

# Holston Conference United Women in Faith

*50<sup>th</sup> Anniversary Mission Giving Event & ANNUAL BUSINESS MEETING*

**Friday, September 15<sup>th</sup> & Saturday, September 16<sup>th</sup>, 2023**

**Church Street United Methodist Church**

**900 Henley Street**

**Knoxville, Tennessee 37902**

*Introducing Our Featured Guest ~ Newly elected ~ Sally Vonner,  
General Secretary & Chief Executive Officer, United Women in Faith*



Ms. Vonner joined the national staff in 2010 as Assistant General Secretary of Membership and Leadership Development. With reorganization in 2018, she became the Transformation Officer, coordinating the organization's visioning and strategic development to positively impact the lives of women, children, and youth.

In accepting the new post, Ms. Vonner said: "My primary focus is to expand the mission and reach of United Women in Faith as we put our love and faith in action to improve the lives of women, children, and youth around the world. My pledge to you is to lead with faith and trust in God, the support of the directors, the Program Advisory Group, my colleagues, and most of all, the members of United Women in Faith."

## **Celebrating Our 50<sup>th</sup> Anniversary with a Mission Giving Event & Annual Business Meeting**

Friday, September 15, 2023

Saturday, September 16, 2023

Church Street United Methodist Church

900 Henley Street, Knoxville, TN 37902



Join the Conference United Women in Faith Leadership Team for two in-person events as we celebrate fifty years of existence in the Holston Annual Conference. Register for the Mission Giving Event for an evening focusing on the Who, What, Why, and How of the Mission work done by, with, and through the money and efforts of individual members and other givers to United Women in Faith. *Women who achieved Five Star Women status in 2022 will be recognized during the banquet dinner. All are welcome to attend.*

Calling all delegates, women who are a part of the legacy of mission work in the Holston Conference and interested others are asked to join us during the Annual Business Meeting. The business of the organization will be conducted, reports given, and we will celebrate the Then, Now, and Future of the organization.

# Holston Conference United Women in Faith

## 50<sup>th</sup> Anniversary Mission Giving Event & ANNUAL BUSINESS MEETING



Friday, September 15<sup>th</sup> & Saturday, September 16<sup>th</sup>, 2023

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900 Henley Street, Knoxville, TN 37902

### Tentative Schedule of Activities

#### 50<sup>th</sup> Anniversary Mission Giving Event

Friday, September 15, 2023

5:00 o' clock PM - Event Check-in

5:45 – 6:15 PM - Gathering Reception

Meet Sally Vonner, General Secretary, Chief Executive Officer, United Women in Faith

6:30 – 7:45 PM – Mission Giving Banquet

Greetings & Centering

*The Meal*

🚩 Keynote Address - Sally Vonner, General Secretary, CEO, United Women in Faith

🚩 Mission Giving Appeal

🚩 Acknowledgements & Recognition of 2022 Five Star Women

Closing

#### 50TH UNITED WOMEN IN FAITH ANNUAL BUSINESS MEETING

Saturday, September 16, 2023

8:00 – 9:30 AM - Event Registration & Check-in

9:00 – 9:50 AM – Prayer Room, District & Other Displays, Silent Auction, Musical Concert

9:55 – 10:15 AM – Opening & Centering

10:20 – 11:45 – Business Meeting, Mission Coordinator Reports, Other Business

11:45 – 12:00 – Installation of Newly Elected Officers

12:00 Noon – Lunch (provided), Prayer Room, District & Other Displays, Silent Auction, Social Action Moment

12:45 -1:45 PM – Presentation - Sally Vonner, General Secretary, CEO, United Women in Faith

1:45 – 2:45 PM – Mission Coordinator Reports

2:45 – 3:00 PM - Closing with Holy Communion

# Holston Conference United Women in Faith

## The Election Process for the 2023 Conference Annual Business Meeting

**In accordance with Article V. Nominations and Elections. Section 1.** Elections Item a. of the United Women in Faith Conference Bylaws - Nomination of all leaders to be elected for the ensuing year, including the chairperson and members of the committee on nominations, will be presented by the committee on nominations at the time of elections.

