

**Women's Club at UCF, Inc.**  
**June 12, 2020**  
**Executive Board/Executive Committee Meeting**  
**9:00am Zoom Room**

**Present:** Kathy Littlefield, Linda Hennig, Sue Chapman, Karen Gisel, Karen Manglardi, Mindy Moore, Donna Albert, Kathleen Hagerty, and Teresa Riedel

**Absent:** Dell Shadgett, Roberta Shoopman. Maggie LeClair, Zalpha Hashem and Gail Dressel were unable to attend.

**Call to Order:** The meeting was called to order at 9:25am by President Kathy Littlefield.

**Vice President's Report:** Linda Hennig reported there are 176 active members with 4 renewals in the last month. The telephone tree "Wellness-Check" was enthusiastically received and the members were appreciative of the effort of the board. Linda felt this is an excellent tool for retention of members. Linda is also reaching out to the new members with a club update. The ZOOM meet and greet with Melinda Cartwright, the wife of UCF President Cartwright, was productive. Ms. Cartwright is familiar with women's clubs from other universities and receptive to WCUCF, but she is currently very busy. The liaison for Ms. Cartwright is Lindsey LaChiana.

**Secretary's Report:** The minutes of the May 8, 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. Kathy Littlefield read a letter received from the Governor's Office of Florida thanking our club for our work with vulnerable populations. For example, the scholarships for non-traditional students and the Knights Helping Knights Food Pantry.

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

Current Financial Balances	as of
	6/4/2020
Checking	\$ 18,194
Savings	\$ 5,056
PayPal	\$ 110
	\$ 23,360

Note the following modifications from the previous budget distributed on June 4 that were discussed and approved today:

- Fundraising Event (Row 20) - Reduced from \$1500 to \$300 based on the 2018 No Events expenses of \$253 for supplies, printing and postage
- Media Production, New Brochure (Row 21) - New addition of \$300 to revise and print the existing WC@UCF brochure to update interest group listing.

- Social Platform - Zoom (Row 22) - New addition of Zoom paid subscription for Oct-May (8 months) for Interest Group meetings. \$135 per month for 9 active hosts

Discussion to update the WCUCF pamphlet. Linda made a motion the club develop a new brochure using funds from the budget that can be used for promotion and printing. The motion passed. Kathy asked for volunteers to serve on the revision committee. Donna Albert, Karen Manglardi, and Kathy Littlefield will work on the pamphlet. Donna Albert made a motion to purchase a ZOOM subscription October-May for use by the Interest Group Leaders. Discussion took place regarding free vs. paid subscription and subsequently the motion passed. A motion to approve the budget for 2020-2021 passed.

**Scholarships:** no report from Maggie LeClair

**Interest Groups:** Donna Albert reported that Interest Group Leaders need to be creative in how to meet. For example, the hiking group is breaking down into smaller groups. They need to evaluate how to incorporate ZOOM or a phone tree. In October the groups will resume and will want to stay connected.

**Special Project:** Kathleen Hagerty from UCF Foundation submitted the article to our newsletter about our donation to the Student Emergency Fund.

**Sunshine:** no report

**Newsletter:** The newsletter received positive feedback from the members. They appreciated the effort to put out a newsletter when very little was happening in the club and with the IG.

**Special Events:** Mindy Moore reported that Tuskawilla Country Club is reopening June 19, 2020. Discussion with TCC regarding the pending Fall Luncheon and it was agreed to keep the lines of communication open. Mindy will continue to monitor the situation of the Spring Luncheon tentatively set for April 26,2021.

**Website:** no report

**Old Business:** The board agreed to repeat the Calling Tree after the August board meeting. This time we would ask the question “if we resumed meeting in IG, would they join in a group situation?”

Discussion of reduction of dues as a result of COVID-19 cancellation of activities. Currently dues are \$35/yr. A motion was presented for a one-time reduction of dues to \$20/yr. for 2020-2021. The motion passed. For members who have already paid the \$35 or wish to pay the full amount, the difference of \$15 will go into the scholarship fund. Zalpha will make note of this change on the website and Kathy will send an email blast to members.

**New Business:** Kathy Littlefield announced that the university should have a plan in place by July 1. This would include in addition to other criteria, who can come on campus (students and visitors). The board does not meet in July.

**PLEASE NOTE: THE NEXT BOARD MEETING WILL BE HELD ON AUGUST 14, 2020**

The meeting was adjourned at 11:00am

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**

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

<b>DUES – MEMBERSHIP (FINAL AS OF 11-3-19)</b>	
<b>2019 – 2020 Memberships Paid to Date – 85%</b> 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.)	<b>Total Members = 184</b>

<b>2019 FALL LUNCHEON RECAP</b>	
<b>Attendance / Registration Stats - Total 86</b>	
Attended Comp (Recipients 2, Speakers 2, Katie Seymour)	5
Attended - Paid	75
No Show - Did not pay	2
No Show - Paid	4
<b>Grand Count – (Note: Includes 10 guests – 4 joined)</b>	<b>86</b>
<b>Cost Analysis Stats</b>	
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
<b>Total Cost</b>	<b>\$2,746.22</b>
<b>Income from Paid Registrations</b>	<b>\$2,224.72</b>
<b>CLUB COST</b>	<b>\$521.50</b>
<b>Donations for UCF Foundations from Collection Mason Jars on Tables</b>	
<b>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.</b>	<b>\$636</b>

<b>2019 FALL FRIENDSHIP SOCIAL (FINAL AS OF 11-3-19)</b>													
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. <b>Approved: Kathy will send reminder emails to membership early next week.</b>												
FINAL STATS as of 11-3-19:	<table border="1"> <tbody> <tr> <td>2019 Fall Friendship Count</td> <td>24 paid</td> <td>23 attendees</td> </tr> <tr> <td>Total Collected from Members</td> <td>\$ 359.88</td> <td></td> </tr> <tr> <td>Tim's Wine Charge</td> <td>\$ 415.00</td> <td>\$345 charge plus \$70 tip</td> </tr> <tr> <td>Cost to Club</td> <td>\$ 55.12</td> <td></td> </tr> </tbody> </table>	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	
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<b>DIGITIZING OFFICER ROLES AND RESPONSIBILITIES</b>	
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"> <li>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).</li> <li>We still need roles documented for Interest Group Chair, Parliamentarian and Website Manager.</li> <li>Kathy Weise stated that she asked officers to document the roles and responsibilities but did not require they send those copies to her.</li> </ul>
Open Issues:	<ul style="list-style-type: none"> <li>Where and how will this information be posted? If on the website, it should only be available to Admin users only.</li> <li>In addition to officer roles and responsibilities, what other types of information should be posted there?</li> <li>What information / content should be shared between outgoing and incoming officers that is not posted to the website?</li> <li>Zalpha will schedule a meeting with officers to review existing content and post to the website.</li> </ul>