

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

Present: Teresa Riedel, Linda Hennig, Maggie LeClair, Kathy Littlefield, Suzanne Chapman, Judy Simonet, Karen Monteleone,

Gail Dressel, Ruthie Rieder, Zalpha Hashem, Kathy Weise, Roberta Shoopman, Karen Gisell, and Dell Shadgett were unable to attend.

Call to Order: The meeting was called to order at 9:07 a.m. by President Teresa Riedel

Vice President's Report: S. Chapman (Treasurer) reported membership updates: 139 which includes 28 new members; 20 members have not renewed and have been moved to inactive status.

Secretary's Report: L. Hennig reported the 10-11-18 board meeting minutes were distributed via email by President T. Riedel. A motion to accept minutes was made and seconded; motion passed. The Fall meeting minutes will be distributed via email for approval. A final copy of both will be placed on the website. The Application for Renewal of Fictitious Name with the State of Florida will be filed this month. This must be renewed every five years.

Treasurer's Report: S. Chapman presented the Treasurer's report, which is attached to the minutes. Extensive discussion was held regarding the "Non-event" fundraiser. Member response has been approximately 33% and \$8000 has been raised. Motion made and seconded to move \$401 from the sale of baskets at the Spring meeting from Checking account to the fundraiser account. In addition, a small percentage of the annual scholarship donors contributions will be counted toward the Non-event fundraiser. President Riedel will send out an email to membership to request additional donations to reach the goal of \$10,000.00

Scholarship Report: M. LeClair reported the following:

Somerville Endowed Graduate Scholarship balance \$201,302.00

Somerville Graduate Scholarship Spendable \$9,370.57

Two Graduate Awards for \$3,000 to be given 2018-2019 - (have been awarded)

Undergraduate Endowed- \$186,167.03

Undergraduate Spendable- \$18,122.37

(Three awards at \$3,000 for 2018-2019 have not yet been dispersed)

M. LeClair recommended for the year 2019-2020, the Women's Club award 2 Graduate scholarships of \$3000 each and 3 Undergraduate scholarships of \$3000 each. **Motion made and seconded; motion passed.**

Website: T. Riedel reported that the interest groups and membership list has been updated on the website. Z. Hashem is working with the technical support person to get interest group dates uploaded.

Sunshine: Appropriate greeting cards have been sent to members.

Newsletter: R. Rieder announced the next newsletter will be sent out near the end of January. Items for inclusion should be submitted by Jan 1, 2019. Kudos were given to T. Riedel, M. LeClaire and Z. Hashem for the excellent newsletter published in September.

Interest Groups: J. Simonet is working with Interest Group leaders to coordinate dates so that there are not conflicts with other groups or with board meetings. It was also reported that some events have a monetary charge.

OLD BUSINESS:

At the October meeting, the board reviewed the potential to make a donation to one of the UCF Student Emergency Funds used for students in need. The board expressed interest in donating \$500 to one of these programs. K. Weise will research any possible issues with legal counsel. This type donation should be discussed at three consecutive board meetings before implementing.

NEW BUSINESS: none

Upcoming events:

Holiday Coffee @ Burnett House December 3rd from 10:00 a.m. to 12:00 p.m. Mary Whittaker will be the hostess; the beneficiary for donations is TBA.

Cookie Exchange Dec. 13th from 6-8.

Spring Luncheon: April 29th, 2019

There was some discussion regarding holding a social event in the spring, possibly at the Stadium club or other venue. K. Monteleon will research.

A new member orientation by the Executive board will be held after the holidays; Date and time TBA.

The meeting was adjourned at 10:45 a.m. No board meeting will be held in December. The next meeting will be 1/11/18 at 9 am.

Respectfully submitted,

Linda Hennig, Secretary

Approved by the Board 1/11/19

**Women's Club at UCF, Inc. / Executive Board &
Executive Committee Meeting 8-9-10 Treasurer's Report -
Updated by Sue Chapman Financial Account Balances**

CFE Business Share Savings	\$5,047.56
CFE Business Non-Profit	\$16,360.38
Checking	
PayPal Balance	0
Total	\$21,408.03

Membership Dues Update		After email follow-up	
7-13-18		8-9-18	
New Members	10		11
Rejoin	1		1
Renewals	80		103
Waiting to Renew	68		44
Total	159		160

Fall Luncheon Signups

Paid Attendees as of 8/9/18	5
	Karen Plater and 4 guests – potential new members

Actual 2017-2018 Budget and Proposed Budget 2018-2019

Women's Club at UCF, Inc.

Updated 7/15/2018

Expense Categories	2017-2018 Budget	2017-2018 Actual	Proposed 2018-2019 Budget
Sunshine/Honorariums	\$200.00	\$593.99	\$500.00
1			
Postage & Delivery	\$50.00	\$49.84	\$50.00
Spring Meeting 2018	\$2,500.00	\$2,407.01	\$2,500.00
Fall Meeting 2017	\$3,000.00	\$3,297.82	\$3,000.00
Miscellaneous Events ²	\$150.00	\$45.53	\$150.00
Website Management ³	\$500.00	\$500.00	\$500.00
Legal Fees ⁴ - what for	\$500.00	\$175.28	\$500.00
Filing Fees, State of Florida	\$75.00	\$61.25	\$75.00
Bank Charges ⁵	\$25.00	\$21.55	\$25.00
Newsletter and Software ⁶	\$-	\$-	\$500.00
Fundraising Event/50th Anniversary ⁷	\$3,000.00	\$3,634.48	\$1,500.00
Miscellaneous ⁸	\$100.00	\$412.91	\$100.00
TOTAL EXPENSES	\$10,100.00	\$11,199.66	\$8,875.00

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 - webmaster

⁴Includes annual corporate minutes

⁵Includes check reorder [\$19]