**Women’s Club at UCF, Inc.**

**Board of Directors Meeting**

**May 19, 2014, 9:00 a.m.**

**Welcome:** Mary Meeker, Members present: Beth Barnes, Bette Boston, Judy Kuhn, Maggie LeClair, Sarah Magann, Debby Manuel, Nancy Marshall, Dell Shadgett, Ann Simpson, Kathy Weise

Members absent: Judy Dzuiban

**Vice President’s Report:** Ann Simpson reported 127 members with 3 new members and 10 renewals.

**Secretary’s Report: Minutes of April 25, 2014**: Debby Manuel reported that the April 25th Board of Directors Meeting minutes were approved by the Board members by email and have been posted to the website.

**Treasurer’s Report:**  Kathy Weise reported that $3,609.78 moved from Share Savings to Checking on 5/5/2014 per the Board resolution of 4/25/2014 will be reflected on the May 2014 Report. Mary Meeker set the June 13th Board meeting for budget preparation.

April Balance Report:

The Business Checking current balance is $3,337.33. The Share Savings Balance is $8,609.78.

New checks received from Credit Union using P.O. Box as mailing address.

State of Florida Annual Report has been filed electronically and recorded with Secretary of State effective 4/21/2014.

Paid statement received from Merrell Bailey’s office for $6.73 for paralegal having checked State of Florida records regarding our annual filing. Sent letter to Merrell 4/29 regarding using street address of P.O. Box at UCF for our street address with State of Florida & IRS. Also asked for confirmation whether Articles of Incorporation needed amending to reflect these address changes. No response received yet.

Department of Agriculture advised they accepted our change of address to the P.O. Box and issued a new compliance letter, which was placed in the Treasurer’s records. New compliance letter reaffirmed requirements regarding placing registration number and conspicuous statement about our official registration with Dept. of Agriculture on any printed solicitation.

PayPal account – need to get name changed on auto response from “Amy Foster” to “Women’s Club at UCF, Inc.” No response to email request to PayPal; will follow up by phone.

 **Scholarships and Other Support for Foundation:**  Maggie LeClair requested an accounting from the Foundation for her report of our Graduate and Undergraduate Scholarship monies. During the transition of a new contact she did not receive it. She will email it to us when received. The Foundation has a new website.

The closing of the Paul Sommerville account and distribution of this legacy is nearing completion.

Scholarship applications are due in June. Maggie asked for volunteers to help her read the undergraduate applications. Sarah Magann and Mary Meeker volunteered. The Graduate Studies department selects their choice. Jennifer Parham is the liaison and will report to Maggie when the selection has been made.

Action Item:

Maggie will send the Scholarship Account report to Board Members when it is received.

**Interest Groups:** Judy Kuhn is collecting reports from the Group Chairpersons. New leaders have been selected for some of the groups. The date of August 18, 4:00-6:00, Pegasus Health Center was chosen for the Chair Orientation.

Action Item:

Sarah Magann will contact Pegasus Health to put the meeting on their calendar.

**Sunshine Report:** Bette Boston explained that guidelines for sending sympathy cards are based on sending them for anything that impacts our members. Agreement was expressed that the Sunshine Report should also be on the website along with Kudos, Honors and Memorials.

Notes of congratulations, sympathy and get well wishes were sent to the following:

April 7 – Jeff Rupert, Congratulations- Received Pegasus Professor Award

April 22 – Suzy (Margaret) Buzan, Get Well- Additional Spinal Surgery

May 7 – Wendy and Frank Jamison, Congratulations- 50th Wedding Anniversary

May 7 – Carol Pickler, Sympathy- Death of Favorite Uncle

Action Item:

Sarah to add Sunshine Report to website.

**Old Business:**

1. Facebook: Beth Barnes

Beth will train the Interest Group chairs on its use at the August 18 Orientation. She will submit an article to the newsletter and give information on its use to members at the September 15 members meeting. The Board agreed that the website address and Facebook access information should be added to our letterhead.

Action Items:

1. Beth will send information on use of Facebook to all members via email.
2. Debby Manuel will add the contact addresses to the digital letterhead.
3. Newsletter – Mary Meeker proposed that the newsletter be published in August, October and the spring. The Board Members agreed to this schedule.

Action Items:

1. Mary to contact Judy Dzuiban about the schedule.

2. Sarah Magann offered support for Judy D.

3. Judy Kuhn will give Interest Group Chair reports for publication in the newsletter.

1. Website – Sarah Magann

Many updates have been completed for the website including adding the Kudos/Honors/Memorials and new banner and front page and Interest Group chairs. Any former member who has not renewed for the last two years was also removed from the directory.

Sarah and Ann Simpson will continue to work with Jonathan Hendricker to keep the list of members from 2013-2014 available on the member directory. Ann will then update it as renewals are received. Members who want a paper copy can then copy the directory from the website or request a copy if they do not have access to email.

1. Fall Meeting – Nancy Marshall

The Fairwinds Alumni Center will be the location for our fall meeting on Monday, September 15, 2014 from 11:30-1:30. In keeping with this year’s theme of *Exploring Our Diverse Cultures*, Cesar Calvet will tell his story as one of the young men evacuated from Cuba to the United States during Operation Peter Pan in 1960 after Fidel Castro was in control of the government of Cuba.

A discussion of international student clubs and inviting them to the meeting led to the addition of a guest from the International Club.

Action Item:

1. Nancy to invite the advisor to the International Club.
2. All information related to the fall meeting should be given to Beth and Judy Dzuiban for posting on Facebook and published in the newsletter.

**New Business:**

1. Scholarship Support

After discussion of a variety of ways to support our scholarships, a motion was made to continue the Silent Auction, asking each member to contribute 3 items. The Board agreed unanimously.

The Clothing Sale needs a chairperson. Recommendations for chair of the sale were made. We will make our final decision on whether to continue the sale at the June 13 board meeting. Debbie Caruana, past clothing sale co-chair, developed guidelines and suggestions for the clothing sale. Mary Meeker has those.

Small luncheons held for Scholarship support can continue. Action Item:

Mary Meeker to ask recommended member by June 13 if she is willing to be the chair of the Clothing Sale.

1. Activity dates for the year.

Martha Hitt’s staff sets the Holiday Tea date. The Board agreed to continue the Cookie Exchange.

The new member orientation needs to be scheduled.

Ann Simpson is researching sites for the spring meeting. Venues and dates were discussed.

Action Items:

1. Dell Shadgett will check on a date for the Cookie Exchange with our generous hostess, Carolyn Huseman.

2. Maggie LeClair will get a contact name to Ann for the Rosen College of Hospitality Management.

There being no further business, the meeting was adjourned at 10:35 a.m.

The next Board meeting is scheduled for June 13, 2014, 9:00 a.m., Panera’s on University Blvd.

Respectfully submitted,

Debby Manuel

Secretary