**Women’s Club at UCF, Inc.**

Meeting of Board & Executive Committee

UCF Pegasus Health

Friday, July 8, 2016

**Welcome**: Meeting was called to order at 9:05 a.m. by President, Kathy Weise.

Members present: Gail Dressel, Sarah Magann, Lynn Moharam, Martha Ricard, Jen Rupert, Roberta Shoopman, Judy Simonet, and Kathy Weise

Beth Barnes, Maggie LeClair, Dell Shadgettt, Karen Monteleone, Margaret Osteen, Teresa Riedel and Ruthie Rieder were unable to attend.

**Vice President**: In Margaret Osteen’s absence, Lynn Moharam reported we have 137 members, of which 4 are new members. Twenty-six members (15% of members) have recently renewed their membership for 2016-2017.

**Secretary**: In Teresa Riedel’s absence, it was noted that the May 13, 2016 minutes were approved by e-mail and have been posted to the website.

**Treasurer**: Lynn Moharam Current balance in the checking account is $12,723.89 as of 7/7/2016. The balance in the Share Savings Account is $5,027.29 as of 6/30/2017.

After discussion, upon motion duly made, seconded and carried, the proposed 2016-2017 budget was approved with the modification of an additional $150 added to the business card/brochure line item. The total budget for 2016-2017 is $8,250.00. The Spring and Fall Luncheon Meetings are planned to be self-funding events.

**Website**: Jen Rupert The club’s website has been updated with numerous changes for the new year. There are only a few remaining small items, which Jen is resolving with Jonathan Hendricker. Jen was provided with Jonathan’s annual retainer to mail to him for the coming year. There was also discussion surrounding the need to update the photo section on the website, which was tabled for a future meeting.

**Sunshine**: Gail Dressel 5 cards have been sent in the past month: sympathy cards to Anna Habowski and to Ruthie Rieder; get well cards to Karyn Plater, Etta Jean Juge, Mary Meeker. Gail is using the Blue Mountain electronic cards for all except sympathy cards. Gail will send a copy of her monthly written report to Teresa Riedel for the minutes and to Jen Rupert for website publication.

**Newsletter**: After discussion, the Board agreed to cancel any newsletter for this summer and that the next issue of the newsletter should be in the Fall, following the September Fall Luncheon Meeting. Kathy Weise will contact Ruthie Rieder to discuss.

**Clothing Sale**: Roberta Shoopman Two possible dates in February 2017 (2/17-2/18 & 2/24-2/25) have been given to Tuskawilla Presbyterian Church for consideration for our annual clothing sale. The church is scheduled to meet 7/18/2016 and Roberta will follow up with them regarding their decision.

**Interest Groups**: Judy Simonet All the Interest Group chairs except for two attended the 5/31/2016 Interest Group Celebration. Also in attendance were chairs for four new Interest Groups. All Interest Group chairs will be contacted by Judy regarding displays at the Fall Luncheon Meeting. Day and Night chairs for the same Interest Groups will work together on displays and sign-up sheets. If an Interest Group is at capacity, there will be sign-up sheets to potentially start new groups. Judy will contact Maggie LeClair about the possibility of borrowing black rectangular tablecloths for the Interest Group display tables.

**Fall Luncheon Meeting**: Martha Ricard The Fall Luncheon Meeting will be held 9/19/2016 at Fairwinds Alumni Center from 11:30 – 1:30. Martha reported that her planning committee had met and assigned roles for any outstanding items. Drafts of the invitation and the program will be sent to Kathy Weise by 8/5/2016 and will be presented to the Board at its 8/12/2016 meeting. The plan is to have the invitation sent by blast e-mail by the president to the membership on 8/15/2016 and the programs printed for putting at each place setting. Martha and Judy Simonet will plan to meet with Fairwinds in the next week to discuss the room and lobby arrangements for tables.

**Non-event Event**: Kathy Weise reported that Ginny Holmes had agreed to assist with planning. The working concept is that of a “gala non-event event”. Invitation design would include tiers of giving, perhaps commensurate with fees/costs associated with attending UCF, e.g. books, meal plan, etc. Costs associated with this “non-event event” would be for printing and mailing invitations. The intention is to have a final concept/design approved by the Board at its 9/9/2016 meeting and the invitations to be mailed in early October.

**Club Planning Calendar**:

Holiday Coffee – Kathy Weise will reach out to Mrs. Hitt’s office regarding whether a date has been set.

Cookie Exchange – Jen Rupert has agreed to host this year’s event and will advise of a proposed date.

Spring Luncheon Meeting – Martha Ricard proposed Rio Pinar Country Club be considered as the venue. Following discussion, the Board authorized Martha to approach Rio Pinar Country Club about availability on Monday, April 24, 2017.

**New Business**: Following an inquiry by Sarah Magann, Kathy Weise researched the feasibility of the club conducting a raffle as a means of scholarship development and obtained a legal opinion. If the value of the prize (either monetary or donated item) is kept under control, i.e. must be < $600, and the payout is at least 300 times the amount of a ticket, then a raffle could be conducted without incurring IRS reporting requirements either for the club or the winner. For example, a prize could be worth $500 and the price of raffle tickets: 1 for $5, 3 for $10 and 8 for $20.

**Old Business**:

Business Cards/brochures: A line item has been placed in the 2016-2017 budget for this. Sarah Magann and Karen Monteleone will provide more information regarding printing and price breaks at the 8/12/2016 meeting.

Name Badges: Margaret Osteen had graciously sent in some info on the method her church uses to create name badges for the Board’s consideration. After discussion regarding expense and limited usage, the Board decided not to pursue magnetic name badges and to continue to use decorative name tags for the two meetings each year for the entire membership.

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

Respectfully submitted,

Kathy Weise

President