**Women’s Club at UCF, Inc.**

**Board of Directors Meeting**

**November 15, 2013 – 9:00 a.m.**

**Welcome:** Nancy Marshall. Additional members present: Debbie Caruana, Maggie LeClair, Debby Manuel, Mary Meeker, Dell Shadgett and Kathy Weise. Beth Barnes, Bette Boston and Sarah Magann were unable to attend. The Board members regretfully accepted the resignation of Norma Verner as Secretary and expressed their appreciation for her service. Kathy Weise was welcomed as the new Secretary.

**Minutes of October 4, 2013**: The October 4th minutes have been circulated to Board members for review/approval by email and subsequent posting to the website.

**Treasurer’s Report:**  Debbie Caruana. There are currently 116 members on the club roster. Invoice prepared for $2,250 reimbursement to club from Connie Wightman for Paula Wyatt’s services. Paid Carly Ann Floral for 2011 invoice inadvertently overlooked.

Business Checking current balance is $3,958.83; balance does not reflect outstanding checks totaling $89.98. Share Savings Balance is $6,349.76.

Club operates as a 501(c) (6) organization, which is not exempt from paying state sales tax, does not qualify for reduced postage and may not receipt charitable contributions. Met with Department of Revenue and confirmed club has no sales tax liability for its two fundraising events per year since they are considered isolated/occasional. Confirmed with attorney, Merrell Bailey, Esquire, that Fall and Spring meetings are classified as “member meetings” that include a lunch and such events do not incur sales tax liability. Membership dues are also exempt from sales tax. Have advised IRS we plan to file Form 990N.

Action Items:

1. Per advice from IRS, file Form 990N in mid-December (no penalty) so data entry is complete on their end. (Debbie Caruana)
2. Delivery of invoice and certificate to Connie Wightman. (Maggie LeClair)

**Sunshine Report:** Bette Boston. Bette emailed that a sympathy card had been sent to Barbara Hernandez Finkbeiner on the passing of her son, Danny. Cards were sent to Olive Gambrell on her hospitalization and to Don Fuller on his recent bike accident. Dell advised that Don had been released from the hospital.

**Interest Groups:** Mary Meeker. The interest groups are active and meeting regularly. A new group, Gourmet Group IV, is still trying to find a time for an organizational meeting.

**Scholarships and Other Support for Foundation:**  Maggie LeClair. Undergraduate (First Ladies) account is at $147,412.81, very close to our goal of $150,000. Market variation trends have been favorable. Have sufficient funds for 2014-2015, plus almost half needed for 2015-2016. Recommend applying for life grant next year. Filling the 2015-2016 gap will be the first priority from the Glitz On-Line Auction. Donations for the auction continue to come in.

**Old Business:**

Holiday Tea: Debby Manuel. Six new members volunteered as servers. Club has 16 total new members, who are actively getting involved in club activities. A complete list of all members is available from Debby upon request.

Action Item:

Monitor server time slots & rotation coverage at Tea (Sarah Magann in Debby Manuel’s absence)

Cookie Exchange: Dell Shadgett. Good response to email invitation to a club favorite event. Attendees should bring the recipe for the cookies they bring to the exchange.

Action Item:

Volunteered to bring an appetizer to Cookie Exchange (Maggie LeClair, Debby Manuel, Mary Meeker, Kathy Weise)

2014 Clothing Sale: Dell Shadgett. Intake dates for donations: 2/25, 2/26 & 2/27 (2:00-6:00 p.m.). Sale dates: 2/28 & 3/1 (planning for 9:00-5:00 p.m., subject to confirmation by planning committee). Will continue selling and breaking down the sale on 3/2, determining the distribution of unsold clothing. Will distribute unsold clothing on 3/3. A planning meeting for the sales committee was set for Thursday, 1/9/14 at 9:00 a.m. at Dell Shadgett’s home, to finalize details and obtain sign-ups for the sale.

Action Item:

Notify sales committee members of 1/9/14 planning meeting date (Dell Shadgett)

There being no further business, the meeting was adjourned at 9:35 a.m.

The December Board meeting has been cancelled; the next Board meeting is scheduled for January 10, 2014 at 9:00 a.m. at Panera’s on University Boulevard.

Respectfully submitted,

Kathy Weise

Secretary