



# 2012 Board Packet

---

## Key Expectations for 2012 Board Members

- Maintain your AFP International membership; a portion of this membership comes back to our chapter.
  - Know and embrace the Donor Bill of Rights and the AFP Fundraising Ethics Statement.
  - Attend and participate in all board meetings; when this is not possible, kindly inform the chapter administrator or president. Meetings will be held at the Akron Community Foundation (345 West Cedar Street, Akron OH 44307, 330-376-8522) or the Akron Zoo (500 Edgewood Avenue, Akron, OH 44307, 330-375-2550) from 8:30 - 10:00 am on **January 12, March 8, May 10, October 11, and December 13**, with a board retreat in **July**.
  - Chair, co-chair, or serve on a committee and recruit committee members from the membership to serve on committees. Take an active role in succession planning for your committee.
  - Participate in National Philanthropy Day (NPD) by submitting nominations, attending the event, and involving your organization as a sponsor, if possible.
  - Support the Every Member Campaign (EMC) - AFP Foundation with a personal donation. Our goal is to have 100% board participation each year. A portion of the funds raised return to our chapter.
  - Be an ambassador to new members, prospective members, and the philanthropic community.
-



# The Website

[www.afpnco.org](http://www.afpnco.org)

sallendakroncommunity@dn.org'."/&gt;

You can access the **Board of Directors Resource Page** either by clicking on the circle here on the webpage or by entering <http://www.afpnco.org/board/minutes/minutes.htm> into your web browser's address bar.

The password to open/modify documents: 111

Search for member contact info:  
<http://www.afpnco.org/membership.asp>

The International website is located here: [www.afpnet.org](http://www.afpnet.org)



# Program Schedule

---

Margaret Lazzerini, VP, Professional Development

## Breakfast Meetings

- January (member orientation)
- February 16
- April 19
- June 28
- September 20
- December 6 (annual meeting)

## Major programs

- March 23 - Career Success Institute
- November 9 - National Philanthropy Day

# Communications Schedule

---

Sandy Turner, VP, Communications

E-newsletters are mailed 3 weeks before every program event; information due 1 week before that

- **2012 January Annual Report**  
Information due: January 7  
**Printer: January 15**  
Mailed: February 1
  - **February e-Newsletter**  
Information due: January 19  
e-Newsletter sent: January 26
  - **March CSI Flyers:**  
Save the Date Cards: January 5  
Information Due: January 19  
**Printer: February 1**  
Mailed: February 10
  - **April e-Newsletter**  
Information due: March 22  
e-Newsletter sent: March 29
  - **June e-Newsletter**  
Information due: May 24  
e-Newsletter sent: May 31
  - **September e-Newsletter**  
Information due: August 23  
e-Newsletter sent: August 30
  - **November NPD Invites**  
Save the Date Cards:  
Information due: September 7  
**Printer: September 14**  
Mailed: September 28
  - **December e-Newsletter**  
Information due: November 8  
e-Newsletter sent: November 15
  - **2013 January Annual Report**  
Information due: January 7  
**Printer: January 15**  
Mailed: February 1
-



# Committees

---

- **Membership Committee**  
Contact: Lisa Mastriano  
[lisapregncare@sbcglobal.net](mailto:lisapregncare@sbcglobal.net)
  - **Chamberlain Scholarship**  
Contact: Tammy Seikel  
[tseikel@sssnet.com](mailto:tseikel@sssnet.com)
- **Professional Development Committee**  
Contact: Margaret Lazzerini  
[Margaret\\_Lazzerini@jewishakron.org](mailto:Margaret_Lazzerini@jewishakron.org)
  - **Career Success Institute**  
Contact: Pam Webb  
[PJWebb@akronzoo.org](mailto:PJWebb@akronzoo.org)
- **National Philanthropy Day Committee**  
Contact: Danielle Hupp & Hannah Paulin  
[danielleh@hfhsummitcounty.org](mailto:danielleh@hfhsummitcounty.org) &  
[hpaulin@invent.org](mailto:hpaulin@invent.org)
- **Finance Committee**  
Contact: Tammy Seikel  
[tseikel@sssnet.com](mailto:tseikel@sssnet.com)
- **Communications Committee**  
Contact: Sandy Turner  
[sandyt@akronymca.org](mailto:sandyt@akronymca.org)
- **Mentoring Committee**  
Contact: Laura Shank  
[lshank@summithumane.org](mailto:lshank@summithumane.org)
- **Diversity Committee**  
Contact: Laura Jo Hawk  
[LauraJo.Hawk@csauh.com](mailto:LauraJo.Hawk@csauh.com)
- **Every Member Campaign**  
Contact: Suzanne Allen  
[sallen@akroncommunityfdn.org](mailto:sallen@akroncommunityfdn.org) &  
Debra Hagarty  
[dkhagarty@corp.oprs.org](mailto:dkhagarty@corp.oprs.org)
- **Nominating Committee**  
Contact: Suzanne Allen  
[sallen@akroncommunityfdn.org](mailto:sallen@akroncommunityfdn.org)

