**Women’s Club at UCF, Inc.**

Meeting of Board & Executive Committee

UCF Pegasus Health

Friday, Sept. 9th, 2016

**Welcome**: Meeting was called to order at 9:09 a.m. by President, Kathy Weise.

**Members present**: Maggie LeClair, Sarah Magann, Lynn Moharam, Martha Ricard, Teresa Riedel,

Ruthie Rieder, Jen Rupert, Dell Shadgett, Roberta Shoopman, and Kathy Weise

Beth Barnes, Gail Dressel, Karen Monteleone, Margaret Osteen, Roberta Shoopman, and Judy Simonet were unable to attend.

**Vice President:**  It was noted that we have 142 members, of which 9 are new members. Eighty-two members (62% of members) have recently renewed their membership for 2016-2017.

**Secretary:** 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 $14,285.74 as of 9/8/2016. The balance in the Share Savings Account is $5,029.43 as of 8/31/2016.

The invoice for the preparation of the annual corporate minutes from the law offices of Merrell Bailey was paid. There are 84 reservations for the 2016 Fall Meeting of which 42 payments are outstanding. The annual renewal with the FL Dept. of Agriculture for Solicitation of Contributions has been filed.

**Scholarship Report:** Maggie LeClair Balances in the scholarship funds are as follows:

First Ladies Undergraduate Spendable $12,944.82 and Endowed $158,220.11.

Sheila B. Somerville Graduate Spendable $7,360.64 and Endowed $101,569.71.

Scholarship recipient, Angela Bardwell-Owens, will attend our fall luncheon. Angela is working on a short bio to be place in the newsletter and on our website.

**Website:**  Jen Rupert Statistics about the usage of our website were presented. It was quite clear that individuals are visiting our site. Therefore, Jen has created a form to give the opportunity to the interest group chairs to list their events on the calendar on the website. Also, the photo gallery will be organized.

**Sunshine:** Four cards have been sent since the August board meeting: Sandra Engert and Ingrid Seay (Thinking of You), Merrell Bailey (Get Well), and Sarah Magann (Cheer).

**Newsletter:**  Ruthie Rieder The publication of the fall newsletter was discussed. The newsletter will be published right after the fall luncheon with the following information: details about the role of the Sunshine Committee, highlights from the fall luncheon, biographies of the scholarship recipients, names of new members and interest groups, a hot button link to gain specifics about the non-event activity, and any other upcoming club events.

**Clothing Sale:** Unfortunately, we will not be able to use the First United Methodist Church for our annual clothing sale. However, we are grateful to know that the Spirit of Joy Lutheran Church has expressed a willingness for us to use their building at SR50 and Rouse Rd. Roberta will check the facility to see if it will work for our Feb. sell. St. Luke’s will also be approached about the possibility of our clothing sale being held there.

**Interest Groups:** Activity dates for the website calendar have been sent to Jen for the following interest groups: Art and Antique Lovers, Great Decisions, Needlework, International Friendship, Daytime Bookworms, and Tech Klutz. The room arrangement for the fall luncheon is being discussed with Rachel at Fairwinds Alumni Center. 12 rectangular tables and skirts will be used at the luncheon. We will need 6 black rectangular tablecloths. 60 parking spaces will be requested for the luncheon.

**Fall Luncheon Meeting:** Martha Ricard The Fall Luncheon Meeting will be held 9/19/2016 at Fairwinds Alumni Center from 11:30 – 1:30. Tables of 8 will be used. 10 table arrangements have been made. Lynn has written a check for $100.00 to the UCF Foundation which will be given to our speaker at the meeting. A reminder was given about bringing an item to the luncheon for the Knight’s Pantry.

**Business Cards/brochures:** Karen Monteleone sent the business cards and brochures to the designer. We will be using VistaPrint for the printing. If the materials are not back in time for the luncheon, approximately 12 brochures will be printed from Staples for the fall luncheon.

**Non-event Event:**  The working concept is that of a “gala non-event event”. The invitation was viewed. Every member will be receiving an invitation through the mail during the week of Oct. 10th, 2016. Members will have one month to respond. The R.S.V.P. is due Nov. 14th.

**Club Planning Calendar:**

New Member Orientation – End of Oct.

Holiday Coffee – Tuesday, December 6th, 10 a.m.-12 a.m. Burnett House. This is for members only.

Cookie Exchange – Mon. Dec. 12th, 5 p.m.-7 p.m. Jen Rupert has agreed to host this year’s event. Ranetta Guinn has agreed to chair this event.

Spring Luncheon Meeting – Monday, April 24, 2017. This event will be held at Rio Pinar Country Club. Maggie will evite the Dean of Education and Human Performance, Sissi Carroll, to speak.

The meeting was adjourned at 10:36 a.m.

Respectfully submitted,

Teresa Riedel

Secretary