

Women's Club at UCF, Inc.
January 11, 2019
Executive Board/Executive Committee Meeting
9-11 a.m. - UCF Health Center
3400 Quadrangle Boulevard, Orlando, FL

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

Gail Dressel, Ruthie Rieder, Zalpha Hashem, and Dell Shadgett 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: K. Gisel reported there have been no new members since the last report; there have been 2 renewals since November.

Secretary's Report: L. Hennig presented the November 9 board meeting minutes for approval. These were distributed via email for review prior to the meeting. A motion to accept minutes with minor edits was made and seconded; motion passed. The Application for Renewal of Fictitious Name with the State of Florida has been filed.

Treasurer's Report: S. Chapman presented the Treasurer's report, which is attached to the minutes. She reported that additional funds have been received for the "Non-event" fundraiser. Member response has been approximately 52% and \$12,226 has been raised.

There was discussion regarding which events should be supported monetarily by the organization. Events planned and open to all members may receive some financial support. It was emphasized that Interest Groups would generate monies for their own expenses.

Scholarship Report: M. LeClair reported the following:

Somerville Endowed Graduate Scholarship balance \$192,798.01
Somerville Graduate Scholarship Spendable \$9,370.57
Undergraduate Endowed \$186,810.06
Undergraduate Spendable \$18,322.37
Somerville Scholarship Awardees: Kiana Terrel and Karima Lanfranco.
Undergraduate Awardees: Carmen Crocitto, Alyssa Marchione and Ariel Van Winkle

Website: no report

Sunshine: no report

Newsletter : The next newsletter will be sent out near the end of January. T. Riedel and Z. Hashem are working with R. Riedel to complete.

Interest Groups: J. Simonet continues to work with Interest Group leaders to coordinate dates so that there are not conflicts with other groups or with board meetings. Member Brenda Kolbrich, is starting a new interest group: Swimming and Water Aerobics. This will be advertised in the next newsletter and via email.

OLD BUSINESS:

Student Emergency Fund: At the October and November meetings, the board reviewed making a donation to one of the UCF Student Emergency Funds used for students in need. This type donation should be discussed at three consecutive board meetings before implementing. K. Weise has researched possible issues with legal counsel and none have been determined. Motion made to donate \$500 to one of these programs; motion seconded and passed.

Social for all members: There is still interest in holding a “Wine and Cheese” type get acquainted social. Several members will research venues and prices and report back to the board.

New Member Orientation: Discussion was held regarding holding a new member orientation in February. Board members will be invited to attend to interact with new members. K, Gisela and T. Riedel will work out the details and prepare the invitation.

NEW BUSINESS: none

Upcoming events:

Spring meeting and luncheon: R. Shoopman reported the Spring luncheon will be held on April 29th, 2019 at the Tusawilla Country Club. The contract has been received by the Treasurer. Dr. Stella Sung will be the featured speaker.

The meeting was adjourned at 10:30 a.m. The next meeting will be 2/8/19 at 9 am.

Respectfully submitted,

Linda Hennig, Secretary

Approved by the Board 2/11/19

Women's Club at UCF, Inc. / Executive Board & Executive Committee Meeting 1-10-19
Treasurer's Report - Updated by Sue Chapman

Financial Account Balances	As of 1/10/19
CFE Business Share Savings	\$ 5,045.81
CFE Business Non-Profit Checking	17,854.91
PayPal Balance	\$414.88
Total	\$23,315.60

Membership Dues Update	As of 1/10/19	No Event Fundraising Final Results	As of 1/10/19
New Members	28	Total Donations	\$12,226.80
Rejoin	1	# of Donors	75
Renewals	129	Average Donation	\$163.02
Total	176	% of Respondents	52% (out of 145)

Approved Budget Summary 2018-2019				
Women's Club at UCF, Inc.				
Updated 1/10/2019				
Expense Categories	2018-2019 Budget	2018-2019 YTD H1	Budget Variance YTD	Notes
Sunshine/Honorariums ¹	\$500.00	\$2,250.00	(\$1,750.00)	
UCF Foundation - Sheila B. Somerville Grad Scholarship	Honorarium	\$150.00		Speaker Fall 2018 Meeting - Dr. Liz Klonoff
Canine Companion - Mary Whittaker	Honorarium	\$50.00		Holiday Tea
UCF Foundation - Mary Whittaker	Honorarium	\$50.00		Holiday Tea
UCF Foundation - Graduate Scholarship Fund	Honorarium	\$2,000.00		??
Postage & Delivery	\$50.00	\$0.00	\$50.00	
Spring Meeting 2019	\$2,500.00	\$0.00	\$2,500.00	Includes catering, gratuity, décor
Fall Meeting 2018	\$3,000.00	\$2,979.53	\$20.47	Includes catering, gratuity, décor
Miscellaneous Events ²	\$150.00	\$0.00	\$150.00	No reported expenses for 12/18 Cookie Exchange
Website Management ³	\$500.00	\$500.00	\$0.00	
Legal Fees ⁴	\$500.00	\$0.00	\$500.00	
Filing Fees, State of Florida	\$75.00	\$50.00	\$25.00	Fictitious Name Statement
Newsletter ⁶	\$0.00	\$0.00	\$0.00	
Fundraising – No Event ⁷	\$1,500.00	\$253.21	\$1,246.79	Includes stationary, postage and printing.
Miscellaneous ⁸ - Order checks	\$100.00	\$6.00	\$94.00	
TOTAL EXPENSES	\$8,875.00	\$8,288.74	\$2,836.26	
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 Hendrick July 1, 2017 - webmaster				
⁴ Includes annual corporate minutes				
⁶ Chair advises no budget line needed				
⁷ Includes printing/mailling 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]				