**In accordance with the Standing Rules of Holston Conference United Women in Faith Elections. Item 7.** Officers to be elected at the Conference Annual Meeting in ODD YEARS are the Vice-President, Treasurer, Mission Coordinator of Social Action, Mission Coordinator Education & Interpretation, Communications Coordinator, and members of the Committee on Nominations as needed.

**In accordance with the Standing Rules of Holston Conference United Women in Faith Elections. Item 13.** Elected delegates to membership in Jurisdiction United Women in Faith shall be from the Conference Officers. There shall be three (3) chosen, one (1) of whom shall be the President. In addition to the three (3) delegates, two (2) alternates shall be elected. Nominations shall come from the Committee on Nominations.

**In accordance with the Standing Rules of Holston Conference United Women in Faith Elections. Item 14.** At the Annual Meeting of the Conference organization prior to the Quadrennial meeting of the Jurisdiction organization, the Conference organization shall nominate two (2) women and an alternate for membership with the National United Women in Faith Organization. The names of the two (2) nominees shall be sent to the Jurisdiction organization and the alternate retained on file by the Secretary.

**In accordance with the Standing Rules of Holston Conference United Women in Faith Elections. Item 15.** At the annual meeting of the Conference organization preceding the end of a quadrennium, the Conference organization will elect a maximum of three (3) women for consideration to serve on the program advisory group of the United Women in Faith National Organization. Nominees will be elected from a slate named by the Conference Committee on Nominations. Additional names may be nominated from the floor of the annual meeting with the consent of the nominee. The names of those elected will be sent to the United Women in Faith SEJ nominations chair.

### Determining who is an Eligible Voting Member/Delegate

**In accordance with the Standing Rules of Holston Conference United Women in Faith, Representation Item 15.** Each Local Unit with membership up to ninety-nine (99) members may have two (2) voting members/delegates. Local Units with membership of one hundred (100) members or more may have three (3) voting members/delegates. **It is the responsibility of the local unit to identify who will represent them as their voting members/delegates.** In addition, if you are a member on the District or Conference Leadership Team (including ex-officio members) you have one voting privilege. Contact your District Committee on Nominations Chair or Monica Shepard-Viator, Conference Chair ([monicaasv@comcast.net](mailto:monicaasv@comcast.net)) if you have questions regarding voting privileges or other matters of the committee on nominations.

# Holston Conference United Women in Faith

## The Committee on Nomination presents the Slate of Nominees for the 2024 Election of Officers

### Nominee for the Position of Conference Vice – President

**Heather Vaugh** grew up in the United Methodist Church, attending church at Stone Dam United Methodist Church in Chuckey, TN. She is married to Rev. Michael Vaugh, and they have been serving churches in Holston Conference since 2008, currently in their 3rd year in Gate City, VA. They have 5 adult children. Heather works parttime for a female owned health and wellness business in Johnson City.



She served as the Vice President of then known as United Methodist Women at Telford United Methodist Church. Heather served as the Spiritual Growth Coordinator for the Three Rivers District for 2 years and was on the former Holston Conference Spiritual Enrichment Committee. She has been a district At Large Delegate for 4 years. She believes in the need to lift up, care for, strengthen, and empower women and children here in our communities and around the world. Her desire in life is that all persons are seen as children of God who understand their sacred worth, and that as women of God we are focused on following and living into Jesus words of loving God and loving people. All people.

### Nominee for the Position of Conference Treasurer

**Cecilia Henderson** has been a devoted United Women in Faith member for 37 years. She has served as the interim conference treasurer for the past 10 months. She currently serves as President of her local unit, Rocky Top United Women in Faith. She has served as treasurer of former Oak Ridge and Knoxville Districts, and the Tennessee Valley District. She has been a registered nurse for 43 years. She is from west Kentucky but has considered the Anderson County area home for the last 22 years.



She serves in ministry alongside and with her husband, Rev. Dave Henderson, who is currently assigned as pastor at Rocky Top United Methodist Church. They have one adult son. She is working with the conference leadership to support district treasurers and help the conference achieve its financial and Pledge to Mission goals. She will do her part and devote the time necessary to ensure that we work amicably as a team to achieve our objectives in a respectful, Christlike manner, serving women, children, and youth in our communities and abroad.



