



Zonta International District 8

Advancing the Status of Women Worldwide

Area Director's Manual

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Forms

1. Purpose of this Manual

This manual has been prepared to guide Area Director's (ADs) in District 8 through the biennium 2008 - 2010. Any duties, responsibilities, or statements in conflict with the official Zonta International (ZI) bylaws, rules of procedure, and manuals or policies are unintentional. In all cases of conflict, the official Zonta International documents supersede this manual.

The Governor-Elect for each biennium is responsible for updating the manual and ensuring that ADs are trained and fully prepared to assume duties at the end of the ZI convention.

2. Area Directors – The Most Critical Job in the District

The primary role of the Area Director (AD) is to serve as the liaison between the District board and the local area clubs. ADs administer the affairs of a specific area within the District. They support the policies and programs of Zonta International at all levels. They also conduct regular Leadership Team meetings and work closely with a host club to conduct annual Spring Workshops.

2.1 Qualifications and Responsibilities

ADs must possess a combination of qualifications and skills to serve effectively in their assigned area. First, they must have a detailed knowledge of Zonta International, its objects, goals, and programs. Second, they must have the knowledge and experience in terms of organization, activities, and functioning of a local area club. And last, but not least, they must possess the leadership skills and enthusiasm which enhance building rapport and motivation with club leaders and District board members.

According to the Zonta District Manual, Section 2, District Board, the following summarizes the AD roles and responsibilities.

The ADs report to the Governor and administers the affairs of a specific area within the District. The ADs are elected by the delegates from the clubs in their area at the District conference in the odd-number year of the biennium before the Convention at which they take office, and hold office for two years (i.e., until the close of the Convention following the one at which they take office) or until a successor takes office. To be qualified, the candidate must:

- be a classified member of a Zonta club, with experience in a decision-making capacity
- have served at least two years in an elected club office and/or have been a district committee chairman and
- have served at least one year as a Club President

Area Director Responsibilities

-- acts as a liaison between the clubs in the area and the District board

- maintains contact with Club Presidents, supports clubs as needed
- keeps Governor informed about Clubs in area
- visits established clubs in the area at least once in a biennium
- may issue AD newsletters
- receives and reviews Annual Club Report Forms from the clubs in the area and submits an annual report to the Governor

-- new clubs

- visits new clubs in the area at least once, but preferably twice per year, the first visit occurring within 90 days of the club's charter
- reviews the minutes of club and Board meetings for each new club during the first year of its existence with the Governor and Chairman of the Sponsoring, Organizing, and Mentoring (SOM) Committee

-- clubs of concern

- stays informed about and advises the Governor of clubs with low membership, internal conflicts, or other problems
- works with the Governor to assist clubs in resolving problems
- is notified by a club that intends to disband and works with the club to avoid disbandment

-- plans and conducts area meetings

- conducts area meetings or workshops at least annually
- conducts quarterly Leadership team meetings

-- is a voting member of the District Board

- attends and votes at meetings of the District Board
- represents the area clubs' interests to the District Board and communicates to area clubs of the outcomes of the District Board meetings
- attends, participates in, and votes at the District Conference(s). The ADs vote is based on their position on the District board. They may not be a delegate at the Conference and therefore do not vote on matters on which delegates only vote, such as incoming ADs.

Each District 8 AD has assigned clubs as shown in the table below.

Area 1 – Rita Haggardt (3 clubs)	
Boise	
Blackfoot	
Pocatello	
Area 2 – Shelli Cutting (8 clubs)	
Anchorage	South Puget Sound
Centralia/Chehalis	Tacoma
Olympia	Yakima
Seattle	Walla Walla
Area 4 – Bobbi Bullock (6 clubs)	
Coos Bay	Portland
Corvallis	Roseburg
Eugene	
Grants Pass	
Area 5 – Anita Mathur (3 clubs)	
Everett	
Nanaimo	
Victoria	