## Chapter Administrator

- **Jacq Connect - Jacque Skrzypiec**  
PO Box 536  
Cuyahoga Falls OH 44222  
330-329-2472  
330-315-0399 Fax  
[info@afpnco.org](mailto:info@afpnco.org)



## Membership

---

Chair: Lisa Mastriano, [lisapregnancycare@sbcglobal.net](mailto:lisapregnancycare@sbcglobal.net)

The **Membership Committee** strives to increase chapter membership. Responsibilities include:

1. Report to the Chapter President, Board of Directors and membership at regular intervals;
2. Prepare and execute a membership recruitment and retention plan that includes member diversity;
3. Act as liaison between the Chapter President and AFP International Headquarters on membership matters, reconciling Chapter and Association membership records;
4. Follow up on any membership-related correspondence received from AFP International Headquarters;
5. Keep up to date with the online membership reporting system;
6. Keep the membership roster continuously up to date and provide AFP International Headquarters with any address corrections or discrepancies;
7. Develop a program to welcome new members and encourage their participation in chapter activities; and
8. Oversee Chamberlain Scholarship.

## Chamberlain Scholarship

---

Chair: Tammy Seikel, [tseikel@sssnet.com](mailto:tseikel@sssnet.com)

The **Chamberlain Scholarship Committee** coordinates the scholarship program. Responsibilities include:

1. Works with the Chapter Administrator to promote the availability of the scholarship;
  2. Determines selection guidelines;
  3. Reviews the scholarship applications and selects the awardee;
  4. Communicates the name of the selected applicant to the awardee, other applicants, Chapter Administrator, and the Treasurer; and
  5. Informs AFP national of the selection.
-

# Professional Development

---

Chair: Margaret Lazzerini, [margaret\\_lazzerini@jewishakron.org](mailto:margaret_lazzerini@jewishakron.org)

The **Professional Development Committee** strives to meet the educational needs of chapter members.

Responsibilities include:

1. Develops and executes educational programs for the membership meetings of the Chapter by establishing a consistent, suitable location for monthly meetings and maintaining a good working relationship with hotel/catering staff
2. Oversees all Chapter programming, including but not limited to the Career Success Institute
3. Encourages involvement of members in Chapter events;
4. Ensures Ten Star Award criteria is met by including at least one program each year on Ethics and Diversity;
5. Develops programs that respond to the educational needs of Chapter members and others in the community;
6. Works with the Communication Chair to publicize programs;
7. With the Chapter Administrator, maintains program records including description, speakers, attendance, evaluation, and revenue; and
8. Submits to AFP International Headquarters the Chapter Event form 5 weeks prior to the event for posting on the AFP International Headquarters website calendar (see form – Appendix 1); and
9. Provides general guidance to the Career Success Institute Committee.

# Career Success Institute

---

Chair: Pam Webb, [pjwebb@akronzoo.org](mailto:pjwebb@akronzoo.org)

The **Career Success Institute Committee** plans the major educational event for the chapter. Responsibilities include:

1. Procure keynote and session speakers on topics relevant to fundraising;
2. Coordinate event production details, including site location and program;
3. Develop a communications plan to promote and market the CSI event throughout the nonprofit community to increase participation in CSI;
4. Actively solicit CSI sponsorships;
5. Prepare a proposed budget for review by the Chapter Board; and
6. Work with the Chapter Administrator to prepare and execute a successful event.