# Holston Conference United Women in Faith

## Nominee for the Position of Education & Interpretation Mission Coordinator



**Susan Daffron** is a lifelong Methodist and was born, raised and resides in Blount County. She is a member of Broadway United Methodist Church in Maryville where she is involved in the Brown Food Pantry, Communications and Welcoming Chair and Staff Parish Relations Committee. Susan has been involved with United Methodist Women now known as United Women in Faith for over 40 years. She has served as Secretary, Social Action and Treasurer for her local Unit. She also served in several positions in the Maryville/Smoky Mountain Districts such as Spiritual Growth, Treasurer, Committee on Nominations, Vice-President and President.

After retiring 7 years ago from TVA Contractor, GUBMK Constructor, her time has been spent caring for 3 granddaughters, Katie, Eloisa, and Josie. Susan is actively involved with the Blount County Master Gardeners and currently serves on the Administrative Board as Membership Chairperson. Her passion for gardening has led her to opportunities of service in landscaping design and implementation at the University of Tennessee Extension Office, and her subdivision HOA and Tennessee State Park. She and husband, Mark Sheridan also serve as grounds maintenance for Broadway UMC.

## Nominee for the Position of Social Action Mission Coordinator

**Donna Gardner** was born in Sioux City, IA and moved to Omaha, NE as a young child. Donna graduated from



Omaha Central High School and attended the University of Nebraska to earn an undergraduate degree. She then attended the University of Nebraska Medical Center where she earned a DDS degree. Donna retired in 2019 after 36 years in private practice at her dental office. She raised two daughters, has three grandchildren and has the joy of helping part-time with their childcare. In 2020, after retirement, she moved from Iowa to live in closer proximity to her daughters, and found it was a wonderful escape from the brutal weather of the Midwest, along with a much longer and milder growing season which was greatly appreciated by this Master Gardener.

While living in Iowa, Donna was active in various social causes, including healthcare disparity, environmental policies, education equity, women's issues, and immigration concerns. During the last several years prior to moving, her primary focus was helping Hispanic immigrants assimilate into our society, and foremost helping the youth pursue their education. She was actively involved in her church and held various positions including leader of the women's organization and as a youth leader, particularly serving Hispanic youth.

Donna related, "When I moved in 2020, during the pandemic, churches in my new community were not holding in-person services. Concurrently with my move I spent significant time in prayerful introspection as to finding a new church in my community. The previous church I had been attending in Iowa had raised some concerns for me due to the lack of inclusiveness for all of God's children, so I was contemplating a change in my faith denomination. When in-person services resumed, I attended various church meetings

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and found my answer to prayer when good friend Susan Daffron suggested I visit her church, Broadway United Methodist, where I happily found my new church home. I joined Broadway UMC in August 2021 and have been involved in the United Women in Faith Square One Unit, Brown's Food Pantry, Altar Guild, and recently became our UWF Social Action representative. I also attended our Bible/book study sessions for the Advent season and the Lenten season. I am still learning various church aspects and am eager to be involved and to serve in any capacity I am needed.”

Her hobbies include gardening (she is a Master Gardener project leader) and recently won an international Master Gardening award for a project she directed in Blount County. She has helped at the Broadway Church grounds and has volunteered at Maryville College and other local gardening sites in our community. Donna also is an accomplished seamstress and has sewn and donated items for local organizations. She belongs to a book club, and the local Chilhowee women's organization, while participating in philanthropic events. She enjoys home restoration and decorating projects, as well as garden and landscaping design. The majority of her time is spent outdoors as she loves nature and the surrounding beauty of East Tennessee.

## Nominee for the Position of Program Advisory Group Representative (PAG)

**Lori L. Sluder** serves as the Holston Conference Mission u Assistant Dean, has been active in UMW since 1990 and has served on the local, district, and conference level in various offices in the Johnson City, Chattanooga, and Knoxville Districts. Lori lives in Louisville, Tennessee and works as the Bishop’s Assistant in the Holston Conference Episcopal Office.



