

Women's Club at UCF, Inc.
May 8, 2020
Executive Board/Executive Committee Meeting
9:00am Zoom Room

Present: Kathy Littlefield, Linda Hennig, Sue Chapman, Roberta Shoopman, Karen Gisel, Karen Manglardi, Mindy Moore, Zalpha Hashem, Donna Albert, Kathleen Hagerty

Absent: Dell Shadgett, Teresa Riedel, Maggie LeClair, and Gail Dressel were unable to attend.

Call to Order: The meeting was called to order at 9:11a.m. by President Kathy Littlefield.

Vice President's Report: Linda Hennig reported that a welcome letter and invitation to join WCUCF was sent to Melinda Cartwright, the wife of incoming UCF President Cartwright. The liaison for Ms. Cartwright is Lindsey La Chiana.

Secretary's Report: The minutes of the April 10, 2020 Board Meeting were distributed via email for review prior to the meeting. A motion to accept the minutes was made and seconded; the motion passed.

Treasurer's Report: sent from Sue Chapman in an email:

Current Financial Balances	5/06/2020
Checking	\$19,325.08
Savings	\$5,055.44
PayPal	\$74.95
Total	\$24,455.47

Sue emailed the proposed budget for 2021 for the board review. Due to COVID crisis there was a motion to table discussion of the proposed budget. It was seconded and the motion passed to discuss the budget for the June board meeting. Discussion followed about the future of large group events such as the Fall and Spring Luncheon, possible reduction in membership fees, and our aging demographic of the club. In the June meeting, we will discuss membership renewal.

Scholarships: No report from Maggie LeClair

Interest Groups: Donna Albert reported all Interest Group Leaders agreed to continue in their leadership role. Due to lack of meetings of Interest Groups, discussion about using ZOOM virtual meetings instead. Sue Chapman offered to provide a tutorial to using ZOOM for group leaders. In addition, ideas were shared as to how to keep the members engaged with their groups and training for COVID recommendations.

Special Project: Kathleen Hagerty from UCF Foundation reported on the Emergency Fund Drive. Twenty-one members of WCUCF contributed \$3,275.00. The club is matching \$1,000.00 to that amount to the Student Emergency Fund. Kathleen will report impact stories as to how the fund helped.

Sunshine: No report

Newsletter: The newsletter is being compiled and the hope is to have it published by the end of May. The new members names will be included. Linda Hennig offered to reach out to the new members and welcome them for the purpose of keeping in touch while interest groups are not meeting.

Special Events: Roberta and Mindy reported that everything is on “on hold” for the Fall Luncheon tentatively set for September 21 ,2020. This is due to the protocol being established for events, new safety measures going to be put in place, and decisions we make protecting the welfare of our members. The Spring Luncheon is scheduled for April 26 ,2021 and that seems uncertain as well.

Website: No report

Old Business: Discussion on hold regarding Fall Luncheon Speaker.

New Business: Kathy Littlefield asked that the Board do a “wellness check” for the members. A phone list will be provided and a script to call members and let them know we are thinking of them. The newsletter will also provide resources and help lines.

Kathy will send out the email blast about dues renewal after the June Board meeting.

PLEASE NOTE: THE NEXT BOARD MEETING WILL BE HELD ON JUNE 12, 2020 at 9:00 a.m.

The meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Karen Manglardi, Secretary

Approved: _____

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	

DIGITIZING OFFICER ROLES AND RESPONSIBILITIES	
Details Issues:	At June Board Meeting, officers agreed that we should move to digitize manuals/job descriptions with checklists for incoming/new Board members. Is there progress on this goal? Should there be an "Officer Retreat Day" to work on this? Is there a motion?
Discussion:	It was discussed that all officers created digital copies of roles and responsibilities for the officer they were taking over for during Kathy Weise's presidential term.
Next Steps Proposed and Completed:	<p>The original request was to digitize this information and post it to the website.</p> <ul style="list-style-type: none"> As of today, we now have digital files for the following roles: President (from Teresa), Treasurer (from Sue), and VP Membership and Secretary (from Linda). We still need roles documented for Interest Group Chair, Parliamentarian and Website Manager. Kathy Weise stated that she asked officers to document the roles and responsibilities but did not require they send those copies to her.
Open Issues:	<ul style="list-style-type: none"> Where and how will this information be posted? If on the website, it should only be available to Admin users only. In addition to officer roles and responsibilities, what other types of information should be posted there? What information / content should be shared between outgoing and incoming officers that is not posted to the website? Zalpa will schedule a meeting with officers to review existing content and post to the website.