

**Women's Club at UCF, Inc.**  
**Executive Board/Executive Committee Meeting**  
**August 13, 2021**  
**9 a.m.-11 a.m. – S. Chapman Home**

These are the minutes for the August 13, 2021 board meeting.

**Attendees:**

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

**Call to Order:** President Sue Chapman convened the meeting at 9:20 A.M.

**President's Report:** Sue discussed the various communications emails that she sent out to membership including membership dues payments reminder, and upcoming monthly calendar of events. Upcoming communications will be emails and information regarding the Fall Luncheon. The invitation for the Fall Luncheon is scheduled to go out to membership by August 23.

Sue sent out a "Save the Date" invitation email to members regarding the Fall Luncheon scheduled for 20 Sept. The invitation for the luncheon looked great and Sue requested any feedback on the invitation be provided to her such that she can finalize it and email it.

**Treasurer's Report:** Cathy Davis submitted the following approximate balances in our accounts as of the meeting date: Savings: \$ 5059; Checking: \$17,437; PayPal: \$733. She has received \$3,610 in membership dues renewal/new member fees. Approximately 57% renewals as of August 12.

Cathy shared a letter that she received from an out-of-state member who has chosen to renew and wants to remain a members and connected to the Club even though she cannot attend the events. Great note and reflection of the great ladies of our club.

Google Sheets are now being used for retaining membership information and sharing it with rest of executive board. Zalpha Hashem indicated that she does not use Google Sheets, but will coordinate with Cathy Davis separately.

**Vice President's Report:** Karen Manglardi announced that as of the meeting date 98 members have renewed and we have not heard back from 81 members. She also indicated that we have 10 new members for the 2021-2022 year. A couple of the new members are also excited and interested in recruiting/asking friends to join. Karen is sending out the .pdf version of the pamphlet that describes the club.

More members have joined our FaceBook page and several members are sharing their pictures and activities for members to enjoy. There are now 82 Facebook page participants. Karen M. also encouraged us to bring guests to the Fall Luncheon.

Dell Shadgett shared with the group that our communications approaches are working well. She was contacted by a former teacher (who taught at her school many years ago) via the club's

website “contact us” page which Zalpha Hashem had forwarded to her. Dell also recommended that we give “lapel pins” to New Members during orientation meeting.

**Secretary’s Report:** Zalpha thanked Kathy Littlefield for her help with the minutes for the June and July board meetings. Both the June and July board meeting minutes were presented for approval by the board. Motion was made by Kathy Littlefield and Doreen Behmke seconded the motion. Minutes were approved and will be posted on the website.

**Publicity committee:** Karen M. shared the feedback on the Facebook Page (summarized above under V.P report).

**Newsletter:** Zalpha indicated a target to publish newsletter shortly after the Fall Luncheon. She requested from Donna to seek newsletter inputs from the Interest Group Leaders and to be emailed to her. She requested any inputs to the newsletter be provided to her mid. Sept.

**Website:** Any inputs/changes to Interest Group descriptions received from Interest Group leaders have been incorporated into the write-up. Most leaders did not indicate any major changes. Any changes in Interest Group Chairs have also been updated. Zalpha indicated that all previous meeting minutes have been uploaded to the website. She also indicated that she will be updating the calendar events on the site starting in Sept. using the information received from Sue Chapman regarding Sept. activities.

**Interest Groups:** Donna indicated that she expects interest groups to have on display their boards/information for members to sign up during the Fall Luncheon. She communicated with the IG leaders to provide any changes for the website, which they had done, as well as she expressed that all IGs will be represented at the Luncheon. Donna communicated that Great Decisions IG has completed their semester/scheduled events for the year and will resume in Jan. She also communicated that the Hiking Interest Group Leader, Mila V., will be in Germany for a few months and Mila has asked Kathy Littlefield to lead the Hiking IG while she is away. Mila sent an email to her Hiking IG members.

**Hall of Fame Committee:** Kathy Littlefield presented a summary of the meetings held by the HOF Committee. She indicated that committee has decided to open nominations for the upcoming year of hall of fame candidates. Nominations will be requested from club membership and any nominations are to be submitted to Kathy L. in writing within the first month of the cycle for consideration by the committee. Kathy also indicated that the club already has several good candidates based upon the activities and nominations from the inaugural year. The HOF committee also decided to have a HOF Honoree from the current class to participate as advisor to the committee for the next year. Kathy Littlefield asked Dell Shadgett to serve as the advisor this upcoming year and Dell accepted.

Plans for the “Friendship Social/Hall of Fame Celebration” event were discussed. After looking at various options, and visiting venue locations with different members, Kathy L. recommended that the event be held at the Oviedo Women’s Club facility located in Oviedo on King St.. Both Kathy L. and Sue Chapman visited the facility and agree that it provides a good opportunity for use of facility for \$200 for the evening. A discussion ensued about the budget available for the

event (estimated total at \$1000) and the possible cost/funding for members and honorees. The facility in Oviedo does not require any specific catering and the WCUCF can plan, decorate, coordinate food and drinks (wine, no hard liquor), etc.... the facility as desired for the event. A motion to plan the “Friendship Social/Hall of Fame Celebration” for October (tentatively 25 Oct.) was made. Motion was seconded and approved.

**Programs and Meetings:** Roberta Shoopman summarized the status of the Fall Luncheon plans that she and Karen Giesel had worked on.

- The invitation looks good and is being finalized by Sue C., after she gets feedback from board members who agreed to do so, and will be emailed to all the members. Need to ensure that “dietary food” needs are spelled out on the invitation.
- Sue C. is coordinating Name Tags for the event.
- A discussion ensued about the number of “giveaway baskets” that Karen and Roberta are putting together. Any board member who has more items to donate to the baskets can coordinate with Roberta.
- Plans for the decoration for the tables are underway.
- “Jars for Scholarship Donations” will be put on the tables. Selling “chance to win” baskets will also be used. Both of these activities were very popular at the previous in-person luncheon and were a successful fund raiser part of the event.
- Payment of membership dues will be collected as needed at the door/event. Any new members who wish to join will also be able to pay/join at that time also.
- Cathy Davis, at the request of Sue C., contacted Tusawilla CC (TCC) and renegotiated the contract with them. She stated that our contract now requires a commitment for a minimum of 35 people. We need to provide TCC the number of attendees 2 weeks prior to the event. The event date is September 20.
- A discussion ensued about whether to use Zoom as a vehicle to share the fall luncheon with members unable to attend. After much discussion, it was agreed that the luncheon presentations (speaker panel and scholarship awards) would not be livestreamed via Zoom during the luncheon. These presentations may be recorded via Zoom before the event and uploaded to the Women’s Club private YouTube channel for later viewing by members as desired.
- Sue C. discussed the different speakers list and the status of who is confirmed to participate.
- Sue also led the discussion on the program agenda and the group agreed on the final agenda and plans for the upcoming event.

**Sunshine Report:** Gail Dressel had planned to attend the meeting but had to change plans at the last minute. Several members of our organization are not feeling well and notes/cards are being sent.

**Upcoming events:**

- **Fall Luncheon Meeting:** Sept. 20, 2021 at Tusawilla Country Club.
- **Friendship Social/Hall of Fame Recognition Event:** Tentatively planned for Oct. 25, 2021 at Oviedo Women’s Club Facility.

Sue Chapman summarized action items from the meeting. Motion to Adjourn was made and the meeting adjourned at 11:00.

**Submitted for approval**

By: Zalpha Hashem,

Approved by the Board On: \_\_\_\_\_  
(Date: MM/DD/YEAR)