

Women's Club at UCF, Inc.
January 12, 2018
Executive Board/Executive Committee Meeting
9-11 a.m. - UCF Health Center
3400 Quadrangle Boulevard, Orlando, FL

Members present: Teresa Riedel, Linda Hennig, Gail Dressel, Lynn Moharam, Mindy Moore , Margaret Osteen, Maggie LeClair, Kathy Weise, Judy Simonet, and Dell Shadgett,

Sarah Magann, Karen Monteleone, Karen Gisel, Zalpha Hashem, Ruthie Rieder Roberta Shoopman were unable to attend.

Call to Order: The meeting was called to order at 9:05 a.m. by President Teresa Riedel

Vice President's Report: Margaret Osteen reported there are currently 146 members. This total includes 19 new members.

Secretary's Report: Linda Hennig reported the 11/3/17 board minutes were approved via email and have been posted to the website. There was no meeting in December

Treasurer's Report: Lynn Moharam presented the Treasurer's report and Mid-year budget analysis, which are attached to the minutes.

Scholarship Report: Maggie LeClair reported the following balances:

Somerville Grad Spend = \$ 9,642.82
Endowed = \$112,141.48

First Ladies Spend = \$ 10,452.43
Endowed = \$189,044.40

She recommended awarding 2 graduate scholarships and 3 Undergraduate scholarships at \$3000 each for 2018. Motion seconded and approved.

Website: No report; It was noted that we are now able to use Pay-pal on the website for payment of dues and events.

Sunshine: Appropriate cards for illnesses and sympathy have been sent.

Newsletter: President Riedel indicated additional volunteers may be needed for the next newsletter which will be in February and will highlight the 50th Anniversary Events. Teresa Riedel and Mindy Moore will begin working on it.

Interest Groups: Judy Simonet requested we go back to the system whereby interest group chairs send all reports, pictures and articles to her (Interest Group

Coordinator). She announced a new group has been formed called "Let's go Camping" which will be led by Denice Breen.

Upcoming events:

50th Anniversary Planning Committee Teresa Riedel presented an update for the Anniversary event.

Date: March 2, 2018

Time: 5:00-8:00 pm.

Location: Tusawilla Country Club. Printed invitations have been mailed out to all members with a deadline of 2/21 to RSVP.

The chart of responsibilities was reviewed by the board. Discussion was held regarding a possible fundraising slogan of "50 for 50" slogan. Maggie will create a sign to be used at the event to encourage all donations for scholarship fund.

Areas still needing attention are the timeline media presentation, display, and a banner.

Follow-up from Holiday Tea

A thank you note from the Coalition for the Homeless was received for items collected at the tea and donated in the name of Martha Hitt.

Spring Luncheon the Luncheon will be held on May 1st , 2018, at the Tusawilla Country Club. The Speaker will be Kay Rawlins, Co-founder of Orlando City Soccer Club and President of Orlando City Foundation. She was selected as 2016 Business Woman of the Year by Orlando Business Journal.

NEW BUSINESS

Banner: Linda Hennig presented several options for a banner to be created and used for miscellaneous events. Ideally this would be lightweight, portable, and easily set up next to registration tables or at special events to bring attention to the organization. Motion made, seconded and approved to proceed with production so that it can be used for the Anniversary event. Linda Hennig will follow up.

Announcements:

Town and Gown and the Women's Club at UCF will join together to support the UCF Women's Basketball Team at the game on Feb 18. Board members are encouraged to go to the game. Details to follow.

The meeting was adjourned at 10:40 a.m. Next meeting will be February 9, 2018.

Respectfully submitted, Linda Hennig, Secretary

Approved by the Board xxx

WOMEN'S CLUB at UCF, INC.

January 12, 2018

TREASURER'S REPORT

Current balance in the checking account is \$17,841.59 as of 1/11/2018. [Cash on hand is \$17,709.12.]
Balance in Share Savings Account is \$5,043.27 as of 12/31/2017.

Mid-year 2017-18 budget analysis was presented.

Respectfully submitted,

Lynn Moharam

Treasurer

Approved Budget 2017 -
2018

1/11/2018

Women's Club at UCF, Inc.

Expenses	2017-2018 Budget	Actual YTD	Budget Variance YTD
Sunshine/Honorariums ¹	200	93.99	-106.01
Postage & Delivery	50	18.88	-31.12
Spring Meeting 2018	2,500	0	-2,500
Fall Meeting 2017	3,000	3,297.92	\$297.92
Miscellaneous Events ²	150	0	-150
Website Management ³	500	500	0
Legal Fees ⁴	500	118.75	-381.25
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	*3000	1,215.60	-\$1,784.40
Miscellaneous ⁸	100	15.22	-84.78
TOTAL EXPENSES	10,100	\$5,260.36	-4839.64
¹ Electronic sunshine communication [\$50]; board designated honorariums ² Miscellaneous expenses for New Member Orientation, Interest Group Orientation, and Cookie Exchange [3@\$50] ³ Retainer payable to Jonathan Hendricker July 1, 2017 ⁴ Includes annual corporate minutes ⁵ Includes check reorder [\$19] ⁶ Chair advises no budget line needed ⁷ Includes printing/mailing of invitations; venue/catering; take away; décor; et. al. *Revised 10/12/2017 ⁸ Includes miscellaneous business supplies [e.g. stationery (\$0), brochures/business cards (\$0); binders] ; toner for Treasurer (\$50)			