She has worked with Holston Conference since 2004. Her husband is the Reverend Michael Sluder, who is the Director of Connectional Ministries for Holston Conference. They have two young adult children, Josh and Katie.

## About the Proposed 2024 Conference Budget

Presented in this document is the Proposed Conference Budget for the calendar year of 2024. It represents the anticipated revenue to be received, projects how funds will be expended and identifies the Mission work to be achieve. It is presented here for your review and consideration for vote during the business session of the Annual Business Meeting.

Likewise, also enclosed in this document are some recommended revised guidelines for adoption which supports the rationale for figures proposed in the budget. During the business meeting the proposed Fund Standing Rules will also be presented to the membership for a vote of acceptance. Contact a member of the Finance Committee should you have questions in advance needing more clarity.

Finally, please see the 2024 Proposed Slate of Nominees for the election of Odd year of officers, they will also be presented to the membership for a vote of acceptance at the Annual Buiness Meeting.

# Holston Conference United Women in Faith

## **Slate of Nominees for the Election - 2024 Conference Officers**

Vice President – Heather Vaugh

Treasurer – Cecilia Henderson

Education & Interpretation Mission Coordinator – Susan Daffron

Social Action Mission Coordinator- Donna Gardner

Communication Coordinator – Vacant

Nominating Committee (2) Members - Vacant

## **Slate of Nominees for Delegates Membership in Jurisdiction United Women in Faith - 2024**

Delegate – Donna M. Mosby

Delegate – Susan Daffron

Delegate – Cheri Patterson

Alternate – Kim Hill

Alternate – Monica Sheppard - Viator

## **Slate of Nominees for Delegates Membership with the National United Women in Faith - 2024**

Nominee – Vacant

Nominee – Vacant

Alternate – Vacant

## **Slate of Nominees for Program Advisory Group Representative (PAG) United Women in Faith Membership National Organization – 2024**

Nominee – Lori Sluder

Nominee – Vacant

Nominee – Vacant



# Holston Conference United Women in Faith

## The Rules of Order for the 2023 Conference Annual Business Meeting

### RULES OF ORDER FOR HOLSTON CONFERENCE UNITED WOMEN IN FAITH

#### A. GENERAL INFORMATION

1. Meetings shall open and close at the times stipulated in the official program.
2. Members and guests shall wear nametags for identity and to indicate delegate status.
3. During voting sessions (business sessions) delegates shall be seated within a designated voting bar.
4. Members and visitors not designated as delegates shall be seated elsewhere.

#### B. NEW BUSINESS

1. All new business that has not been considered by the executive committee of the conference shall be presented in writing to the secretary twenty-four (24) hours prior to being considered by the voting delegates.
2. Proposed Resolutions must be submitted in writing to the conference president sixty (60) days prior to the beginning of the conference Annual Business Meeting.

#### C. MOTIONS

1. All motions except on matters of procedure shall be written and signed by the maker and furnished to the chair before action is taken.
2. The secretary, unless directed otherwise, shall not record motions ruled out of order, points of order on which no appeal is taken, or trivial matters of privilege.

#### D. DEBATE

1. In seeking recognition from the chair, a member must stand to address the chair and, upon being recognized, state their name before making comment or motion.
2. The maker of a motion in preference to any other delegate shall be entitled to the floor immediately after the motion is stated.
3. Debate shall be limited to no more than fifteen (15) minutes per topic.
4. No delegate shall speak to a motion a second time until all others have been given the opportunity to speak.
5. No delegate shall speak more than twice on the same question on the same day, nor more than two (2) minutes at one time without consent of the body.
6. General consent shall be required if additional time is to be given.

#### E. DELEGATES FOR QUORUM

1. A quorum shall be a simple majority of the delegates registered for the meeting.

#### F. PARLIAMENTARY AUTHORITY

1. *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority.
2. A two-thirds (2/3) vote of the delegates is required to suspend or amend these rules.





