

May 20, 2017



To: South Eastern Region TOPS and KOPS
From: Mary Reed, TOPS Regional Director

RE: This and That

Note to leaders and designates: I am not able to send my newsletters to all members as I was able to do previously. Please make copies of this for the members of your chapter or share the contents at your next meeting. Headquarters is working hard to restore that capability so your help with spreading this news in the meantime is appreciated.

Spring has arrived and is almost gone! The way time flies by never ceases to amaze me! In one more month, 2017 will be half gone. Are you half way or more to your goal to reach the ten pound challenge issued by our President with the **“Million Pounds Mission”**? The April/May TOPS News describes the challenge right in the center along with a program and individual records keeping sheet. It’s not too late to start. Your weight recorder will be able to tell everyone how many pounds they’ve lost already this year so the records keeping sheet can be brought up to date.

HOT OFF THE PRESS!! A third edition of the Healthy & Active Magazine is now available for distribution to health care professionals and businesses. A good place to ask permission to place these is anywhere that people sit and wait for service. Of course, Doctor’s offices come to mind first but think about unusual places, your hair or nail salon, the waiting area at the car dealership, the laundromat! What you do is ask the person in charge if it would be ok to send a set of 25 of these magazines to them for placement in their waiting area. You can take a copy of your TOPS News with you to show and explain that the Healthy and Active is similar to that. (It mostly consists of articles that have previously been published in TOPS News.) THEN send to your coordinator the following information:

Name of the site:

Name and title of the person approving the request

Complete mailing address

Phone number and/or email address.

Your coordinator will then be sure that all the information is correct and spot check the authorization, send them on to me and then to headquarters for shipment.

Last year our region had over 250 sets sent out to sites in all seven states. Let’s get busy and reach that number again.

Upcoming Elections! According to TOPS® Rule 7. C. “Annual election of chapter officers shall be held the second meeting of July. New officers shall assume their responsibilities the first regular meeting in August.” The L-001 Officer chart that the current leader should receive before the elections is to be filled out and immediately sent forward to your coordinator. She/He then checks to be sure that all officers have active memberships and is qualified to hold the office and must have time to respond before the first week in August if that is not the case. Please read the entire section 7 in TOPS® Rules to be sure that elections are conducted according to those rules. Please note item d. “Leader may serve only two consecutive terms in office.” If your leader was elected in 2015, and then re-elected in 2016, she/he is not qualified to run for re-election in 2017 unless your coordinator grants an exception for extenuating circumstances. . Additional instructions and guidelines can be found on page 26 of the “Making your Chapter Great: The TOPS® Chapter Manual”

All chapters should have received one copy of the Second Edition of “Making Your Chapter Great: The TOPS® Chapter Manual” along with a coupon that could have been sent in to headquarters for a second copy for free. That coupon does have an expiration date to be postmarked May 31st, so if that date is past or you wish additional copies, they can be ordered at a cost of \$2.00 each using TOPS Club, Inc. Form L-017 “KOPS Awards and Chapter Tools Order.”

The latest Version of TOPS® Rules, those effective beginning January 1, 2017 is available to you on the website. www.tops.org, members section, under Popular Publications and find a form.

Finding what you need: If you are unable to find the direction that you need after checking with the TOPS® Rules and the chapter manual, please contact your area captain, coordinator or me. Please do not call headquarters staff with matters dealing with policies and procedures as they are not equipped to answer such questions and they then forward the questions to your coordinator and me, which only delays getting the answer you need.

Most of you have already attended or heard the results of your **State Recognition Days**. My congratulations go out to all the state winners and to those of you who were honored at chapter level. I'm so proud of the success in our area. We will have several people gracing the stage at IRD and hope that many of you plan to be in Little Rock for "Sparkle Like a Diamond with TOPS" IRD 2017. I'm so sorry that I was unable to attend your state events but did enjoy speaking to you via Skype. Many of you have asked for the story I shared with you. I have one more SRD the first weekend in June and shortly after that, I will share it on the website www.topsbouquet.org. Please do feel free to share it as a chapter program or just to read individually. I do hope it inspires you to move on toward your goals.

Area Captain Program: The area captains have been busy getting out and presenting the 2017 Area Captain Program, "Tune Up With TOPS!" If your area captain has not yet been in touch to set a date for this fun and informative program, please be in contact to do so. Our goal is to share the program with every chapter.

On-line member transfers: If a member who has joined on-line comes to your chapter to join for personal support, please send forward to headquarters an L-003 enrollment form that all known information has been entered. It is especially important that the date the member joined your chapter and his/her weight on that date is entered. The member should have a voucher or TOPS News that would have the membership number on it but if that is not available, send as much information as you have to headquarters (with no money) and they'll look up whatever else is needed. Doing that as soon as the member joins instead of waiting until the end of the year saves a lot of time and energy at that busy time of the year.

KOPS on Medical Excuses: Requesting an extension of a medical excuse beyond one year must be done before the end of the twelve months on medical excuse. So if a KOPS is nearing the end of a year on medical excuse, they should get a request from their health care provider for that extension and the justification. Send that along with a copy of their current chart to the coordinator who will review it, send it on to the chairman of the Medical Excuse Review Committee to give permission for up to twelve more months in a medical excuse BEFORE the first medical excuse ends. Extensions are not automatic so this is very important. DO NOT wait until the end of the year and send these in with the resume.

Thanks! TOPS headquarters staff and I thank you for doing an outstanding job with sending the new memberships and renewals directly to TOPS Headquarters. This method has resulted in new members receiving their information and TOPS News weeks earlier. That being said, please do take a few minutes to review the forms before mailing to be sure that all needed information is included. Especially note that the starting date and weight spaces are filled in correctly.

Update: I wish to thank each and every one of you for the cards, gifts, kind thoughts and prayers as I make my way through this treatment for non-Hodgkin Lymphoma. I had a pet scan this week and am anxiously waiting for results next week. The doctor will tell me if I need more chemo, additional treatments or can start the immunology. I'm praying for the latter. I hope to see you at your SRDs next year.

TOPS Love,

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