2.1.1 Club Liaison and Visits

Each AD will visit an area club at least once during the biennium. The AD must become familiar with the operations and activities of each club. The AD is encouraged to contact each club president personally at the beginning of each year to determine the clubs meeting schedule, upcoming fundraising events and special events as well as the clubs needs and concerns. With this information the AD should compile a tentative schedule of club visits for the upcoming year. After each visit, the AD will prepare a Club Visit report (see a sample in the Appendix). Copies of this report will be distributed to the Governor, Lt. Governor and club President. One report is required for each club during the biennium. Mileage and tolls to and from club meetings are reimbursable from the AD budget (discussed later in Section 2.2). Tickets to club fundraising events are not refundable from AD budgets. However, if clubs want an AD to be present, they should be encouraged to send along complimentary tickets.

The AD and club point of contact (POCs) (typically the club President) should determine the most effective methods to communicate important information (newsletters, email, phones, etc.).

More specific details about Club visits are contained in Section 5 of this manual.

2.1.2 Spring Area Workshops

ADs plan for and conduct area workshops in concert with a sponsoring club(s). Workshops are conducted once a year in the Spring (typically April). Area 1 and Area 4 hold separate workshops and Areas 2 & 5 have a joint workshop. Those Areas that have joint workshops should alternate from one area to the next to promote attendance. More details about planning an area workshop are included in Section 7 of this manual.

2.1.3 District Board Meetings

ADs will attend all District board meetings. In the event that the AD is not available for the meeting the VAD will attend in their place and will carry the vote for the area. The meeting dates, times, and locations will be determined by the Governor and announced at the beginning of each Zonta year (June). ADs will submit their reports electronically one week in advance of each board meeting via email to all other board members. The ADs will also participate in formulating policies and procedures for the District within Zonta International guidelines and District Bylaws. More information about District Board meetings is included in Section 6.

2.1.4 District Conferences

ADs will attend all district conferences. Typically, board meetings will occur either immediately before or after a conference and they will attend those also. ADs may be called upon to deliver workshops or support the conference as needed.

2.1.5 Leadership Team Meetings

ADs should conduct regular Leadership Team meetings with club Presidents, Vice Presidents, and Treasurers. The purpose of the meetings is to discuss club achievements, concerns, and needs. A detailed agenda should be prepared for each meeting and submitted, along with any attachments, as part of the next District Board meeting minutes. The ADs will use these

meetings to communicate District board activities and upcoming District events. The AD will also collect dates and locations of upcoming Club events for input into the District calendar on the Web site. The AD will work closely with the Club POCs to determine the time, location, and duration of each meeting. Detailed descriptions of Leadership Team meetings are contained in Section 4.

2.1.6 Other Duties as Assigned

The ADs will report directly to the Governor and may be assigned other duties as required. These duties can be related to training, special projects, problem solving, etc.

2.2 Budgets and Expenses

The AD's budget is provided to clubs visits and communications. ADs are responsible for being familiar with the District's Reimbursement Guidelines which are part of the District's Rules of Procedures. In extenuating circumstances where a budget will knowingly be overrun, additional funds must be adjusted by a vote of the District board.

Expense Reports should be submitted in a timely manner (preferably monthly), especially prior to year end (May) so the treasurer can close the books by May 31.

Expense reports must be completed and sent to the Governor for approval (with receipts attached). Once the Governor approves and signs the report, it is sent to the District Treasurer for payment.

Registration for the Governors Seminar, District Conference are reimbursed per the AD line item. Area Workshop registration is expensed for the sponsoring AD only. Board Meetings will be reimbursed as one nights lodging and travel to the meeting out of the board meeting line item.

Mileage reimbursement is \$.16 cents a mile. When the AD wants to contribute the costs of any materials, travel, etc., they can complete an In-Kind Report and send it directly to the Treasurer for record keeping. At the end of each year the Treasurer will report on the status of In-Kind donations.

3. Communications/Newsletters

Effective communication is a key indicator of the success of the AD. Below are some guidelines for newsletters and other forms of communications.

