**Women’s Club at UCF, Inc.**

**Board of Directors Meeting**

**March 14, 2014 – 9:00 a.m.**

**Welcome:** Nancy Marshall. Additional members present: Beth Barnes, Bette Boston, Debbie Caruana, Maggie LeClair, Sarah Magann, Debby Manuel, Mary Meeker, Dell Shadgett and Kathy Weise.

**Vice President’s Report:** Debby Manuel. The Spring Luncheon is scheduled for April 1, 2014 at the Tuskawilla Country Club. Twenty-five reservations had been paid as of the Board meeting. The deadline for reservations is March 26th. Our newsletter will have a notice regarding the luncheon and more email reminders will also be sent to the membership.

Action Items:

1. Publish newsletter with notice of luncheon. (Margie Sloan)
2. Email reminders to membership. (Debby Manuel)

**Minutes of February 14, 2014**: The February 14th minutes were approved by the Board members and have been posted to the website.

**Treasurer’s Report:**  Debbie Caruana. The Business Checking current balance is $3,975.08. The Share Savings Balance is $8,606.18.

Debbie has consolidated the historical Treasurer records and Nancy will assist in getting them archived at the UCF library. Debbie also advised that our account at Paypal needs a change of contact information for our organization once new officers are installed. She recommended closing the existing account and opening a new one as the most expeditious way to accomplish this. The contact should be the Women’s Club at UCF using our gmail account, rather than using an individual Treasurer’s name. This will prevent the need to keep changing the contact information as new Treasurers are installed. Approximately one-third of our members use PayPal for payment of dues.

Membership contact information needs updating. Nancy will announce at the Spring Luncheon that there are cards at each place setting for updating member contact information and that they will be collected during the luncheon.

Upon discussion, it was decided that the membership directory will be maintained on-line. Our membership application states that member information will be published and available to all members.

Upon motion duly made, seconded and carried, it was resolved that the Board directs Deborah Caruana be removed as an authorized signer on the Women’s Club at UCF accounts at the conclusion of her term as Treasurer, effective April 2, 2014. The Board approved Mary K. Weise and Mary Meeker as authorized signers on the organization’s accounts. Debbie advised that these new officers must go in person to the CFE Federal Credit Union with driver’s licenses, Social Security cards and a copy of these 3/14/14 minutes authorizing the change.

Action Items:

1. Close existing PayPal account and open new one. (Kathy Weise)
2. Provide new contact at UCF library to Debbie or Kathy for archival of records. (Nancy Marshall)
3. Prepare cards for member contact updates. (Debby Manuel)
4. Advise members at Spring Luncheon about updating contact info on cards. (Nancy Marshall)
5. Remove Debbie Caruana’s name from club bank accounts and add Mary K. Weise & Mary Meeker. (Kathy Weise & Mary Meeker)

**Sunshine Report:** Bette Boston. Bette advised that cheer cards had been sent to Darlene Bouley and Ginny Holmes. Friendship cards were mailed to Suzy (Margaret) Buzan, Kathy Sidor and Kathy Weise’s husband, Bill, following recent surgeries.

**Clothing Sale:** Debbie Caruana. A total of $4,200 was donated to the Scholarship Fund as a result of the sale. Expenses, including a donation to Tuskawilla Presbyterian Church for their facilities, totaled $322.

All business donors and sponsors have received written thank you notes. Mary Diboye is preparing a spreadsheet containing all pertinent information for holding the clothing sale, which will be consolidated with the historical information Dell Shadgett has. The Board expressed its sincere gratitude to Debbie Caruana and Mary Diboye for chairing this well-organized and successful event.

After discussion, it was agreed that the clothing sale is a popular, yet labor intensive event. Dell recommended that the Board continue to evaluate the clothing sale and be open to considering all alternatives that would be beneficial to supporting scholarships.

**Scholarships and Other Support for Foundation:**  Maggie LeClair. Undergraduate Endowment account is at $156,107.53. Market variation trends have been favorable. Undergraduate Spendables account is $11,298.02. The Graduate Endowment account stands at $101,124.39, with additional funds anticipated from the Somerville Estate. The Graduate Spendables account balance is $6,116.19.

The Scholarship Committee recommended the Board consider possibly increasing the amount of individual scholarships. This matter was tabled for the incoming Board to decide.

Action Item:

1. Bring Scholarship Committee recommendation to new Board. (Maggie LeClair)

**Interest Groups:** Mary Meeker. The interest groups are active and meeting regularly. The club newsletter contains information on specific activities.

**Nominating Committee:** Beth Barnes. Beth advised that the Nominating Committee presents the following slate of new officers for the coming year:

President: Mary Meeker

Vice President: Ann Simpson

Secretary: Debby Manuel

Treasurer: Mary K. (Kathy) Weise

**New Business:**

A request by a member to email all members regarding a private sale was discussed. Upon motion duly made, seconded and carried, it was resolved that the use of a member’s personal contact information that appears on our website directory should be used only for official Women’s Club at UCF communication. A statement regarding this decision should appear on the membership application, renewal forms, website and the cards to be distributed at the Spring Luncheon. The Board recommended that our Facebook page be the appropriate place for notification regarding individual member’s sales or other notices.

Action Items:

1. Set up club Facebook page to accommodate postings by individual members. (Maggie LeClair with Jan Rupert)
2. Provide example of specific language to be added to membership application, renewal forms, website & luncheon cards to Sarah Magann & Debby Manuel. (Maggie LeClair)
3. Announce Board’s decision on this matter at Spring Luncheon. (Nancy Marshall)

There being no further business, the meeting was adjourned at 10:12 a.m.

The next Board meeting is scheduled for April 25, 2014 at 9:00 a.m. at Panera’s on University Boulevard.

Respectfully submitted,

Kathy Weise

Secretary