# National Philanthropy Day

---

Co-Chairs: Danielle Hupp & Hannah Paulin,  
[danielleh@hfhsummitcounty.org](mailto:danielleh@hfhsummitcounty.org) & [hpaulin@invent.org](mailto:hpaulin@invent.org)

The **National Philanthropy Day Committee** plans the major community event for the chapter.

Responsibilities include:

1. Manage NPD nominations and awardee selection;
2. Coordinate event production details, including site location and program;
3. Develop a plan to promote and market the NPD event within the community to increase public awareness of and participation in NPD;
4. Actively solicit NPD sponsorships;
5. Prepare a proposed budget for review by the Chapter Board;
6. Report chapter award recipients to AFP International Headquarters for recognition at the AFP International Conference on Fundraising; and
7. Work with the Communications Chair to place articles on National Philanthropy Day.

## Communications

---

Chair: Sandy Turner, [sandyt@akronymca.org](mailto:sandyt@akronymca.org)

The **Communications Committee** develops and carries out public service, publicity, and public relations consistent with the Chapter strategic plan. Responsibilities include:

1. Coordinate the gathering of information for all printed materials, including newsletters, the Chapter annual report, and other communications to Chapter members and prospects;
2. Work with Public Affairs Department at AFP International Headquarters;
3. Develop a list of local and regional media representatives and manage relationships with members of the media; and
4. Write and distribute press releases on a regular basis.

## Mentoring

---

Chair: Laura Shank, [lshank@summithumane.org](mailto:lshank@summithumane.org)

The **Mentoring Committee** coordinates the peer-sharing program of the chapter in order to advance the careers of new and transitioning fundraising professionals. Responsibilities include:

1. Actively solicit both mentors and mentees from the membership;
2. Review applications to determine the Mentor/Mentee matches based on goals, interests, and experience;
3. Check in with participants at three to six months to assess the match progress and to address any concerns that may arise; and
4. Evaluate the progress of the program at the end of the match year.

# Diversity

---

Chair: Laura Jo Hawk, [laurajo.hawk@cantonmercy.org](mailto:laurajo.hawk@cantonmercy.org)

The **Diversity Committee** strives to increase the chapter's strength by building diversity in membership and programming. Responsibilities include:

1. Identify and promote the chapter's cultural diversity goals;
2. Assist the Membership Committee in responding to the needs of culturally diverse members and potential members;
3. Assist the Professional Development Committee in providing educational programs that promote cultural diversity;
4. Encourage involvement of members in promoting cultural diversity in the chapter and in their own organizations; and
5. Monitor and report on the progress of the chapter's diversity goals in the eNewsletter, at board meetings, and in the annual Chapter Diversity Report required by AFP International.

# Every Member Campaign

---

Co-Chairs: Suzanne Allen, [sallen@akroncommunityfdn.org](mailto:sallen@akroncommunityfdn.org)  
& Debra Hagarty, [dkhagarty@corp.oprs.org](mailto:dkhagarty@corp.oprs.org)

The **Every Member Campaign Committee** works to ensure 100% Board participation and solicits participation from the general membership with the goal of meeting the Chapter's AFP EMC goal. The Committee also coordinates the Every Member Campaign with the AFP Foundation.

6. Educate Chapter members about the activities of the AFP Foundation for Philanthropy;
  7. Conduct the Chapter's Every Member Campaign;
  8. Manage annual EMC goals:
    - a. 100% Board participation; and
    - b. Attainment of AFP International Headquarters Chapter goals to ensure the Chapter receives its EMC reimbursement.
  9. Serve as liaison between the Chapter and AFP Foundation for Philanthropy;
  10. Provide recognition to Chapter donors; and
  11. Check donor reports for accuracy and resolve discrepancies with AFP Foundation for Philanthropy staff.
-

# Nominating

---

Chair: Suzanne Allen, [sallen@akroncommunityfdn.org](mailto:sallen@akroncommunityfdn.org)

The **Nominating Committee** consists of not less than three members, including the Immediate Past President who serves as Chair of the Committee. The Committee presents a slate of officer and director nominees to all Chapter members at least thirty days prior to the annual meeting in accordance with policies and procedures adopted by the Chapter Board of Directors.

1. Prepare a slate of nominees for all elected offices;
2. Ensure that all members are provided with a copy of the slate of officers, according to notification procedures required by the Chapter bylaws;
3. Work closely with committee members to ensure diversity and to see that the most qualified applicants are chosen;
4. Maintain a list of qualified individuals to fill Board vacancies; and
5. Work with the Communications Chair to place announcements regarding the slate of officers and scheduled elections.



