "hands on" - you are required to bring the chapter's computer with you to the training. You must attend the RATT training session to complete all necessary requirements for the Star Recorder Degree (chapter must earn the Award of Achievement) and/or to hold successive terms as the Chapter Recorder.

Special Open Meeting Procedure and Agenda:

A new Special Open Meeting Procedure and Agenda has been sent to all chapters via bulk email. This procedure may be used for Family Involvement, Honoring a Special Guest or International/State/Regional/Provincial Dignitary. The Open Meeting format has been designed to fit into the Women of the Moose Meeting Procedures and Agendas purple binder. The pages can be downloaded from the Women of the Moose webpage and added to your binder.

Audits:

As stated in the *Women of the Moose General Laws*, the Audit Committee must perform a complete audit - inspect and exam all books, bills, receipts, cancelled checks, expenditures, accounts papers, bank statements, bank deposits and all other forms of value each month.

The Committee must also verify the information on the Chapter computer as being correct and up-to-date. The committee should also verify the chapter is making the necessary electronic transmissions, as required by the *Women of the Moose General Laws* (Section 105 3a).

Computer problems?

If your chapter is having any problems with financial transmissions - immediately contact the Women of the Moose office by email to document the chapter file. Send emails to: dcuny@mooseintl.org and include the following information: Chapter name, Chapter number, brief description of the problem, name of Moose International Help Desk staff member or Technical Trainer that is assisting the Recorder and estimated date the repairs will be completed and transmissions will begin. If the problem continues more than 30 days - the chapter must send an update each month until the problem is corrected and a transmission has been successfully completed. The Grand Chancellor will review and consider all chapter notifications of transmission delays when awarding chapter and personal honors.

Community Service:

We are requesting pictures of co-workers involved with community service. The pictures will be shown at Women of the Moose meeting at our 2009 Conference in Chicago. Please submit the pictures, via email attachment by April 30, 2009 to Denielle Baile, Administrative Assistant to the Grand Chancellor at: dbaile@mooseintl.org. Remember to include the chapter name, number and type of community service event. Please indicate "2009 pictures" in the email subject line.

Common Sense and Common Courtesy:

At our meetings, co-workers who are unable to stand for a long period of time or unable to get up and down from their chair easily may be in attendance. Please use common sense and show common courtesy to these co-workers. Do NOT insist that they stand or remain standing for the ceremony. Each of us has limitations of one kind or another. Please respect their privacy and acknowledge their limitations by allowing them to remain in their seats.

Thank you for your generosity, devotion and love. Your continued commitment ensures our children and seniors are happy and secure. The holiday season will come and go but your continued membership in the Women of the Moose is the most precious gift you can give to our fraternity. Thank you.



Happy Holidays! May 2009 find you happy and healthy.