

**Women's Club at UCF, Inc.**  
**Executive Board/Executive Committee Meeting**  
**May 14, 2021**  
**9-11 a.m. – On-Line Via Zoom**

These are the minutes for the May 14, 2021 board meeting. This was the first board meeting with the newly elected executive board and executive committee for the year 2021-2022. Agenda for the meeting is attached at the back of this report.

**Attendees:**

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

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

**President's Report:** Sue Chapman introduced the meeting agenda and presented the set of charts that were used throughout the meeting. These charts were used to help with the discussion and topic of other board members. Sue summarized her plans for "getting back on track" and for more communications with members and encouraging broader participation.

Sue also shared some feedback and attendance highlights from the April 19, 2021 Spring Meeting Luncheon held via zoom. Participants appreciated and enjoyed the event. Recordings of the presentations during that event are available on the women's club private You Tube channel.

**Vice President's Report:** Karen Manglardi reported there are currently 185 members on the membership list. Ten new members joined in 2020-2021. A recommendation to go back to \$35/member for membership renewal/dues for the upcoming year was presented and agreed upon by the board. The board also agreed on renewal of membership period starting mid-June (No later than 1 July) through 30 Sept.

A motion was presented to consider exempting 3 new members from having to pay to renew, since these members joined very late in the club year and due to impacts of virus upon events and participation. The motion was carried and approved.

A discussion ensued on how membership renewal fees should be handled for new member joining the club late in the club year. The concern centered around whether these new members, who join the club late in the club year, should be charged for renewal fees shortly thereafter as part of the renewal period. This discussion included consideration on whether we "close membership sign up" late in the club year or possibly changing our membership guidelines to clearly define how we handle charging "late newcomers in the year" for renewal fees. This topic was put on hold and will be discussed and considered at another board meeting.

**Treasurer's Report:** Cathy Davis has assumed the treasurer position for the club for the upcoming two years (consistent with treasurer position requirements). She summarized financial status as of 5/14/2021:

- Checking account is \$17,422 as of 5/14/2021.
- Balance in Share Savings Account is \$5,058 as of 5/14/2021

Any outstanding invoices for the year need to be submitted as soon as possible. Any new/anticipated expenses for the coming year need to be submitted in support of upcoming planning for the budget for the 2021-2022 club year.

It was presented and agreed upon by the board that the recommended Membership Renewal/Fee for this upcoming year to go back to the \$35 per member and that we continue to use PayPal and checks for payments. A discussion ensued about the idea of possibly using PayPal invoicing to send renewal fee bills to members. This was not concurred upon, however, it was mentioned that a trial/further examination of this approach will be looked at by Sue Chapman and Cathy Davis.

**Secretary's Report:** Zalpha Hashem has assumed the role of secretary for the club for the upcoming year. The minutes from the April 9, 2021 board meeting were discussed for any needed changes or discussion. No changes were made. Kathy Littlefield motioned that the minutes be approved and the motion was seconded by Doreen Behmke, the new WCUCF Parliamentarian. Motion to approve minutes passed.

Zalpha Hashem also requested that the meeting minutes for the Spring Meeting Luncheon be provided to her such that it can be placed on the website. Sue Chapman will forward minutes of the April 19, 2021 meeting. A final copy of the approved minutes will be placed on the website.

**Scholarship Report:** Maggie LeClair provided the following scholarship report via email prior to the meeting.

**First Ladies Endowed Scholarship (Undergraduate)**

- Scholarship **Spendable** - \$11,611.65
- Scholarship **balance** - \$221,388.99
- Spendable earned from endowment - \$TBD (awaiting report)

The endowment account is holding steady and the report is expected soon on the spendable earned from the endowment.

There were 774 qualified applicants who submitted for the UCF First Ladies Endowed Scholarship. Student Financial Assistance Committee will have their work cut out for them in making selection decisions.

We will be awarding 3 scholarships at \$3K each. This will leave us "seed" money (\$2,611.65) for next scholarship cycle in 2022-2023

**Sheila B. Somerville Scholarship (Graduate)**

- Scholarship **Spendable** - \$11,490.81
- Scholarship **Endowed** - \$221,440.33
- Spendable earned from endowment - \$TBD (awaiting report)

The endowment account is holding steady and the report is expected soon on the spendable earned from the endowment.

Maggie has contacted Graduate Studies to see how they are progressing with the awardees. Graduate Studies normally share the applications information and hopefully we can assist them in deciding.

We will be awarding 3 scholarships at \$3K each and this will leave us “seed” money (\$2,490.81) for next scholarship cycle in 2022-2023

Maggie also reported that we have exceeded our yearly goals in the endowment accounts.

**Publicity Committee:** A publicity committee is being re-introduced to spread the word about the club and to encourage more membership. Karen Manglardi described the objectives to increase exposure of members to UCF campus highlights.

The publicity committee will also be initiating a club Facebook page. This will be a private by invitation only Facebook page that will be used to communicate with members and for member to member communication. It was discussed that this Facebook page will be at no cost to the club and can be closed at any time if necessary.

