

**Women's Club at UCF, Inc.**  
**Executive Board/Executive Committee Meeting**  
**June 11, 2021**  
**9-11 a.m. – On-Line Via Zoom**

These are the minutes for the June 11, 2021 board meeting.

**Attendees:**

- **Present:** Donna Albert, Doreen Behmke, Sue Chapman, Cathy Davis, Gail Dressel, Karen Gisel, Zalpha Hashem (part of the meeting), Maggie LeClair, Kathy Littlefield, Karen Manglardi, Roberta Shoopman, Teresa Riedel, Dell Shadgett.
- **Unable to attend:** Kathleen Hagerty

**Call to Order:** The meeting was called to order at 9:05 a.m. by President Sue Chapman

**President's Report:** Sue opened the meeting and introduced the meeting agenda. She also shared a list of the action items from the previous board meeting.

Sue presented a summary of the “communications” that she sent out to the membership along with the key dates and events that she communicated in her messaging. These emails were as follows:

- May 24 – “Women's Club at UCF 2021 Spring Newsletter Now Available”
- June 1 – “What's Happening in June with the Women's Club at UCF” – Activity Calendar and Special Events
- June 3 - “Please Join the Women's Club at UCF Facebook Group” - WCUCF Facebook Page Rollout
- June 8 – “Remembering Kathleen Jones”

Since Zalpha needed to leave the meeting early, Sue asked that secretary's report be delivered first.

**Secretary's Report:** Zalpha Hashem presented for approval the final minutes from the May 2021 Board meeting, previously emailed to the group. Kathy Littlefield moved to approve them and the motion was seconded by Doreen Behmke; motion carried.

Zalpha explained her proposed plan to accumulate membership information to acknowledge our members' birthdays or club anniversaries. She indicated that the New Membership application form has been modified to include this information. She also indicated that she will pursue a plan to accumulate this same type of information from our members as they renew their membership with the Club.

Prior to leaving the meeting, Zalpha also presented a summary on the following:

**Newsletter:** The Spring 2021 Newsletter edition was completed and provided to the President for distribution to our members via email. The newsletter was also uploaded to the website.

**Website:** Zalpha indicated that the New Membership application form has been modified to include dates when members join the Women's Club as well as their birthdays. This data request is optional in the form. Updates to other information/pages on the website are in-process. Zalpha indicated that she needs to receive Interest Group events information from Donna Albert such that she can update the Calendar on the website with interest group activities.

**Vice President's Report:** Karen M. reiterated the numbers for this current year: 188 members, 161 renewed and 14 did not reply or renew. For this upcoming year, and as agreed to at the previous board meeting, dues will remain at \$35 annually. Zalpha indicated that Jonathan will be activating the membership renewal form and PayPal link on the website and Cathy Davis will test it out before our president sends out the email/information to members to renew for the upcoming year.

Sue Chapman shared information defined in our club's Constitutional bylaws as a follow up on discussion and action from the last board meeting on how we handle charging "late newcomers in the year" for renewal fees. Sue shared that the Bylaws clearly state that dues payment received from New Members who join on or after April 1 through July 1, in the current year, will have their payment apply to the new year.

**Treasurer's Report:** Cathy Davis summarized our current balances: \$5063 in Savings; \$17,079 Checking; and \$70 in PayPal. She also presented in detail the proposed Budget for the upcoming year previously emailed to Board members.

For the budget pertaining to the Hall of Fame, Kathy Littlefield informed the Board that the HOF Committee was not in complete agreement over combining the Celebration of the HOF gift "ceremony" with the Fall Luncheon. She shared some of the concerns from the committee. A lengthy discussion ensued regarding allocating the funds for the planned fall social (\$1,000) to a late afternoon or early evening event. The focus of this special in-person event will be to award the Inaugural HOF members their commemorative gift from the Women's Club. A potential venue for this event was the Live Oak Community Clubhouse. Karen Gisel and Roberta Shoopman will also investigate alternative venues/prices/etc.. An entry of \$1,000 for the HOF Celebration Social was agreed upon to be included in the budget in place of the Fall Social.

The 2021-2022 proposed budget with revisions was approved by the Board.

**Scholarship Report:** Maggie sent us the account balances prior to our meeting. She is very happy with our current financial status and hopes to hear updated information very soon about the Scholarship students.

**Interest Groups:** Interest Group Chair Donna emphasized the addition of a monthly calendar on our WC FaceBook page is very helpful for Interest Groups to check current information. Donna highlighted the ongoing summer activities by some of the interest groups that are scheduled. In addition to the Facebook page, these events were shared by Sue through her email communications to the members.

**Publicity Committee:** Karen Manglardi stressed how important it is for the Club to increase our name recognition and our image in the community. She announced Women's Club FaceBook private page went live on June 1 for the entire membership. We have 56 Club members who joined the Women's Club Facebook page. Karen Manglardi, Sue Chapman, and Teresa Riedel are all Administrators of this account.

Examples were given about how effective communication can be realized through the Facebook page. Also, there will be one more membership-wide invite to join the WC Facebook with a reminder during the Fall Luncheon. A Publicity Committee will be formed in the near future.

**Programs and Meetings:** Roberta Shoopman reiterated that the Fall Luncheon Meeting is set for date of Sept 20, 2021 at Tuscahill Country Club. This date will not have a “cancellation” option. Based on initial look at current country club pricing, the fee for the luncheon may need to be increased. The fee, along with other details for the “Celebrating Us” theme, will be worked out in the coming months.

**Hall of Fame Committee:** Kathy Littlefield detailed the following decisions reached by this committee: The chair will be selected yearly by the Committee members. A system of rotation will be used to add members to the HOF that staggers the incoming members and the outgoing members who finish their term. The Committee recommends that the individual Hall of Fame member’s cost to attend the Fall Social/Celebration for the HOF be covered.

The HOF Committee’s recommendation to the Board to present Carol Pickler with a gift certificate for all her work, talent, planning and meeting with the Committee; this was approved.

**Sunshine:** President Sue Chapman thanked Gail Dressler for her efforts to email and send cards to members recently. Gail also shared that our Club’s FB page has helped our WC members share information, photos, announcements, and current health concerns.

**Upcoming events:**

- **Fall Luncheon Meeting:** Sept. 20, 2021 at Tuscahill Country Club.

Karen M will host the July Board meeting at her home. Motion to Adjourn at 10:36 A.M.

**Submitted for approval**

By: Kathy Littlefield/Zalpha Hashem,

Approved by the Board On: 08/13/2021  
(Date: MM/DD/YEAR)