

Women's Club at UCF, Inc.

Minutes Friday, November 8, 2019

Executive Board Meeting

**10:00 a.m. Downtown Campus: Communication and Media Building
500 W. Livingston Street, Orlando, Florida**

Present: Kathy Littlefield, Linda Hennig, Zalpha Hashem, Sue Chapman, Roberta Shoopman, Karen Gisell, Judy Simonet, Kathleen Hagerty, Gail Dressel, Mindy Moore

Absent: Karen Manglardi, Dell Shagett, Teresa Riedel, and Maggie LeClair, were unable to attend.

Call to Order: The meeting was called to order at 10:05 a.m. by President Kathy Littlefield.

Vice President's Report: Linda Hennig reported there are currently 156 paid members for 2019. Concerted efforts were made to reach out to members who had not renewed prior to moving them to inactive status.

As a result of a targeted recruitment "information table", we have at least one new member and two prospective members. Board members were asked to submit locations for future sessions.

The New Member orientation will be held Saturday January 18 10-12 noon. The recommendation was made to schedule the 2020 new member orientation for the Fall. There was a consensus among board members present for this change.

Secretary's Report: The minutes of the 10/11/19 Board Meeting were distributed via email for review prior to the meeting. A motion to accept the minutes, with minor editorial corrections, was made and seconded; the motion passed.

Treasurer's Report: See attached report from Sue Chapman

Scholarships

Somerville Endowed Graduate Scholarship balance	\$194,420.04
Somerville Graduate Scholarship Spendable	\$10,934.84
Recently deposited \$1000	\$11,934.84
Recommend award 3 scholarships at \$3000 each for 2020-21	

Undergraduate Endowed	\$191,630.12
Undergraduate Spendable	\$10,958.53
Recommend award 3 scholarships at \$3000 each for 2020-21	

Interest Groups: Judy Simonet reported there were not enough members to create a new book club interest group; however, the new members who indicated interested were incorporated into existing groups. She will reach out to interest group chairs to maintain a waiting list if events are at capacity. A new "Armchair Travelers" group has been formed which will meet the 3rd Tuesday of the month and be led by Lisa Gantz.

Sunshine: Gail Dressel reported that appropriate cards have been sent to members and/or family members experiencing illness or unfortunate circumstances.

Newsletter: Acting newsletter editor, Zalpha Hashem, reported that the newsletter is almost complete but needs to be reduced in size. There was good response from Interest Group chairs for submitting information and pictures.

Programs:

Friendship Social Wrap-Up: The social was very enjoyable but only 25 registrations. A general discussion was held regarding locations and ideas for future socials.

The Holiday Tea at the Burnett House on campus: Wednesday, December 4, from 10:00 – noon; 4000 Central Florida Blvd, Orlando, FL. 32816. Invitations will be sent out from the UCF President's office.

Cookie Exchange to be held Tuesday, December 10, 6:00-8:00 p.m. Address: 3832 Sanibel Cove, Oviedo, FL. 32765 (Jen Rupert's home)

New Member Orientation on Saturday, January 18, from 10:00 – noon. Address 3417 Deer Oak Circle, Oviedo, FL. 32766 (Roberta Shoopman's home. Linda Hennig will coordinate program, invites, and food).

Spring Luncheon at Tusawilla Country Club on April 27, 2020, Bev Seay, Keynote Speaker

Website: Zalpha Hashem reported the website Member Directory has been updated for active and inactive members.

Old Business:

Digitizing officer roles and responsibilities: Elected officers have submitted a draft document and a general discussion was held regarding the process for finalizing the documents. All board members are asked to prepare a succinct statement of their role and responsibilities and to elicit feedback on their document by another board member. Documents are to be submitted to Zalpha Hashem prior to the January board meeting. A work session will be held at that meeting to edit and finalize. **A notebook of supplemental materials should be prepared by each board member to pass on to newly elected or appointed members.**

New Business: none

PLEASE NOTE: THE NEXT BOARD MEETING WILL BE HELD January 10, 2020 at UCF Health.The meeting was adjourned at 11:35 a.m.

Respectfully submitted,

Linda Hennig for Karen Manglardi, Secretary

Approved: __KL_____

Women's Club at UCF, Inc.

Executive Board & Executive Committee Meeting 10-11-2019

Treasurer's Report - Updated by Sue Chapman

FINANCIAL ACCOUNT BALANCES (AS OF 10-12-19)	
CFE Business Share Savings	\$5,051.45
CFE Business Non-Profit Checking	\$19,303.74
PayPal Balance	\$575.10
Total	\$24,930.29

DUES – MEMBERSHIP (FINAL AS OF 11-3-19)	
2019 – 2020 Memberships Paid to Date – 85% 3 Inactive 23 New Members 133 Renewals 25 No Response (As a result of 3 contact emails: Kathy Littlefield, Zalpha Hashem, and Linda Hennig as VP Membership sending individual emails or calling the No Response list.)	Total Members = 184

2019 FALL LUNCHEON RECAP	
Attendance / Registration Stats - Total 86	
Attended Comp (Recipients 2, Speakers 2, Katie Seymour)	5
Attended - Paid	75
No Show - Did not pay	2
No Show - Paid	4
Grand Count – (Note: Includes 10 guests – 4 joined)	86
Cost Analysis Stats	
Tusawilla CC Total Quote for 84 people	\$2,055.00
Gratuity	\$300.00
Décor Expenses (Nametags, Centerpieces, Collection Jars, etc.)	\$241.22
Speaker Gift	\$150.00
Total Cost	\$2,746.22
Income from Paid Registrations	\$2,224.72
CLUB COST	\$521.50
Donations for UCF Foundations from Collection Mason Jars on Tables	
Proposed: Consider rounding this to \$1000 with club funds Approved by Board that \$1000 will go to Somerville Graduate Scholarship. Sue to contact Maggie for directive.	\$636

2019 FALL FRIENDSHIP SOCIAL (FINAL AS OF 11-3-19)			
Details:	Tim's Wine Bar, Monday Oct 21 from 6-8 Networking, Beverages, Appetizers Includes: Wine Tasting Flight + 1 drink (wine, beer, non-alcoholic bev.)		
Paid Registrations	14 (as of 10-12-19). Goal is 40.		
Next Steps Proposed	Proposed: Additional reminder emails to boost interest to our goal of 40. Approved: Kathy will send reminder emails to membership early next week.		
FINAL STATS as of 11-3-19:	2019 Fall Friendship Count	24 paid	23 attendees
	Total Collected from Members	\$ 359.88	
	Tim's Wine Charge	\$ 415.00	\$345 charge plus \$70 tip
	Cost to Club	\$ 55.12	