

Women's Club at UCF, Inc.
Meeting of Board & Executive Committee
UCF Pegasus Health
Friday, July 14, 2017

Members present: Teresa Riedel, Linda Hennig, Dell Shadgett, Karen Gisel, Lynn Moharam, Margaret Osteen, Maggie LeClair, Gail Dressel, and Kathy Weise

Karen Monteleone, Zalpha Hashem, Roberta Shoopman, Ruthie Rieder, Judy Simonet, and Mindy Moore, were unable to attend.

Call to order and Welcome: Meeting was called to order at 9:00 a.m. by President, Teresa Riedel.

Scholarship Chair Report: Maggie LeClair reported the following:

First Lady Scholarship account spendable now equals \$19,452.43 which includes \$6,507.61 earned from the endowment. The Endowment balance is now \$179,284.51.

The Sheila Somerville Scholarship account spendable now equals \$11,392.82 which includes \$4,032.18 earned from the endowment. The Endowment balance is now \$106,109.07

There has been a delay in getting the link set up for applications. Once applications are received they will need to be processed for selection. Linda Hennig volunteered to assist with application review.

Endowments are now being charged 2.65% administrative fee by the UCF Foundation.

Vice President's report: Margaret Osteen reported we have 147 members as of 7/13/17, of which 5 are new members and 2 are pending. President Riedel has sent out the Annual Dues notice via email. Payable July 1 and no later than Oct 1, 2017.

Secretary's report: Linda Hennig reported the 4/24/17 Spring Meeting minutes have been approved and posted to the website. The 5/12/17 board minutes have been approved and will be uploaded to the website.

Treasurer's report: Lynn Moharam reported a current balance in the checking account of \$15,171.68 as of 7/13/17. The balance in the Share Savings Account is \$5,039.47 as of 6/30/17. The full Treasurer's report is attached to the minutes. The proposed budget for 2017-2018 was discussed and a final copy of the approved budget is attached to the minutes.

In addition, the Accountant's report (Action by Written Consent in Lieu of the Annual Meetings of the Board of Directors) was signed by elected officers and will be retained by the Secretary in the Corporate Notebook.

Board members were reminded The Women's club at UCF is classified as a 501C-6, non-profit business rather than a 501C-3 Charitable organization. Individuals wanting to make a tax-deductible donation to WCUCF should donate to the UCF Foundation and designate it to WCUCF.

Sunshine Committee Report: Gail Dressel indicated appropriate cards have been sent to members as needed.

Newsletter: Teresa Riedel reported the next newsletter deadline has been set for after the fall luncheon meeting.

Interest Group Report: Judy Simonet submitted a report indicating all Interest Groups now have a chairperson. Anna Habowski has agreed to chair the Theater group. The Beauty, Health and Fitness group has morphed into the Cultural Arts and Wellness Group.

Non-Event Fundraiser: President Riedel requested input from the board regarding this event. Although it was very successful in the past year, the board consensus was not to conduct the event this year, but rather, focus on the 50th Anniversary for the spring 2018. An option to donate for scholarships will be incorporated into that event.

Fall Luncheon: The fall luncheon is scheduled for Sept. 18th 2017 at 11:30 at the Fairwinds Alumni facility. Co-chairpersons, Mindy Moore and Roberta Shoopman, and Treasurer Lynn Moharam have met with Fairwinds personnel and are in final planning and negotiations. One area of concern will be parking and whether our organization will have to pay for spaces. The board agreed the cost of the luncheon would be set at \$28 to defray additional expenses this year. Kathy Weise volunteered to assist with the planning and implementation. Save the Date cards will be sent out to members via email by August 1; with a reminder to follow at a later date. The Deadline for payment of the luncheon will be September 7, with PayPal being an option.

The meeting was adjourned at 10:52 a.m. The Board will meet next on August 11.

Respectfully submitted,

Linda Hennig
Secretary

Electronically Approved by Board 7/29/17

WOMEN'S CLUB at UCF, INC.

July 14, 2017

TREASURER'S REPORT

Current balance in the checking account is \$15,171.68 as of 7/13/2017. [Cash on hand is \$15,171.68].
Balance in Share Savings Account is \$5,039.47 as of 6/30/17.

Annual spring meeting minutes were forwarded to Counsel on June 7, 2017 for certification.
Certification document has been returned and signatures will be pursued. Upon completion, a copy will be returned to Counsel and original will be filed in the Corporate book.

President and treasurer will meet with the credit union on July 14, 2017 to up-date signatures on account. Past President Kathy Weise has completed a notarized form removing her from signature responsibility.

Members were invoiced on 6/30/2017 for payment of 2017-18 dues. Dues are payable upon receipt. Members with delinquent dues as of October 1 will be moved to "inactive" status. To-date there are 6 new members and 30 members have renewed.

A copy of the Compliance Requirements document was forwarded by-mail to all board members for their information. This document summarizes the legal and regulatory requirements with which the Club must comply as a 501(c)(6) organization. [Originally presented by Kathy Weise, Treasurer, on August 14, 2015.]

The 2016-2017 year-end accounting along with the proposed budget for 2017-2018 was forwarded to board members prior to today's meeting. The proposed budget will be discussed and approved.

Respectfully submitted,

Lynn Moharam
Treasurer

Approved
Budget 2017 -
2018

7/14/2017

Women's Club
at UCF, Inc.

Expenses	2017-2018 Budget	Actual YTD	Budget Variance YTD
Sunshine/Honorariums ¹	200	14	-186
Postage & Delivery	50	0	-50
Spring Meeting 2018	2,500	0	-2,500
Fall Meeting 2017	3,000	0	-3,000
Miscellaneous Events ²	150	0	-150
Website Management ³	500	0	-500
Legal Fees ⁴	500	0	-500
Filing Fees, State of Florida	75	0	-75
Bank Charges ⁵	25	0	-25
Newsletter ⁶	0	0	0
Fundraising Event/50th Anniversary Celebration ⁷	1,500	0	-1,500
Miscellaneous ⁸	100	0	-100
TOTAL EXPENSES	8,600	14	-8586

¹Electronic sunshine communication [\$50]; board designated honorariums

²Miscellaneous expenses for New Member Orientation, Interest Group Orientation, and Cookie Exchange [3@\$50]

³Retainer payable to Jonathan Hendricker July 1, 2017

⁴Includes annual corporate minutes

⁵Includes check reorder [\$19]

⁶Chair advises no budget line needed

⁷Includes printing and mailing of invitations et. al.

⁸Includes miscellaneous business supplies [e.g. stationery (\$0), brochures/business cards (\$0); binders] ;

toner for Treasurer (\$50)