

**Women's Club at UCF, Inc.**  
**August 14, 2020**  
**Executive Board/Executive Committee Meeting**  
**Board Meeting Via Zoom**

**Present:** Kathy Littlefield, Zalpha Hashem, Sue Chapman, Roberta Shoopman, Karen Manglardi, Karen Gisel, Donna Albert, Teresa Riedel, Kathleen Hagerty, Linda Hennig, Maggie LeClair

**Absent:** Dell Shadgett, Gail Dressel, and Mindy Moore were unable to attend.

**Call to Order:** The meeting was called to order at 9:10 a.m. by President Kathy Littlefield.

**Vice President's Report:** Linda Hennig reported on the membership status. According to the Treasurer's report there are 178 active members. As of 8/12, 60 have renewed for 2020-21. An email has been sent to each member to thank them for renewing.

During August 2020, 19 former members did not renew for 2019-2020 and 3 Inactive Members were contacted to invite them back into the club. Thus far, 2 have responded. In addition, a personal invitation to join has been sent to 3 prospective members.

Following discussion with Treasurer Sue Chapman, A Recruitment and Retention Plan was developed.

1. Send a "Thank you" email to all members who renew (ongoing by L Hennig)
2. Contact all members who did not renew by last October for 2019-20 and invite them to re-join at the reduced 2020-2021 rate of \$20 (L. Hennig)
3. In September, reach out to those current members who have not yet renewed for 2020-21. (K. Littlefield)
4. During the pandemic restrictions, have board members reach out to the membership via telephone for social interaction.
5. In next newsletter, ask members to "each one invite one" and send name to L. Hennig for follow-up. (K. Littlefield)
6. Ask each Board Member to recruit one new member or send the name of a prospective new member to L. Hennig for follow-up. (Board and L. Hennig)
7. Set up a display table in a public outdoor venue in Oviedo/around UCF/Waterford Lakes area. (L. Hennig with permission of adjacent businesses)
8. Explore possibilities with UCF Career Services for networking notices for new graduates, eg. virtual display. (L. Hennig)
9. Encourage members to recruit friends who live out of the greater Orlando area to join and participate in virtual activities.

10. Ask Board Members to provide the name of businesses, clubs, sororities, etc. to L. Hennig for targeted recruitment.

The possibility of “virtual membership” was discussed. Interest Groups are virtual (for now), and there may be an interest in adding members from across the nation.

Targeted members would need to have a passion for UCF and support the goals and mission of the club. Kathy Littlefield suggested bringing in a plan to serve only virtual members. The wife of Interim Provost, Patty \_\_\_\_\_, will be invited to join WCUCF.

**Secretary’s Report:** The minutes of the June 12, 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:** The Treasurer's Report for August 2020 is as follows:

#### **Bank Accounts**

- Savings - \$5,056.29
- Checking - \$18,982.01

#### **2020-2021 Membership Dues**

- Total Amount Collected - \$2129.77
- Scholarship Fund Donations - \$909.77
- 58 renewals; 2 new members (thanks to Linda's recruitment efforts!)
- Represents 34% response of the 178 members on current roster

#### **Other**

- We have setup a Zoom account sponsored by the club for use by the Interest Group leaders @ \$14.95 per month. This will be a shared account.

**Scholarships:** Maggie reported the names of the recipients of the Graduate Studies scholarships for the 2020-2021 academic year. Three scholarships @\$3,000.00 each will be provided to Jane Holmstrom, Aviole Pierre, and Chiebuka Eyisl.

**Interest Groups:** Donna Albert announced the name of the newly formed genealogy interest group led by Beth Barnes. The new group is called “The Searchers”. This group along with Book Clubs, Tech Curious, Great Decisions, and Armchair Travelers are using ZOOM to continue to meet. Donna expressed that more Interest Groups need to start using ZOOM.

**UCF Foundation:** Kathleen Hagerty reported that Mike Morsberger, Vice President of Advancement at UCF and President Cartwright are working on prioritizing goals and

budget. The President Roll-out events will be virtual. You can become a member of the Charles Millican Legacy Society if you include UCF in your will. Kathleen can advise members on how to do this.

**Sunshine:** a GET WELL card was sent to Pam Wilson who is hospitalized.

**Newsletter:** Zalpha Hashem reported that our webmaster increased the file size so that our newsletters can be uploaded and sent in their entirety. She invites membership to send contribute stories and pictures to the newsletter. The deadline is the end of August for the November newsletter. Zalpha would like to see the possibility of a monthly “page” sent out to members in between the newsletter publication.

**Programs:** Roberta Shoopman states that a Fall Luncheon at Tuskawilla Country Club is “very, very difficult” at the present time. A motion was made to cancel the Fall 2020 Luncheon. The motion was seconded and passed. The Spring 2021 luncheon is booked for April 2021. As an alternative to the luncheon, discussion and brainstorming for a Fall Virtual Meeting. A committee of Zalpha Hashem, Linda Hennig, Donna Albert, Teresa Riedel, and Sue Chapman will meet to present a plan at the September board meeting.

**Website:** Zalpha now has access to write-ups and pictures on the webpage. The board continued the on-going discussion of updating the website and pictures.

**Old Business:** By the end of August, Board members are asked to Call WCUCF members for a “check-in”. Use the script provided by Kathy Littlefield and phone numbers in the directory. The revised WCUCF brochure was presented and mailed to each board member.

**New Business:** A motion was made to mail each member the newly revised WCUCF brochure. The motion was seconded and passed. Karen Manglardi will mail the brochures out by the end of August. Five board members formed a committee to plan an alternative to the Fall 2020 luncheon. They will present their ideas at the September Board meeting.

**PLEASE NOTE: THE NEXT BOARD MEETING WILL BE HELD VIA ZOOM ON September 11, 2020**

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Karen Manglardi, Secretary

Approved:\_\_\_\_\_