**Women’s Club at UCF, Inc.**

Meeting of Board & Executive Committee

UCF Pegasus Health

Friday, February 10, 2017

**Welcome**: Meeting was called to order at 9:04 a.m. by President, Kathy Weise.

**Members present**: Gail Dressel, Sarah Magann, Lynn Moharam, Margaret Osteen, Teresa Riedel, Jen Rupert, Roberta Shoopman, Judy Simonet, and Kathy Weise

Beth Barnes, Karen Monteleone, Maggie LeClair, Martha Ricard, Ruthie Rieder, and Dell Shadgett were unable to attend.

**Vice President:** Margaret Osteen It was noted that we have 142 members, of which 20 are new members. We are waiting for dues from 1 of the 142 members.

**Secretary:** Teresa Riedel January 13, 2017 minutes were approved by e-mail and have been posted to the website.

**Treasurer:**  Lynn Moharam The current balance in the checking account is $14,704.03 as of 2/9/2017. The balance in the Share Savings Account is $5,034.70 as of 1/31/2017.

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

First Ladies Undergraduate Spendable $12,944.82 and Endowed $174,277.24. .

Sheila B. Somerville Graduate Spendable $7,360.64 and Endowed $103,215.00.

The scholarship committee will focus on the following three criteria when choosing non-traditional student scholarship recipients: GPA, financial need, and expected family contribution. The essays are an important component of the scholarship application since they provide background information about the candidates.

**Website:**  Jen Rupert Please continue to use the calendar on the website to view interest group activities. Jen has been working with JonathanHendrick to give access to our members to pay their spring luncheon fees and annual dues through our website.

**Sunshine:** Gail Dressel Three “get well” cards have been sent to Ellen Schatz, Susanne Freece, and Mary Ann Lynn.

**Newsletter:**  The next newsletter will be sent after the spring luncheon meeting. Information on paying annual dues will be included in the next newsletter.

**Spring Luncheon Meeting:** The Spring Luncheon will be held at Rio Pinar Country Club on Monday, April 24th, 2017 from 11:30 a.m. until 1:30 p.m. The cost for the luncheon will be $25.00 and $26.25 if paying by PayPal. The program agenda for this event was discussed. 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. The title of Dr. Carroll’s talk will be “Working with Diverse University Students and Faculty in Today’s Environment.” Carrie Davis, the Graduate UCF Women’s Club Scholarship Recipient, will speak at the event. The UCF Women’s Club will invite ~~the~~ Dean Frumkin to attend the luncheon. 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. The first announcement to “Save the Date” will be sent by e-mail later this month, the invitation to this event will be distributed by e-mail on March 15th,and another e-mail reminder “Don’t Miss Out” will be sent on April 3rd. All RSVP’s and fees must be received by April 10th.

**Old Business:** The nominating committee, Sarah Magann, Kathy Weise, and Lynn Moharam met to discuss future officers for our club and presented a slate of board prospective officers and board nominees to the current board. The nominees for the 2017-2018 board are: President, Teresa Riedel, Vice President, Margarett Osteen, Treasurer, Lynn Moharam, Secretary, Linda Hennig.

**New Business:** The fall luncheon is scheduled for Sept.18th 2017. The Club will begin contacting Nancy Marshall to begin reserving the Fairwinds Alumni facility for the luncheon.

**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 submitted a list of her duties. The current Secretary is working on a description of her duties to ensure a smooth transition. 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 10:19 a.m.

Respectfully submitted,

Teresa Riedel

Secretary