Sue introduced the idea of holding “pop-up events”. Discussion ensued about expectations of these type of events. These events must be consistent with the club goals of friendship. A club member may decide to organize and hold a pop-up event, and the organizer must attend said event. Also, it was discussed and agreed upon that the club will not fund pop up events; participants in those events would pay for their participation as needed.

**Interest Groups:** Donna Albert continues in her role as Interest Groups Chair. Donna reported that she has reached out to all Interest Group Leaders and confirmed whether they will return or not as leaders of their groups for the coming year. A chart summarizing the IGs and their plans was presented. Thirteen IGs were able to meet and hold virtual events during this past year. All IGs plan to restart in the coming year. It was also reported that several Interest Groups now have co-leaders.

**Programs and Meetings:** Roberta Shoopman reported that the Fall Luncheon Meeting is set for date of Sept 20, 2021 at Tusawilla Country Club. This date will not have a “cancellation” option. Deposit money (\$600) has been paid to reserve the date and a minimum food and beverage fee and room rental (\$1375) is expected as part of this contract.

Roberta had worked repeatedly with Tusawilla CC to rearrange dates for various events over the past year. There is a new person at the country club that will be our interface for upcoming events to be held there.

Roberta also identified that the Live Oaks Reserve Club House may be a venue place for holding possible WCUCF events such as fall social. The club house is available for rent by the hour by a resident of Live Oak subdivision in Oviedo, Fl.

**Hall of Fame Committee:** Kathy indicated that all feedback she received regarding the Hall of Fame induction ceremony during the April 19 meeting was positive and that family members were very appreciative of the ability to participate virtually.

Kathy Littlefield reported that the certificates were designed, printed and mailed to the inductees or their family member. The committee continues to meet to discuss the design of the commemorative plate/art design which is in process and the cost for these will be covered in the 2021-2022 budget. It was also discussed that we will invite/host the Hall of Fame inductees at the Fall Luncheon rather than holding a separate event/luncheon, as had been previously discussed. No motions or decisions were confirmed.

**Newsletter:** Zalpha Hashem reported that the newsletter, spring edition, is being coordinated and edited. The size of the file is too large and further editing is underway. The newsletter should be available to publish and be emailed out to the members no later than Mid May.

**Website:** Z. Hashem reported that during this past year no updates were made to the site to reflect IG activities or events. Updates need to be made to the website to include changes in board, to activate membership renewal sign-up, and to start coordinating with Donna Albert on planned Interest Group events and recurrence. This had been “put on hold” due to lack of in person activities during the past year.

**Sunshine:** Gail Dressel communicated that the annual eCard membership has been renewed and \$20 fee paid. eCards have been sent and will be sent to J. Kuhn. She also requested to be made aware of any other members who may require an appropriate card to be sent to them.

**UCF Foundation:** No report.

**Upcoming events:**

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

The meeting was adjourned at 11:00 a.m. Next meeting will be 6/14/2021 at 9 am.

**Submitted for approval**

By: Zalpha Hashem, WCatUCF Secretary

Approved by the Board On:         06/11/2021          
(Date: MM/DD/YEAR)

## **AGENDA**

Women's Club at UCF, Inc.  
Board Meeting via Zoom  
May 14, 2021

1. Check in on Zoom.
2. Call to Order and Welcome (Sue)

### **OFFICERS REPORTS**

1. President's Report (Sue)
  - a. Goals for 2021-2022
  - b. Getting back on track strategy and action plan
  - c. Review of April 19 Virtual Spring Luncheon
    - i. Attendance
    - ii. Meeting highlights on YouTube channel
2. Vice President's Report (Karen M)
  - a. 2020-2021 membership to date
  - b. Dues options for 2021-2022
  - c. Membership goals for 2021-2022
3. Treasurer's Report (Cathy)
  - a. Current bank and PayPal balances
  - b. Dues payment options for 2021-2022
  - c. Plans for 2021-2022 budget
4. Secretary's Report (Zalpha)
  - a. Motion to Approve Minutes from April 9, 2021
  - b. Correspondence

### **COMMITTEES**

1. Publicity (Karen M)
  - a. Goals for committee (Karen)
  - b. Facebook page – private, exclusive, similar to Town and Gown (Teresa)
  - c. Popup events (Sue)
2. Interest Groups (Donna)
  - a. Status of email responses to IG leaders
  - b. Interest Group leader retention and transition plans

- c. Go forward Interest Group plans for live, zoom or hybrid meetings
- 3. Meetings and Programs (Roberta and Karen G)
  - a. Plans for 2021 Fall Luncheon – current status, theme, program details
  - b. Plans for Fall Social
- 4. Hall of Fame (Kathy L)
  - a. Update on commemorative plate design and distribution
- 5. Newsletter (Zalpha)
  - a. Status of Spring 2021 newsletter
- 6. Website (Zalpha)
  - a. Updates completed
- 7. Sunshine (Gail)
  - a. Updates on correspondence
- 8. Scholarship Report (Maggie)
  - a. Undergraduate scholarship balances
  - b. Graduate scholarship balances
  - c. Plans for scholarship awards
- 9. UCF Foundation (Kathleen)
  - a. Foundation goals and role of WC@UCF

**REMINDERS / ACTION ITEMS**

**ANNOUNCEMENTS**

**MOTION TO ADJOURN**