**Women’s Club at UCF, Inc.**

**Board of Directors Meeting**

**June 13, 2014, 9:00 a.m.**

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

Members absent: Beth Barnes, Bette Boston, Judy Dzuiban

**Vice President’s Report:** Ann Simpson reported that the directory is complete with 127 members listed. October 1 will be the deadline for dues for the 2014-2015 membership year.

**Secretary’s Report: Minutes of May 19, 2014**: The May 19th minutes were approved by the Board members and have been posted to the website.

**Treasurer’s Report:**  Kathy Weise reported the following:

The Business Checking current balance is $6,566.94. The Share Savings Balance is $5,001.16.

Consulted with Merrell Bailey and changing address of club to street address of Apollo Mail Center and also notifying governmental agencies accordingly are appropriate. Merrell recommended we handle these notifications at the time that various reporting requirements are due with these agencies. No amendment needed to Articles of Incorporation. We have paid the statement received from Merrell’s office for $148.25 for these services.

An outstanding item that remains involves regulatory filings with the IRS. When the club filed for tax-exempt status last year, the then Treasurer was listed as the “responsible party” for the club and provided her personal Social Security number to the IRS. When notifying the IRS of the club’s address change, their Form 8822 requires notification if the responsible party has also changed. Merrell is consulting with a tax attorney, Dan Reponen, on our behalf to determine if the appropriate IRS regulatory filings can be made without using a club officer’s personal Social Security number.

PayPal account – Amy Foster has been able to change the account to a business account in the name of the Women’s Club at UCF, Inc. Members using PayPal to pay their dues will now receive an email from “Women’s Club at UCF, Inc.” notifying them of the payment. Amy is working with PayPal to resolve the sole outstanding issue of the account listing her name as owner in the account profile rather than the Women’s Club at UCF, Inc. The club’s checking account at CFE Credit Union is the recipient of any transfers out of this PayPal account.

A proposed budget for 2014-2015 has been reviewed with Mary Meeker, President, and will be presented to the Board at its June 13, 2014 meeting.

**Scholarships and Other Support for Foundation:** Maggie LeClair reported that the Scholarship Selection Committee met on Tuesday, June 10, 2014 at the home of Sarah Magann. The committee members were Maggie LeClair, Sarah Magann, Debby Manuel and Mary Meeker. Three recipients were selected with three alternates. Maggie met with the UCF Scholarship Committee on June 11 to recommend the names. The recipients will be announced at our fall meeting on September 15, 2014.

The Women’s Club Scholarship Accounts as of June 12, 2014 are as follows:

First Ladies

Undergraduate Endowed $157,797.15

Undergraduate Spendable 11,539.02

Spendable from Endowment 2015 5, 833.36

Sheila B. Somerville

Graduate Endowed $102,207.75

Graduate Spendable 6,115.92

Spendable from Endowment 2015 3,614.54

Due to the healthy earnings in the Endowment Fund, Maggie made two recommendations to roll a portion of the Women’s Club scholarship funds back into Endowment as follows:

Recommendation First Ladies

Scholarship Awardable for 2014-2015 $4,500.00 (3 @ $1,500)

Scholarship Awardable for 2015-2016 4,000.00 (2 @ $2,000)

Start-up for 2016-2017 2,000.00

Total $10,500.00

Total Available $17,372.38

Transfer back into Endowment $6,827.38

Recommendation Shelia B. Sommerville

Scholarship Awardable for 2014-2015 $2,000.00 (1 @ $2,000)

Scholarship Awardable for 2015-2016 2,000.00 (1 @ $2,000)

Start-up for 2016-2017 1,000.00

Total $5,000.00

Total Available $9,730.46

Transfer back into Endowment $4,730.46

Nancy Marshall made the motion that a total of $11,557.84 be transferred back into the Endowment Fund. Dell Shadgett seconded it and approval by the Board was unanimous.

**Interest Groups:** Judy Kuhn reported that two new Interest Group chairs have been added. Janice Fisher will chair Evening Bookworms and Carol Pickler will chair Armchair Travelers.

**Sunshine Report:** Bette Boston reported the following:

On June 10 a cheer card was sent to Maggie LeClair on the death of her beloved pet.

A get well card is being sent to Karen Phillips after her surgery.

**Old Business:**

1. Judy Dzuiban, Newsletter chair, sent the following report:
2. Our plan is to use Publisher, or a similar program, to publish the newsletter.
3. Newsletters will be shorter, and more frequent, during the year (perhaps 4 newsletters, 3-4 pages each).
4. The first newsletter will be sent out late August/early September, before our Fall Meeting, and will include the following:

The President’s Greeting

Information regarding the Fall Meeting

Information regarding Interest Groups

Member Highlights

A suggestion was made to add a Calendar of Events. A request to pay for the software Publisher, will be made.

Action Item: Maggie will check on the cost through bulk buying with UCF.

1. Sarah Magann, Website chair, reported that she added Member Highlights to the website, posted Mary Meeker’s President’s Message and picture and delivered our honorarium to Jonathan Hendrickson for his assistance on the website.
2. Nancy Marshall, Fall Meeting chair, reported that all is in place for the September 15 meeting at Fairwinds Alumni Center. Cesar Calvet will be our speaker.
3. Mary Meeker reported on the Clothing Sale progress. She is meeting on Monday with a potential chair of the event. Suggestions were made to establish a support committee for the new chair; establish a separate Facebook account; research the strategies of the Lighthouse Central Florida successful clothing sale.
4. Maggie LeClair gave a Silent Auction update. The tentative date is the end of November/early December. Maggie requests sending out a request for donations now.

Action Item: Mary Meeker will include the request in an e-blast this month.

1. Dates for Activities this year

Holiday Cookie Exchange – Home of Carolyn Huseman, December 18, 5:00-7:00, looking for a chairperson.

Holiday Coffee Date comes from Mrs. Hitt’s office, will join members of Town and Gown

New Member Orientation – tentatively set for October 1, will confirm in August.

1. Spring Meeting contact Ann Simpson reports she has spoken to Rosen College of Hospitality Management Events Manager Seaira Jeannnin.

Action Item: Ann will set up a date for a tour of the facility.

**New Business:**

Kathy Weise presented the draft budget based on 135 members at dues of $35 each. After discussion the budget was approved unanimously.

Mary Meeker asked if Board meetings can continue on the second Friday of each month. Agreement sets the following dates.

July – no meeting

August 8

September 12

October 10

November 14

December 12

January 9

February 13

March 13

April 10

May 8

There being no further business, the meeting was adjourned at 10:25 a.m.

The next Board meeting is scheduled for August 8, 9:00 a.m. at Panera’s on University Blvd.

Respectfully submitted,

Debby Manuel

Secretary