**Women’s Club at UCF, Inc.**

**Board of Directors Meeting**

**February 14, 2014 – 9:00 a.m.**

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

**Minutes of January 10, 2014**: The January 10th minutes were approved by the Board members and have been posted to the website.

**Spring Luncheon Meeting:** Debby Manuel. The Spring Luncheon is scheduled for April 1, 2014 and the contract has been signed with the Tuskawilla Country Club. Arlen & Diane Chase have been confirmed as speakers and Beth Barnes will introduce them. Beth noted that Diane has recently been named Interim Provost at UCF.

Invitations are set to go out about 6 weeks in advance of the luncheon, containing information about the menu choices. Table floral arrangements will be given away.

 Action Items:

1. Send out invitations. (Debby Manuel)
2. Arrange for 5 ladies to model fashions bought at Clothing Sale. (Mary Dipboye)
3. Provide door prizes. (Nancy Marshall)

Debby also noted that two new members have been added. The Board noted this brings the total membership to 122 members.

**Treasurer’s Report:**  Debbie Caruana. The Business Checking current balance is $3,987.08. The Share Savings Balance is $8,604.53.

The Board approved Debbie’s request to consolidate historical Treasurer records of the organization and recommended they be archived at the UCF library. Debbie also advised that our account at Paypal needs a change of contact information for our organization. Debbie has sent documentation necessary to make the change twice and we await word from Paypal. Debbie noted that her address is being used for contacts with the State of Florida and the IRS and needs to be changed when she steps down from the Board. After discussion, it was agreed that determination of the appropriate contact information will be tabled until the new slate of officers for the coming year is installed.

Debbie advised that there is an email box in the former name of the organization with a gmail address which is not regularly monitored; however, some members have been using this to post questions. Kathy Weise recommended that the Secretary of the organization have the responsibility to monitor the mailbox semi-monthly to check for any correspondence.

Debbie informed the Board that our Facebook page also needed attention. Sarah Magann volunteered to investigate whatever action might be required.

Action Items:

1. Consolidate historical Treasurer records. (Debbie Caruana)
2. Provide new contact at UCF library to Debbie for archival of records. (Nancy Marshall)
3. Ensure Paypal contact information updated when finalized. (Debbie Caruana)
4. Monitor organization’s gmail box for correspondence semi-monthly. (Kathy Weise)
5. Follow up on organization’s Facebook page. (Sarah Magann)

**Sunshine Report:** Bette Boston. Bette emailed that friendship cards had been sent to Norma Verner on her husband’s illness and to Judy Simonet on her husband’s hospitalization. Mary Meeker mentioned that Kathy Sidor recently had cataract surgery and that Darlene Bouley had been ill.

**Interest Groups:** Mary Meeker. The interest groups are active and meeting regularly. Having both day time and night time sessions of groups, as appropriate, was encouraged by the Board to maximize the opportunity for member participation. Chick Flix has a new chairperson, Darlene Bouley. The Beauty, Health & Fitness Group has enjoyed working with Pegasus Health and has a program on blood pressure planned for 2/19. International Friendship enjoyed the recent Tables Extraordinaire at the Greek Orthodox Church. Mah jongg (day and evening), Golf, Bookworms (day and evening), Walkers, Needlework, Gourmet I & III are all busy with activities. The Gourmet II group recently had a Downton Abbey celebration to mark the opening of the series’ new season. The Great Decisions Group is planning their new series of discussions and is actively seeking additional members to participate.

 Action Item:

1. Contact Margie Sloane to put item about Great Decisions in next newsletter. (Mary Meeker)

**Scholarships and Other Support for Foundation:**  Maggie LeClair. Undergraduate Endowment account is at $155,516.53, up over $8,000.00. Market variation trends have been favorable. Undergraduate Spendables account is about $7,000.00. We have sufficient funds for 2014-2015, plus additional funds for 2015-2016. The Graduate Endowment account stands at $101,055.09, with additional funds anticipated from the Somerville Estate. The Graduate Spendables account balance is $4,016.19.

The Scholarship Committee will review the proposal to raise individual scholarship amounts at its next meeting.

The concept of small luncheons hosted by individual members at which scholarship donations would be accepted was discussed. The Board supports this concept because it promotes friendship among members and provides an opportunity for scholarship donations. To remain in compliance with rules governing our organization, at such small luncheons only donations towards scholarships would be permissible; such luncheons may not be treated as organization fundraisers.

**2014 Clothing Sale**: Debbie Caruna. Intake dates for donations: 2/25, 2/26 & 2/27 (2:00 - 6:00 p.m.). Sale dates: 2/28 & 3/1 (8:30 a.m. - 4:30 p.m.). Pegasus Health has been accepting donations and those will be picked up on 2/25 by a team of volunteers. Plato’s Closet has also provided donations, which will help us with a greater supply of items for the teen demographic.

The sale is being promoted in many ways including: advertisements on Craigslist and yardsalesearch.com, newspaper ads, notifications to preschools in the Tuskawilla area. Banners and signs are also being prepared with directional arrows and hours of operation.

It is the intention to place price tags on all items for sale. Prices will be reduced on Saturday (3/1) afternoon to help move the remaining merchandise.

Debbie requested additional help with set-up for the sale and circulated a sign-up sheet.

There is approximately $300 in set-up expenses associated with the sale, e.g. signage, balloons, hangers, advertisements, price guns, etc. Upon motion duly made and seconded, the Board agreed that the expenses of the sale would be taken out of organization funds rather than the proceeds of the sale.

**Nominating Committee:** Beth Barnes. Beth advised that the Nominating Committee would be meeting immediately following the Board meeting. The Nominating Committee will be considering candidates for all four officer positions for the coming year.

There being no further business, the meeting was adjourned at 10:15 a.m.

The next Board meeting is scheduled for March 14, 2014 at 9:00 a.m. at Panera’s on University Boulevard.

Respectfully submitted,

Kathy Weise

Secretary