3.1 AD Newsletter

ADs can use a variety of means to communicate to their Leadership Team – personal calls, email, letters, etc. However, one very effective way to communicate is via an AD Newsletter. Another method is to ensure you have a regular article in the Governor's newsletter (see section 3.2 below). If the AD publishes a newsletter it should be distributed to District Board members, area club Presidents and leaders, and former Governors (at a minimum). Copies can also be sent to the District Committee Chairs and the District's International Representative, as appropriate.

3.2 Governor's Newsletter Inputs

Each AD is responsible for providing a brief overview of area club activities and events to the Governor's newsletter. Articles should be brief (3-4 short paragraphs) and if possible include photos of special club events or activities. All inputs should be in PDF and submitted electronically to the Newsletter Editor.

3.3 Other Communications

ADs are a critical source of information to keep club leaders informed and attuned to important milestones through the Zonta year. From the beginning of the Zonta year they should:

- Ensure clubs receive all information for workshop, conference, and convention registration
- Remind clubs of deadlines for forms and inputs to ZI
- Ensure new/revised membership information is passed along to District and ZI in a timely manner
- Communicate important club events with dates to the District Board and ensure they are posted on the District calendar on the Web site.

4. Leadership Team Meetings

4.1 Where and When

The AD should conduct regular leadership team meetings. These meetings are open to any club member who wishes to attend, but it is of utmost importance that presidents attend and that every club is represented. It is most advantageous to vary the venue for these meetings so that they do not take place in the same sector of the area each time. Area Directors may host the meetings in their homes and can be reimbursed for their expenses (see the District 8 Reimbursement Guidelines for expensing).

4.2 Features of a Leadership Team Meeting

The leadership meetings should have an agenda prepared by the AD. The agenda should include information that needs to be passed on from the District Board as well as information from each club as to its current status, i.e. membership, and programs that are being or will be conducted during the year including dates and places. This is also a time to update contacts, ask about new email addresses, etc. The agenda should include some time for clubs to share their achievements as well as any concerns they may have. Sample agendas follow this section of the AD Manual.

Leadership meetings provide a perfect venue for the leaders of the area to come together, share experiences, and develop a rapport with one another as well as with the AD. It is also an opportunity for the AD to assess strengths and weaknesses so that the AD may move forward with any assistance that clubs and their leaders may need.

Another agenda item, early in the biennium, could be to assess the goals that the clubs leaders hope to attain during the biennium. At successive meetings, those goals may be revisited to discern whether they are near achievement.

5. Club Visits

5.1 Scheduling Visits

The AD must visit each club at least once in the biennium. While some clubs may need additional visits if they are experiencing problems, the minimum is one official visit. If a club does not extend an invitation, it is the AD's responsibility to arrange a club visit. These visits provide an opportunity for the AD to meet and greet club members and to confer with the club president and other officers.

5.2 The AD is the Program

The AD's visit should be scheduled during a regular business meeting. The AD should present a program on a subject that is meaningful to Zonta. The Governor may also have a special message for the ADs to deliver on a particular topic of concern. There may be a subject that the club or the club's president wishes to have addressed by the AD. This should be mutually agreed upon by the AD and the president.

5.3 Installation of Officers and Induction of New Members

Visits to clubs in order to install new officers or to induct new members are encouraged. The club is responsible for the cost of the AD's dinner. Other costs will be reimbursed by the District. Likewise, if the AD attends a Club Chartering in their area, they will be reimbursed for their expenses by the district.

5.4 Club Visit Report

The AD must complete a Club Visit Report Form after each official visit to a club. This form should be forwarded to the District Governor and may be included in her AD Report at District Board meetings. The form may be sent to the District Governor when the AD sends in the reimbursement form.

5.5 Financial Considerations

The club that is visited is responsible for the AD's meal. Travel is paid by the District. (Refer to the District 8 Reimbursement Guidelines for additional information. Vouchers and receipts must be submitted to the Governor for approval). If the AD brings a driver or guest with her, the AD is responsible for covering that dinner, not the club.

5.6 Follow-up

A note of thanks and any comments should be sent to the club and the club president after the visit.

6. Board Meetings

6.1 Attendance

ADs are expected to attend all board meetings including pre- and post-Conference meetings. The District 8 Reimbursement Guidelines outline all financial considerations for these meetings.