# Holston Conference United Women in Faith

Projected Revenue:	2024 Budget Proposed	Notes
<b>A. District Pledge to Mission Giving</b>	<b>214,935</b>	<b>A. District Pledge to Mission Giving</b>
Appalachian District	20,000	
Clinch Mountain District	14,435	
Hiwassee District	18,000	
Mountain View District	13,000	
New River District	14,000	
Scenic South District	16,500	
Smoky Mountain District	35,000	
Tennessee Valley District	52,000	
Three Rivers District	20,000	
<b>Conference Pledge to Mission Giving</b>	<b>12,000</b>	
<b>Projected Expenses: (Administrative &amp; Membership Development Fund)</b>		
<b>B. Conference Pledge Commitments</b>	<b>166,111</b>	<b>B. Conference Pledge Commitments</b>
1 Pledge to Mission Giving United Women in Faith	164,450	Conference Pledge to send National UWF for 2024
2 Southeastern Jurisdiction Pledge (1% of total budget)	1,661	Conference Pledge to send Southeastern Jurisdiction for 2024
<b>C. Conference Program Expenses:</b>	<b>21,130</b>	<b>C. Conference Program Expenses:</b>
3 Program Coordination	5,000	Annual Meeting, Mission Giving Event (fund development opportunity), Other Program Events
4 Spiritual Growth Coordination	1,000	Spiritual Enrichment Event, Soul Care Retreats, CDF Children's Sabbath
5 Education & Interpretation Coordination	1,130	Mission Opportunities, Legislative Event, Other Education & Interpretation Opportunities
5a Mission u Institute	5,000	Mission u Program, Leader Training & Resources
6 Social Action Coordination	1,000	Interrupting the School-to-Prison Pipeline, Just Energy for All, Advocacy & Social Justice Events
7 Membership Nurture & Outreach	1,000	Membership Nurture & Outreach Events
8 Program Resources	1,000	Reading Program and other resource opportunities
9 Charter for Racial Justice	1,000	Activities to promote racial justice
10 Ethnic & Cultural Diversity	500	Multicultural activities for inclusion & justice
11 Archivist/ Historian	300	Archival Activities
12 Leadership Development	4,200	Conference Committee on Nominations, Officer's Training & Support, SEJ Meeting, Assembly, Scholarships, and other learning opportunities
<b>D. Conference Operating Expenses</b>	<b>8,000</b>	<b>D. Conference Operating Expenses</b>
13 Administrative Cost	3,000	Annual Financial Audit, General Mailing and Shipping, Office Supplies, Presidential expenses
14 Leadership Team Expenses (Elected & Appointed Officers)	2,000	Leadership Team development, resources, position expenses, mileage, honorarium, gift in mission/outgoing recognition
15 Communication Coordination	2,500	Holstonian Newsletter (4 issues), Conference Directory, Annual Meeting Mailing and Program Book, other publications & documents, technical expenses (Zoom, Website, Online, etc.)
16 Contingency Fund	500	Expenses not covered by a budget line item
<b>E. District Administrative &amp; Membership Development Fund</b>	<b>19,694</b>	<b>E. District Administrative &amp; Membership Development Fund</b>
Appalachian District	2,000	
Clinch Mountain District	1,444	
Hiwassee District	1,800	
Mountain View District	1,300	
New River District	1,400	
Scenic South District	1,650	
Smoky Mountain District	3,500	
Tennessee Valley District	4,600	
Three Rivers District	2,000	
<b>Total Conference Administrative &amp; Membership Development Fund</b>	<b>48,824</b>	
<b>Total Projected Expenses</b>	<b>166,111</b>	

Adopted by Executive Committee July 8, 2023  
Proposed by Finance Committee  
Cecilia Henderson, Interim Treasurer