# 2012 Board of Directors

As of March 18, 2012

## **Mella A. Castner** **President**

Director/Annual Giving  
Summa Foundation  
525 East Market Street  
Akron OH 44304  
**330-375-7072**  
Home Address: 4081 Klein Avenue  
Stow OH 44224  
Cell/Home Phone: 330-322-7206  
[castnerm@summahealth.org](mailto:castnerm@summahealth.org)

## **Suzanne Allen, PhD** **Immediate Past President,** **Chair, Nominating &** **Co-Chair, EMC**

Vice President Development  
Akron Community Foundation  
345 W. Cedar St.  
Akron OH 44307-2407  
**330-376-8522 • Fax 330-376-0202**  
Home Address: 2685 Sand Run Pkwy  
Fairlawn OH 44333  
[sallen@akroncommunityfdn.org](mailto:sallen@akroncommunityfdn.org)

## **Pamela J. Webb** **President-Elect & Chair,** **Career Success Institute**

Director of Development  
Akron Zoo  
500 Edgewood Ave.  
Akron OH 44307  
**330-375-2550 X. 7220 •**  
**Fax 330-375-2575**  
Home Address: 12077 Vince Dr  
Doylestown OH 44230  
Cell/Home Phone: 330-354-1448  
[pjwebb@akronzoo.org](mailto:pjwebb@akronzoo.org)

## **Tammy Seikel** **Treasurer**

1860 Deermont NW  
Massillon OH 44647  
**330-704-7672**  
Home Address: 1860 Deermont NW  
Massillon OH 44647  
Cell/Home Phone: 330-704-7672  
[tseikel@sssnet.com](mailto:tseikel@sssnet.com)

## **Shelley Koch** **Secretary**

Director of Development  
Victim Assistance Program  
150 Furnace St.  
Akron OH 44304  
**330-376-0040 • Fax 330-376-0851**  
Home Address: 255 Lake Pointe Dr  
Akron OH 44333  
Cell/Home Phone: 330-696-0477  
[shelleykoch@victimassistanceprogram.org](mailto:shelleykoch@victimassistanceprogram.org)

## **Margaret Lazzerini** **VP, Professional** **Development**

Director of Development  
Jewish Community Board of Akron  
750 White Pond Dr.  
Akron OH 44320  
**330-835-0023**  
Home Address: 2438 Ridgewood Rd  
Akron OH 44313  
Cell/Home Phone: 330-329-6581  
[Margaret\\_Lazzerini@jewishakron.org](mailto:Margaret_Lazzerini@jewishakron.org)

## **Lisa Marie Mastriano** **VP, Membership**

Resource Development Director  
Pregnancy Care of Summit County  
Inc.  
195 E. Tallmadge Ave.  
Akron OH 44310  
**330-253-4071**  
Home Address: 4899 Firwood Drive  
North Canton OH 44720  
Cell/Home Phone: 330-606-3708  
[lisapregnancycare@sbcglobal.net](mailto:lisapregnancycare@sbcglobal.net)

## **Sandy Turner** **VP, Communications**

VP of Development  
Akron Area YMCA  
209 South Main St. # 501  
Akron OH 44333  
**330-376-1335 X 1033 • Fax 330-376-0630**  
Home Address: 3902 Bramshaw Rd  
NW  
Canton OH 44718  
Cell/Home Phone: 330-418-3757  
[sandyt@akronymca.org](mailto:sandyt@akronymca.org)

## **Barbara Ann Greene** **Board Member**

Principal  
Commongood Consulting  
532 Parkside Dr.  
Akron OH 44313  
**330-867-4066 • Fax 330-867-9621**  
Home Address: 532 Parkside Dr  
Akron OH 44313  
Cell/Home Phone: 330-867-4066  
[banngreene@aol.com](mailto:banngreene@aol.com)



# 2012 Board of Directors

As of March 18, 2012

## Debra K. Hagarty

### Co-Chair, EMC

Gift Planning Director  
OPRS Foundation  
1981 Lakeview Dr.  
Akron OH 44333  
**330-714-6886**  
Home Address: 1981 Lakeview Dr  
Bath OH 44333  
Cell/Home Phone: 330-714-6886  
[dkhagarty@corp.oprs.org](mailto:dkhagarty@corp.oprs.org)