6.2 AD Reports

One week prior to every District meeting, the AD will electronically forward an AD report. The report should be sent to the Governor and all members of the District Board. During the District meeting the AD will be asked to expand upon the report, usually at the district board meeting, highlighting only those areas of special achievement or issues/concerns.

The AD's report should include the following:

- Dates of club visits or other functions attended, i.e. intercity events, fundraising events, service programs, etc.
- New members inducted and new officers installed with contact information.
- A succinct summary of each club's activities since the prior District Board meeting with emphasis on achievements and/or concerns.
- Dates of upcoming club events/programs.

6.3 AD Meeting Responsibilities

The AD should review the minutes of the previous District Board Meeting and point out any corrections that need to be made. As a voting member of the District Board, it is the AD's responsibility to keep informed about agenda items and to be prepared to discuss and vote on agenda items. It is also essential that the AD communicate any concerns openly and listen with an open mind to the concerns of others.

6.4 Responsiveness

One important AD responsibility is to provide responsive feedback when required. Often information is distributed for review and comment by board members. It is every board member's responsibility to be responsive and answer all requests for feedback.

7. Spring Area Workshops

One club from the area will host a workshop annually. The host club is determined by rotation.

The AD, with the advice of her leadership team and the consent of the District Board, decides on the theme of the workshop. The theme, any speakers' topics and/or break out sessions should be Zonta-related. President, Treasurer and OMC training should be part of each agenda.

7.1 Budgeting

It is imperative that the Area Workshops be self-supporting which makes the budget process of utmost importance. Once all expenses are ascertained, a tentative budget should be

formulated. The budget should then be forwarded to the AD for their comments and advice. Once that has been done, then the AD can begin the process of preparing the “Call to Workshop” invitations. The notification of the workshop should be sent to all District members no later than 60 days prior to the date of the workshop.

7.2 Responsibilities

The ultimate responsibility for the workshop is the ADs and they must be “in charge” and establish a close working relationship with the host club. Frequent communication with the host club finance, facility, and registration chairs is essential.

Host club will prepare the Workshop invitation and forward the AD for appropriate distribution. Invitations should be sent to all clubs in the area(s), the district board and the incoming District Board in even years.

8. Nominating Committee

The District 8 Nominating Committee is comprised of three members for the 2008-2010 biennium. They are: Corinne Stewart, Micki Schossberger and Carolyn Kemp.

8.1 Search for qualified candidates

In odd number years at the Fall Conference we elect District officers. Long before the election takes place, we must all keep an eye out for potential leaders. As an AD, you will have many occasions to observe potential leaders in action through your interface with club leaders and board members. You are encouraged to identify potential, qualified candidates and see if they would be interested in leadership opportunities. Refer to the Zonta District Manual for guidelines for each board member’s qualifications (Section 2, District Board). If so, we ask that you submit the person’s name to a member of the District Nominating Committee before the Spring deadline (typically no later than 15 April). Provide the potential candidate’s name and contact information so the committee members can follow-up with the nominating process. Remember to check with the Nominating Chair to review the process and guidelines for eligibility.

8.2 Election Rules Overview

Election rules are posted on the District 8 Web site. Please ensure you are familiar with them prior to approaching a potential candidate. Also ensure the candidate is familiar with them if they pursue the nomination. Any/all questions about the nominating process should be directed to the District Nominating Chair or her committee members.

9. Conferences

ADs have very active roles in the conduct of District Conferences. Below is a summary of their activities and ways in which they participate.

9.1 Area Meetings

ADs facilitate the Area Meetings conducted during the Conference. This is an ideal forum for discussion and the AD should ensure there is either a tape recorder or scribe to capture the dialog at this meeting. ADs must provide a brief oral summary of each Area Meeting at the post-conference board meeting and a follow-up detailed report within two weeks of the conference. The report should be sent to all board members and will be incorporated into the conference minutes.

9.2 Area Reports

ADs may be asked to present area reports at conference highlighting particular clubs accomplishments.