# Holston Conference United Women in Faith

## PROPOSED STANDING RULES

### ARTICLE VII FUNDS

#### SECTION I

##### ADMINISTRATIVE MEMBERSHIP DEVELOPMENT FUNDS

- A. The mission program of the United Women in Faith National Office shall be the primary recipient of funds contributed by United Women in Faith.
- B. A percentage of the conference funds shall be used for administrative and membership development (A&MD) expenses for the conference and the district. An estimated budget of this fund shall be adopted annually by the conference executive committee and elected officers, prior to the Annual Business Meeting, for presentation to the conference organization at the Annual Business Meeting. Money allowed for items other than those budgeted shall be approved by the conference executive committee and elected officers on the recommendation of the finance committee.
- C. The percentage amount of the A&MD funds shall be reviewed annually by the finance committee and presented to the executive committee for information. The fund shall be secured by using not more than 35% of the pledge to mission submitted.
- D. The conference treasurer is given permission to transfer funds between line items in the budget.
- E. The Conference share of the Southeast Jurisdiction United Women in Faith A&MD fund - 1.0% of the upcoming year's pledge to mission - will be included in the estimated budget.
- F. The amount of Accumulated funds shall be recommended yearly by the committee on finance to the executive committee and shall be maintained and invested by the Holston Foundation in reserve for Assembly and Jurisdiction Quadrennial meetings. (Total amount recommended \$8,135.00, accumulated annually \$2,034.00)
- G. At the end of the year, any unused Conference and District A&MD funds, except for the minimum necessary to begin the next year, will be added to the pledge and sent to the National United Women in Faith office. The amount to be sent will be determined jointly by the Treasurer and the President.
- H. An annual review of cash activities of conference and district finance records shall be conducted by a degreed accountant. District books are due to the auditors by February 10 of each year and conference books are due March 1 of each year.

#### SECTION II

##### EXPENSES FOR ELECTED CONFERENCE OFFICERS (EXECUTIVE COMMITTEE) AND APPOINTED OFFICERS

- A. The conference shall pay the expenses of members of the executive committee and conference elected and conference appointed officers to attend all regular or authorized meetings of the committee and the conference United Women in Faith (To include the Conference President, Vice President, Secretary, Treasurer, Communication Coordinator, Secretary Program Resources, Mission Coordinators -Spiritual Growth, Education & Interpretation, Membership Nurture & Outreach, Social Action, Committee on Nomination Chair, and Ethnic & Cultural Diversity/Language Coordinator, Mission u Dean, Legacy Fund Liaison, and Historian/Archivist). Such expenses shall include round-trip mileage and, when necessary, lodging and meals when required. **All payment of expenses will be dependent upon availability of funds and will be prorated among those requests for paid expenses.**

# Holston Conference United Women in Faith

1. Mileage to be paid at thirty-five (35) cents per mile or, when necessary, the most economical airfare possible. Carpooling is encouraged. Cancellation insurance will not be reimbursed.
  2. Meal allowance shall not exceed twenty-five dollars (\$25) per day, tips are not included. Any excess of this amount will be at the individual's personal expense.
  3. Nightly lodging shall be reimbursed at one-half (1/2) the double occupancy rate for the event only. If a member has requested a reservation and does not attend without cancelling, they will be responsible for the expense. Reimbursement shall be for actual expenses only.
  4. Members of the conference executive committee, conference elected and conference appointed officers who expect their expenses to be paid by the conference shall attend all sessions of required meetings unless previously excused by the conference president. The expectation is that the information learned will be shared with the membership.
- B. The conference will pay expenses to the conference executive committee, conference elected and conference appointed officers who attend:
1. Spiritual Growth Retreat
  2. Membership Nurture & Outreach Event
  3. Social Action/ Charter for Racial Justice Event
  4. Mission u
  5. Annual Business Meeting
  6. Leadership Development Days
  7. District or local unit officers who provide leadership at a conference event.
  8. Jurisdiction Quadrennial meeting:
    - a. Delegates: president, and two persons chosen by the committee on nominations from the conference elected and conference appointed officers.
    - b. Other conference elected officers and conference appointed officers are to be included equally in the division of the remainder of conference allocated funds.
  9. National Assembly
    - a. All conference elected and conference appointed officers and district presidents are to be included equally in division of the remainder of conference allocated funds.

