**Women’s Club at UCF, Inc.**

 Board of Directors Meeting

Panera Bread, University Avenue

Friday, November 6, 2015

**Welcome:** Meeting was called to order at 9:10 a.m. by president, Sarah Magann.

Members present: Maggie LeClair, Sarah Magann, Mary Meeker, Lynn Moharam, Jennifer Rupert, Dell Shadgett, Roberta Shoopman, and Kathy Weise.

Beth Barnes, Bette Boston, Karen Monteleone, Ruthie Rieder, Judy Simonet, and Ann Simpson were unable to attend.

**Vice President:** Kathy Weise for Ann Simpson There are currently 128 members, new or renewed. To honor the July 1 - Oct 1 enrollment period, 13 members who have not renewed their membership to-date have been removed from the directory. Their information will be held in our database, and they are encouraged to renew at any time.

 A successful new member orientation was held on Wednesday, October 21, 2015 at Ann Simpson’s home with 8 board and 10 enthusiastic new members attending. Recommendation for next year: limit event to 2 hours; eliminate a sit-down meal and only serve finger foods and beverages.

 A request has been sent to new members asking them to serve at the Holiday Tea. Lynn Moharam will supervise tea service in Ann’s absence.

**Secretary:** Lynn Moharam Board minutes dated October 9, 2015 were approved by e-mail and have been posted to the website. Thank you letters for donations to the scholarship funds were sent as well as, a letter to Bernard Ostle and family informing them of the board’s donation to scholarship in honor of founding president, Ruth Jean Ostle.

**Treasurer:** Kathy Weise Current balance in the checking account is $11,375.68 as of 11/6/2015. Balance in Share Savings Account is $5,018.92 as of 10/31/2015.

**Spring Meeting:** Ann Simpson The spring meeting is scheduled for Monday, April 11, 2016. Ann Taylor, development director, I-Dignity will be the speaker. Location to be determined.

**Scholarships:** Maggie LeClair Current balances in the scholarship fund accounts are: $8,000 spendable and $157, 251.04 endowed, First Ladies undergraduate scholarship; $4,500 spendable and $98,117.60 endowed, Sheila B. Somerville graduate scholarship.

 Nicole Phansteil, 2015 graduate scholarship recipient, will be invited to attend the spring meeting and share her journey.

**Sunshine**: Sarah Magann for Bette Boston Words of cheer were sent to Sarah Magann on hospitalization, Suzy Buzan on personal issues, and Judy Simonet on surgery.

**Newsletter:** Ruthie Rieder No report

**Interest Groups:** Judy Simonet No report

**Scholarship Fund Development:** Sarah Magann/Lynn Moharam/Dell Shadgett/Kathy Weise

 A checklist and timeline have been established to coordinate committee responsibilities.

Upwards of 80 participants are anticipated, 64 paid attendees and 6 comped dancers at “Steppin’ Out for Scholarships”. Major expense items include venue rental ($800), insurance ($200), Tips ($350), refundable deposit ($400), and paper goods and miscellaneous food items ($150). Members have donated the majority of food items. Beer, wine, and coffee has been donated by outside vendors. Based on paid attendance and anticipated costs, the event is deemed viable. Auction sales will be an additional source of revenue.

The auction committee will meet on Saturday, November 7, 2015 at the home of Dell Shadgett to begin organization of auction items. Only cash and checks will be accepted at checkout.

Club member, Wendy Jamieson, graciously offered a photo booth as an additional revenue source. However, it was determined that because of space limitations, the offer would not be accepted.

**Clothing Sale: Roberta Shoopman** The fundraising event is scheduled for February 4 - 6, 2016 [setup Feb 4; sale Feb 5 and 6] at Tuskawilla Presbyterian Church. A name will be established to brand this 6th annual event. Locations for drop-off boxes and off-site coordination of merchandise will be determined. Roberta will create a timeline and explore free event calendars to promote the event. Charities will again be given the opportunity to bag items between 4:30 and 6 p.m. on February 6.

**Website:** Jennifer Rupert Jen and Jonathan Hendricker have worked to make the website more user friendly. A monthly calendar of Interest Group events has been added to the website and can be imported to other calendars such as, Google. It is password protected and for Club members only. Fall and spring meetings, fundraising events, etc. will be posted on the public calendar.

**Pop-up Events:** Dell Shadgett moved that the Club dispense with promotion of “pop-up” events. The motion was seconded by Mary Meeker and approved by the board. A policy for sharing information about UCF-related or sponsored events of interest to Club members should be determined by the January board meeting.

**New Business:**

1. **Upcoming Club Events:** “Steppin Out for Scholarships”- Thursday, November 12, 2015, Holiday Tea-Monday, December 7, 2015, and Cookie Exchange-Thursday, December 17, 2015.
2. **Board Meeting Calendar:** Sarah Magann There will not be a board meeting in December. The next board meeting is scheduled for Friday, January 8, 2016. Place and time to be determined.
3. **January** **Board Meeting:** Sarah Magann Agenda items to be considered:
4. Winter newsletter
5. Policy for sharing information about UCF-related or sponsored events with Club members.
6. Differentiation of interest group rather than friendship group for long standing groups, particularly those at capacity.

Meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Lynn Moharam

Secretary