9.3 Workshop or Other Meetings as Assigned

As required, ADs may be asked to conduct a workshop on a particular topic. They should come prepared with the requisite number of handouts and a copy of their briefing or materials for the District Secretary to incorporate into the official minutes of the conference. Please ensure sessions begin and end on time. The workshop will be evaluated on the official conference evaluation form.

10. Club Annual Report

The form for this report is in the Appendix. It is due May 1st to the AD. The reporting period for the first year of the biennium is from 1 June 2008 to 31 May 2009. All clubs must submit the report to the AD. The AD should ensure that all reports are received by the deadline. No later than January of the reporting year, the ADs should reinforce the completion of the form and ensure club's understand this reporting responsibility. For the second year of the biennium, the reporting period is 1 June 2009 to 31 May 2010.

11. Area End-of-Year Reports

Each year ADs must collect the Club Annual Report. The AD should compile the information from each club into the area report. They should keep a copy for their files and provide a copy to the District Governor by May 15th.

12. Succession Planning

One attribute of a successful leader is how well he or she trains and prepares their successor. Succession training is essential to the health of the district and ensures the incoming AD comes well prepared and is excited to handle the responsibilities of AD.

12.1 Start Early

Succession training should begin no later than January of the second biennium year. You do not want to plan succession training at your last leadership meeting. You should begin as soon as possible by sharing files, setting up a meeting to review your roles and responsibilities, and

invite them to attend at least one of your leadership team meetings. Ideally, you should have your one-on-one meeting prior to the Spring Workshop.

12.2 Ensure the Success of Your Successor

You should plan to conduct at least one-on-one meeting with the incoming ADs. At those meetings, go over AD files and report. Discuss the board process, review budget and reimbursement procedures, and familiarize the AD with the AD manual. The incoming ADs will have lots of questions both before and after they are installed, so be prepared to share as much information as possible to make them feel comfortable in their new role. Consider this an important investment in their success and the District's future.

Once the training is complete, sit back, relax, and enjoy your positions as a “retired” AD. You have worked hard during your biennium and it is time to step back and savor the memory of a job well done!

District POCs

District Officers and Board Members 2006 - 2008

Position	Name/Club	Address	Phone/Email
Governor	Cindy Phillips <i>Everett</i>	1010 SE Everett Mall Way Ste 100 Everett, WA 9820	(W) 425-259-2421 ext 322 (H) 360-659-1747 cin_lynn@msn.com
Lt. Governor	Terri Turi <i>Coos Bay Area</i>	93906 Kirkendall Ln North Bend, OR 97409	(W) 541-396-3121 ext 241 (H) 541-267-0932 coosclerk@co.coos.or.us
Treasurer	Carol Dreysse <i>Everett</i>	18730 88 th PI SE Snohomish, WA 98290	(W) 360-794-4448 ext 2261 (H) 360-563-0751 cdreysse@msn.com
Secretary	Corrine Stewart <i>Nanaimo</i>	125 Sylvan Place Naniamo BC V9R 6S1	(H) 250-754-5226 corinnestewart@shaw.ca
Parliamentarian	Caroline Wilkins <i>Corvallis</i>	3311 NW Roosevelt Dr Corvallis, OR 97330	(H) 541-752-5708 (F) 541-754-9373 wilkinsabc@comcast.net
Area 1 Director	Renee Richardson <i>Pocatello</i>	342 East 400 North Blackfoot, ID 83221	(W) 208-236-6817 (H) 208-782-0039 FAX 516-627-5970 rxricha@msn.com
Area 2 Director	Janet Granger <i>Centralia/Chehalis</i>	428 Newaulkum Valley Rd Chehalis, WA 98532	(W) 360-736-4433 (H) 360-740-8210 jangranger@hotmail.com
Area 4 Director	Charlene Moore <i>Coos Bay Area</i>	90410 Cape Arago Hwy Coos Bay, OR 97420	(H) 541-888-8752 (C) 541- charlenemoore@charter.net
Area 5 Director	Anna Reilly <i>Nanaimo</i>	2350 Avondale Place Nanoose Bay, BC V9P 9G8	(W) 250-248-8885 (H) 250-468-5421 Reillyanna@yahoo.ca
Vice Area 1 Director	Kathy Estes <i>Boise</i>	4369 n Tatterham Way Boise, ID 83713	(W) 208-381-0679 (H) 208-376-0042 kestes@sourc1inc.com
Vice Area 2 Director	Shelli Cutting <i>Anchorage</i>	1120 E Huffman Rd #698 Anchorage, AK 99515	(W) 907-264-2914 (H) 907-344-1595 shelli@osleepworks.com
Vice Area 4 Director	Bobbi Bullock <i>Roseburg</i>	337 Minnesota Blvd Roseburg, OR 97470	(W) 541-673-3272 (H) 541-672-0914 bobbi@cmspan.net
Vice Area 5 Director	Anita Mathur <i>Victoria</i>	2-127 Michigan St Victoria, BC V8V 1R2	(@) 250-952-6805 (H) 250-468-5421 dmanita@telus.net