## **SECTION III**

### **MISCELLANEOUS CONFERENCE EXPENDITURES**

- A. All payment of expenditures will be dependent upon availability of funds and will be prorated among those requests for paid expenditures.**

## **SECTION IV**

### **DISTRICT ADMINISTRATIVE MEMBERSHIP DEVELOPMENT FUND**

- A. District budget requests for administration and membership development funds (A & MD) shall be presented to the conference finance committee at its April meeting. The finance committee will determine the amount to be appropriated to each district.
- B. The district administration and membership development funds shall be used specifically for promotion of the work within the district.

# Holston Conference United Women in Faith

- C. The district treasurer shall submit quarterly reports of the use of administration and membership development funds (A & MD), quarterly total cash receipts and disbursement reports to the conference treasurer, and to the district executive committee. (March 10, June 10, September 10, and December 10.)
- D. Funds appropriated for district budgets shall be remitted quarterly to the district treasurers by the conference treasurer, based on the total approved annual budget for that district. However, if needed, districts may request a larger percentage of their total in a specific quarter.
- E. Funds remaining in the district treasuries at the end of the year will be deducted from the first quarterly remittance of administration and membership development funds to the district for the next year.
- F. Districts shall offer annual scholarships for conference Spiritual Growth Retreat, Membership Nurture & Outreach Event, Social Action/Charter for Racial Justice Event, Mission u, Conference Annual Business Meeting, and Leadership Development Days to a member of United Women in Faith who has not previously attended the event for which they are selected. **(See Section V EXPENSES OF DISTRICT A.)**
- G. Districts shall maintain only one bank account. Bank statements shall be reconciled and balanced monthly.
- H. Conference officers invited to attend district meetings outside their own districts shall be reimbursed by the host district.
- I. Districts may order limited quantities of items from the United Women in Faith Resources to purchase at district events.
- J. Districts are encouraged to use district love offerings as undesignated mission giving. District love offerings are not to be used or retained in the district treasury for operating expenses.
- K. Districts may give honorariums for those who participate in district events (i.e. speaker, musicians, audio/visual or internet technology, etc.). Gift to Mission cards of any amount of \$5 or greater may also be given to these people.
- L. There shall be Gifts to Mission given in honor and/or memory of district person(s), including given for family members of district executive committee members in the event of a death in the immediate family (spouse, child, parent) and to be given in the event of the death of a current member of the district leadership team, with the funds being sent to the conference treasurer.

## M. New Units

Each district shall provide support to a new unit through access to the following resources:

- a) Handbook of United Women in Faith which includes Constitution and Bylaws and Finance
- b) Response Magazine
- c) The PURPOSE poster
- d) Program Book
- e) District Standing Rules
- f) Prayer Guide
- g) Local Unit Handbook
- h) Where the Money Goes Packet
- i) Local Unit Treasurer's Handbook

## SECTION V

### EXPENSES OF THE DISTRICT

- A. The conference will provide \$500.00 to each district for scholarships and for their district officers for their performance of required duties at conference events. **All payment of expenses will be dependent upon availability of funds and will be prorated among those requests for paid expenses.**

# Holston Conference United Women in Faith

## SECTION VI

### EXPENSES OF THE LOCAL UNIT

- A. When a conference officer is invited to speak at a local unit (including UWF Sunday), travel shall be at the local unit expense. Mileage is thirty-five (35) cents per mile. No honorarium is required. A Gift to Mission may be given in appreciation. If a local unit does not pay mileage (or honorarium which would be equivalent or greater than mileage), the conference officer may voucher the mileage for reimbursement to the conference treasurer.
- B. Local units are encouraged to assist with expenses of unit representatives to district, conference, jurisdiction, and national events.

## SECTION VII

### VOUCHER PROCEDURE

- A. All expenses shall be itemized on vouchers provided by the conference treasurer. Receipts are required for all expenses to be reimbursed. Mileage is the only exception.
- B. Expense accounts must be in detail and each line item must reflect performance in line of duty or special program/meeting assignments.
- C. District officer expense vouchers for conference events must be signed by conference counterparts.
- D. All expense vouchers must be signed by the conference president and conference secretary.
- E. Expense accounts for conference events must be submitted within thirty (30) days after the event on the designated form for reimbursement.

