**Women’s Club at UCF, Inc.**

**Board of Directors Meeting**

**April 25, 2014 – 9:00 a.m.**

**Welcome:** Mary Meeker, incoming President. Introduction of outgoing and incoming board members.

Present: Beth Barnes, past President/Advisor, Judy Dzuiban, incoming Newsletter Editor, Judy Kuhn, incoming Interest Groups chair, Sarah Magann, Website chair, Debby Manuel, Secretary, outgoing Vice President/Membership, Nancy Marshall, immediate past President, Dell Shadgett, Historian, Ann Simpson, Vice President/Membership, Margie Sloane, outgoing Newsletter Editor, Kathy Weise, Treasurer, outgoing Secretary

Not present: Bette Boston, Sunshine chair, Debbie Caruana, past Treasurer, Maggie LeClair, Scholarship chair

**Vice President’s Report:** Ann Simpson and Debby Manuel. The spring meeting on April 1, 2014 had 59 in attendance including 13 guests. The Tuscawilla Country Club charged us only for the meals eaten rather than the 70 guaranteed on the contract. All reservations were paid. We have 126 members at present.

Action Item:

 Send a renewal notice (E-blast) to members in June. (Mary Meeker)

**Secretary’s Report:** Kathy Weise and Debby Manuel. The March 14th and April 1st minutes were approved by the Board members and have been posted to the website.

**Treasurer’s Report:**  Kathy Weise. The Business Checking current balance is $4,418.63. The Share Savings Balance is $8,608.01.

Upon motion presented, seconded and carried, it was resolved that the Board directs Kathy Weise to reduce the balance in share savings to $5,000 with excess funds moved to the business checking account in order to reduce record keeping.

State of Florida Annual Report due May 1st has been filed electronically, including change of corporate mailing address and names of new officers. Merrell Bailey has offered to prepare Minutes of Annual Meeting for corporate record book. Recommend we use her firm to prepare this first set of minutes and then use them as a template for future years.

Change of mailing address needs to be done with the following:

1. IRS – May need to amend Articles of Incorporation, file with State of Florida and submit Amended Articles to IRS to get address change. Amending Articles would require a Board resolution. Recommend we confirm process with Merrell Bailey before proceeding, particularly whether a street address is required or mailing address sufficient.
2. FL Fictitious Name Group – Recommend we confirm with Merrell Bailey if changing address through Annual Report filing with State of Florida is sufficient, or if additional notification required.
3. Dept. of Agriculture - emailed request to change address to contact at Department. Confirmation received.
4. PayPal – need to get name changed on auto response from “Amy Foster” to “Women’s Club at UCF”. Have emailed request to PayPal. If unsuccessful, then may need to open another account.

Reminder to new officers: include club’s official registration number CH39566, plus capitalized language required under Chapter 496, Florida Statutes, The Solicitation of Contributions Act, on every printed solicitation, written confirmation, receipt or reminder of a contribution:

“A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL OR RECOMMENDATION BY THE STATE.”

The Board agreed by consensus that Merrell Bailey be asked to prepare the annual minutes required for the State of Florida Annual Report due May 1st. It was agreed that the fee is in the budget under legal expenses and would be at a maximum of $300.

Recommendations to ask Merrell Bailey for advice on amending Articles of Incorporation address change with the IRS and the State of Florida Annual Report were approved by consensus.

After discussion and consensus, membership dues will be mailed to the home address of the treasurer and all other business related mail will use the Women’s Club at UCF, Inc., Apollo Mail Center address of P. O. Box 168002, Orlando, FL 32816-8002.

Action Items:

1. Meet with Merrell Bailey to reconcile change of address issues and to request preparation of the State of Florida Annual Report due May 1st. (Kathy Weise)
2. Check Apollo Mail Center P.O. Box for security and pick up mail monthly. (Kathy Weise)

**Sunshine Report:** Bette Boston. April 7 - Jeff Rupert - Congratulations - Pegasus Professor Award.

April 22 - Suzy Buzan - Get well - Additional spinal surgery. Sent 43 cards last year

**Interest Groups:** Mary Meeker and Judy Kuhn. New chairs are needed for Armchair Travelers and Hiking. Gourmet IV did not get established. Theatre Group was active but did not meet often due to schedule conflicts. Great Decisions is still being established. The Chick Flicks banner is with Mary.

Action Items:

1. Ask for year-end report from each chair. (Mary Meeker)
2. Choose date for Interest Chair orientation meeting. (Judy Kuhn)

**Newsletter**: Margie Sloan and Judy Dzuiban. As there are no established guidelines for publishing times or content of the newsletter Margie asked for suggestions. The following suggestions were recommended:

* Timing: Before or after major events – Fall Meeting, Holiday Get-togethers, Spring Meeting
* Limit to 4 pages
* Tie to Facebook, teach members how to use Facebook at Fall Meeting
* Include membership application
* Create a submittal form listing needed content, photos, photo identification that Judy Dzuiban can send to Interest Group Chairs, members
* Sample templates requested

Action Items:

1. Update and post to Facebook regularly. (Beth Barnes)

2. Template ideas to be emailed to Judy. (Margie Sloan and Sarah Magann to assist)

**Old Business**:

a. The theme for the year will be Exploring Our Diverse Cultures.

b. Website decisions included agreement to keep 2013-2014 names on the directory, updating it, as renewal time is complete. There was agreement by consensus that there will no longer be a paper directory. Those members who do not use email will be mailed a paper copy printed from the website directory. There was consensus to continue the honorarium of $500 for Jonathan Hendricker, web consultant. Add: all Board of Director names; theme to the banner of the site; information on scholarship recipients. Update information for Sarah Magann to give to Jonathan Hendricker as follows.

Action items:

1. Update First Lady Message by June 1. (Beth Barnes)
2. Update Interest Groups information by August 1. (Judy Kuhn)
3. Add message from and picture of new president. (Mary Meeker)
4. Honors/Kudos/Memorials to be updated. Honors/Kudos to remain as long as person is a member. Memorials to be included for two years. (Sarah Magann)
5. Remove any name of a member who has not renewed for two years as soon as possible. (Debby Manuel)

c. The fall meeting is being chaired by Nancy Marshall. Two dates will be considered: September 17 or 24 with a speaker’s topic of Operation Peter Pan, the airlift of 14,000 boys and teen-agers from Cuba to Miami in 1960-1962.

Action item:

Check with meeting site for date of fall luncheon and ask speaker to commit. (Nancy Marshall)

**New Business:**  Topics of donation acceptance and the auction and clothing sale were tabled until the next meeting.

The meeting was adjourned at 10:30 a.m.

The next two Board meetings are scheduled for Monday, May 19 and Friday, June 13 at Panera’s on University Blvd.

Respectfully submitted,

Deborah Manuel, Secretary