**District 8 Area Director's
Club Visit Report**

Area Director _____

Club Visited _____ Date of Visit _____

Type of Visit:

Biennial Visit _____
Induction of new members _____
Installation of officers _____
Type of meeting attended _____

If you inducted new members, how many did you induct? _____

Number of club members in attendance: _____

Number of paid members in the club: _____

Was your visit the central program for the meeting? _____

What topics did you address during your presentation to the host club?

Did the President have a written agenda? _____

Was the agenda available to members at the meeting? _____

Did the President follow the agenda? _____

Was a Treasurer's report given? _____

Were committee reports given? _____

In the space below, make any comments about the conduct or content of the meeting or about the club in general.

Provide a copy of this report to the Governor within two weeks of your Club visit.



Zonta International District 8

Advancing the Status of Women Worldwide

Sample agenda for Team Leader Meeting

Call to order	Area Director
Welcome	Hosting member or Club President
Introductions	Attendees
District 8 News	Area Director
District Membership News	Vice Area Director
Club News/concerns	Club President's
Topics of Interest	Area Director
Zonta Int'l/I Fdn news	Area Director
Discuss upcoming Dist. Events	Vice Area Director
Any training needed	Area Director
Set date for next meeting	
Adjourn	



Zonta International District 8

In Kind Donation Form

Name: _____

Address: _____

Zonta Club of: _____

Date of Donation: _____

Description of donation: _____

Value of donation: _____

The purpose of this form is to not only recognize donations made to the district but to record for budget purposes so that future budget decisions will be based on actual expenses either paid or donated to the district.

All In Kind Donations will be acknowledged with a confirmation letter to the donor.

Please take a moment to fill out this form and mail to the district treasurer:

Carol Dreyse
District 8 Treasurer
18730 88th PL SE
Snohomish, WA 98290
Cdreyse@msn.com

Thank you for your generous donation and support of Zonta International District 8!

Expense Voucher

Date Submitted _____

Name: _____

Address: _____

Position: _____

Event Attended: _____

Date and Location of Event: _____

Expense Description (Lodging, Transportation, Meals, Registration, etc)	Expense Account (See below)	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total _____

Submitted by: _____ Date: _____

Approved by: _____ Date: _____

Check # _____ Date Mailed: _____

Expense Accounts:

- | | | |
|---------------------|-------------------------|---------------------------------|
| 500 Governor | 514 Area 4 Director | 520 District Conference |
| 502 Lt Governor | 515 Area 5 Director | 521 Governor's Seminar |
| 504 Treasurer | 516 Fall Board - Even | 540 Governor Intl Convention |
| 511 Area 1 Director | 517 Spring Board - Odd | 541 Lt Governor Intl Convention |
| 512 Area 2 Director | 518 Fall Board - Odd | 562 Communications |
| 513 Area 3 Director | 519 Spring Board - Even | |

Mileage rate is .32 per mile (effective 4/28/06)

Please attach all supporting receipts (including copies of registration forms)

Please mail to: **Carol Dreyse, District 8 Treasurer**
18730 88th PL SE, Snohomish, WA 98290