The End – September 16, 2023



Prepared by the Committee on Finance  
Cecilia Henderson, Conference Interim Treasurer  
Donna M. Mosby, Conference President  
Susan Daffron, Education & Interpretation Coordinator  
Monica Sheppard-Viator, Committee on Nominations, Chair  
Tawana Teague, Legacy Fund Liaison

Presented for adoption by the Conference Executive Committee & Elected Officers, 7/8/2023.

Revision to be presented for adoption by the Membership, 8/4/2023.

# Holston Conference United Women in Faith

## 50<sup>th</sup> Anniversary Mission Giving Event & ANNUAL BUSINESS MEETING



Friday, September 15<sup>th</sup> & Saturday, September 16<sup>th</sup>, 2023

Church Street United Methodist Church

900 Henley Street, Knoxville, TN 37902

### REGISTRATION FORM

**The registration deadline is Monday, September 4, 2023**

The first 100 people to register for the Annual Meeting will receive a free NEW Rebrand UWF Tote bag!

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

LOCAL CHURCH \_\_\_\_\_

FIRST TIME ATTENDEE FOR CONFERENCE ANNUAL MEETING? YES NO

ARE YOU A VOTING DELEGATE? YES NO

*Special Needs must be pre-arranged. Please list your special needs below.*

*I have special dietary needs:* \_\_\_\_\_

*I have special needs:* \_\_\_\_\_

#### Registration Fees

(Check the appropriate boxes)

50<sup>th</sup> Anniversary Mission Giving Event cost \$50.00 per person. (September 15<sup>th</sup>)

ANNUAL BUSINESS MEETING cost \$50.00 per person. (September 16<sup>th</sup>)

Please make check payable to **your District** if registering with a paper form.

Mail the completed form and payment to your District President.

-OR-

Register online and pay online at <https://holston-reg.brapp.com/50thUWF>

**CHILDCARE** will be available for children under the age of 10 during the Annual Business Meeting (only) for **pre-registered children** if registered by Monday, September 4th. **Registration Fee is \$20.00 for one child or \$40.00 for two children or more.** Please list the name, age, and any special information for each child that will be attending the event. **List additional children on the back of this sheet.**

NAME \_\_\_\_\_ AGE \_\_\_\_\_

SPECIAL INSTRUCTION/INFORMATION \_\_\_\_\_

# Holston Conference United Women in Faith

## *50<sup>th</sup> Anniversary Mission Giving Event & ANNUAL BUSINESS MEETING*

Friday, September 15<sup>th</sup> & Saturday, September 16<sup>th</sup>, 2023

Church Street United Methodist Church

900 Henley Street, Knoxville, TN 37902

### HOTEL ACCOMMODATIONS

**Last Day to Book a Room at Group Rate is Wednesday, August 30, 2023**



Hampton Inn & Suites Knoxville-Downtown, 618 West Main Street Knoxville, Tennessee 37902 has reserved a block of rooms for those participating in the 50th Anniversary Mission Giving Event & Annual Business Meeting. Below is the information needed to make your room reservation. **The Group rate cost for a room is \$199.00 per night.**

Here's the online link to reserve a room at the group rate for United Women in Faith.

Click: <https://group.hamptoninn.com/xvniw7>

**OR** you can make your room reservation by contacting Hampton Inn & Suites Knoxville-Downtown directly.

Call (865) 522-5400 and reference that you are with Holston Conference United Women in Faith.

**Last Day to Book a Room is Wednesday, August 30, 2023**

The Hampton Inn & Suites Knoxville-Downtown has made available an opportunity to extend your stay in Knoxville a second night at the same United Women in Faith group rate, then check out on Sunday, September 17<sup>th</sup>. As a bonus, you can worship with the congregation of Church Street United Methodist Church and/or experience what Downtown Knoxville has to offer. Enjoy the sites, sounds, activities and events of Market Square Mall and the surrounding area. Click the link below to view options to explore. <https://www.downtownknoxville.org/events/ion>

# Holston Conference United Women in Faith



United  
Women  
in Faith

Holston Conference

COMMUNICATION COMMITTEE  
106 HAVEN HILL LANE  
OAK RIDGE, TN 37830

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1973- 2023