## Carol E. Hawk

### Board Member

Director of Development  
Stark Community Foundation  
400 Market Avenue N., Suite 200  
Canton OH 44702  
**330-454-3426**  
Home Address: 123 Santa Clara St  
NW  
Canton OH 44709  
Cell/Home Phone: 330-704-7080  
[chawk@starkcf.org](mailto:chawk@starkcf.org)

## Laura Jo Hawk

### Chair, Diversity Committee

Director of Fund Development  
Mercy Medical Center  
1320 Mercy Dr. NW  
Canton OH 44720  
**330-489-1152 • Fax 330-489-1312**  
Home Address: 280 S Messner Rd  
Akron OH 44319  
Cell/Home Phone: 330-704-4565  
[laurajo.hawk@cantonmercy.org](mailto:laurajo.hawk@cantonmercy.org)

## Marisa Hoffmann

### Board Member

Associate Director  
Stephen A. Comunale Jr. Family  
Cancer Foundation  
P.O. Box 13805  
Akron OH 44333  
**330-835-5985 • Fax 330-835-5978**  
Home Address: 63 Goodhue Drive  
Akron OH 44313  
Cell/Home Phone: 330-242-2816  
[marisa@stephencomunale.org](mailto:marisa@stephencomunale.org)

## Danielle Hupp

### Co-Chair, National Philanthropy Day

Director of Communications &  
Events  
Habitat for Humanity of Summit  
County Inc.  
2301 Romig Road  
Akron OH 44320  
**330-785-2700 • Fax 330-785-2704**  
Home Address: 2115 Braewick  
Circle, Apt 4  
Akron OH 44313  
Cell/Home Phone: 216-469-4016  
[danielleh@hfhsummitcounty.org](mailto:danielleh@hfhsummitcounty.org)

## Hannah E. Paulin

### Co-Chair, National Philanthropy Day

Executive Director Development &  
Endowment  
Invent Now, Inc.  
3701 Highland Park NW  
North Canton OH 44720  
**330-849-6874 • Fax 330-849-6728**  
Home Address: 84 Elmdale Ave  
Akron OH 44313  
Cell/Home Phone: 330-256-4269  
[hpaulin@invent.org](mailto:hpaulin@invent.org)

## Laura K. Shank

### Chair, Mentoring

Director of Development  
Pawsibilities: Humane Society of  
Greater Akron  
7996 Darrow Rd. Ste 30  
Twinsburg OH 44087  
**330-487-0333, Ext. 228**  
Home Address: 1774 Calvert Dr  
Cuyahoga Falls OH 44223  
Cell/Home Phone: 330-328-6056  
[lshank@summithumane.org](mailto:lshank@summithumane.org)

## Michael Solosky

### Board Member

Donor Relations Coordinator  
Haven of Rest Ministries  
P.O. Box 547  
Akron OH 44308  
**330-535-1563**  
Home Address: 2898 Pitt Rd  
Akron OH 44312  
[msolosky@havenofrest.org](mailto:msolosky@havenofrest.org)

## John D. Zoilo

### Board Member

Executive Director Foundation &  
Vice President of Development  
Akron Children's Hospital  
One Perkins Sq.  
Akron OH 44308  
**330-543-4525 • Fax 330-543-3008**  
Home Address: 1462 Hampton Knoll  
Drive  
Akron OH 44313  
Cell/Home Phone: 330-612-4862  
[jzoilo@chmca.org](mailto:jzoilo@chmca.org)

## **Attachments**

AFPNCOH ByLaws: <http://www.afpncoh.org/board/minutes/bylaws.doc>

Code of Ethics: [http://www.afpnet.org/content\\_documents/CodeofEthics.pdf](http://www.afpnet.org/content_documents/CodeofEthics.pdf)

Donor Bill of Rights: [http://www.afpnet.org/ka/ka-3.cfm?content\\_item\\_id=9988&folder\\_id=898](http://www.afpnet.org/ka/ka-3.cfm?content_item_id=9988&folder_id=898)  
- pdf version

AFPNCOH Operating Manual: <http://www.afpncoh.org/board/minutes/OperatingManual.doc>