**Women’s Club at UCF, Inc.**

Meeting of Board & Executive Committee

UCF Health Arch

Friday, January 13, 2017

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

**Members present**: Gail Dressel, Sarah Magann, Margaret O’Steen, Martha Ricard, Teresa Riedel, Jen Rupert, Dell Shadgett, Roberta Shoopman, and Kathy Weise

Beth Barnes, Lynn Moharam, Karen Monteleone, Maggie LeClair, Ruthie Rieder, and Judy Simonet were unable to attend.

**Vice President:** Margaret O’Steen It was noted that we have 138 members, of which 19 are new members. Five individuals were moved to inactive status and will be reinstated when their dues are paid.

**Secretary:** Teresa Riedel November 11, 2016 minutes were approved by e-mail and have been posted to the website.

**Treasurer:**  Lynn Moharam The current balance in the checking account is $14,960.11 as of 1/12/2017. The balance in the Share Savings Account is $5,033.63 as of 12/30/2016.

A mid-year analysis of spending through 1/12/2017 was presented. $8,250 was budgeted for the 2016-2017

Club year. $4,430.50 has been expended to-date leaving a balance of $3,819.50.

An additional donation of $500 to the Women’s Club Non-event Event has been received.  This will bring the total amount transferred to the UCF Foundation for deposit in the Women’s Club First Ladies Endowed Scholarship Account to $12,509. An additional $462 has been pledged through payroll deduction.

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

First Ladies Undergraduate Spendable $12,944.82 and Endowed $175,011.39. .

Sheila B. Somerville Graduate Spendable $7,360.64 and Endowed $175,011,39 .

There was a discussion about how to define a non-traditional student. We will continue to work on the definition with the help of Maggie.

**Website:**  Jen Rupert Please continue to use the calendar on the website to view interest group activities. Information on how to locate the membership list and how to refresh the directory will be included in the newsletter.

**Sunshine:** Gail Dressel Two “sympathy” cards have been sent to Carole Goldsmith and Janice Brodie.

**Newsletter:**  The winter newsletter was distributed to all members. Kudos to Ruthie Rieder for a wonderful job. The next newsletter will be sent after the spring luncheon meeting.

**Spring Luncheon Meeting:** Martha Ricard The speaker for the spring meeting will be Pamela Carroll, Dean of the College of Education and Human Resources. A biography of the speaker will be created. This event will be held at Rio Pinar Country Club on Monday, April 24th, 2017. The program agenda for this event was discussed. We hope to have a scholarship recipient speak at the event. Also during the luncheon, President Kathy Weise will ask for feedback on the non-event activity. Information about the cost of attending UCF will also be presented at the luncheon. An e-mail blast about this event will be sent on March 24th. All RSVP’s should be received by April 10th.

The Board agreed that the capability for paying for the Spring Luncheon Meeting should be available on the club’s website. Jen Rupert will work with Jonathan Hendrick to add this capability by the end of February.

**New Business:** The nominating committee, Sarah Magann, Kathy Weise, and Lynn Moharam will be meeting to discuss future officers for our club.

**Operating Procedures:** Kathy Weise has written a description of the duties of the President, including procedural steps and timing. A similar document regarding the Treasurer also exists and is being updated by Lynn Moharam. The current Vice President and Secretary were requested to ensure they have similar materials to help in future transitions of their roles. It was recommended that all Executive Committee members, beyond the four officers, also have written descriptions of their roles/responsibilities, including timelines for required activities. The more documentation we have on how these roles function the easier future transitions will be.

The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Teresa Riedel

Secretary