

**Women's Club at UCF, Inc.**  
**Executive Board/Executive Committee Meeting**  
**November 12, 2021**  
**9 a.m.-11 a.m. In-person and On-Line via ZOOM Meeting**

These are the minutes for the November 12, 2021 board meeting. Meeting was held in-person at Sue Chapman's house and also on-line via ZOOM.

**Attendees:**

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

**Call to Order:** President Sue Chapman convened the meeting at 9:07 A.M.

**President's Report:** Sue indicated that communications have been sent for the upcoming events:

- 8 Dec. is the date for the annual UCF First Lady Coffee/Tea. Invitations via ecard were sent by UCF first lady team. Knights Pantry will be the charity that donations can be made to at this event. This year's event is a Coffee event and will again be a joint event with the ladies of Town & Gown organization.
- Email was sent to membership regarding the Holiday Cookie Exchange scheduled for 16 Dec. Event responses to Ranetta Guinn and Jen Rupert who will again host the event at her home.
- The Board Holiday Card, to be sent out via email, was being pulled together by Sue. She plans to add music to the background and email the link to the card that will be on our YouTube channel.

Sue indicated that several ladies from the club volunteered at the events with the UCF Arboretum and the Mangrove clean up. Both events provided fun and friendship while supporting good causes. She also summarized the various email communications that she sent to the members with information about upcoming events.

A discussion ensued about where to hold future Board Meetings. The UCF Health Center will be available to us for future meetings, however, there are some restrictions due to COVID. We will be required to take temperature upon entering the facility and to wear a mask all the time while within. Holding meetings at board member homes, in a rotating fashion, was also discussed. Each board member attendee was asked for their opinion on whether to return to the UCF Health Center or not. After discussions, it was agreed that for the time being, the board meetings will continue to be held via Zoom/in-person at board member home.

**Vice President's Report:** Karen Manglardi discussed the number of members who have renewed and the outstanding number of members from whom we have not heard. She indicated that we have 20 new members for the 2021-2022 year, so far. As is our practice, we will mark members who have not renewed as "inactive" in our database.

**Treasurer's Report:** Cathy Davis submitted the following balances in our accounts as of the meeting date: Savings: \$ 5059; Checking: \$19,552; PayPal: \$941.

As of this meeting date \$5,771 has been collected in 2021-2022 membership dues renewal/new member fees have been received (165 members have paid dues).

Cathy summarized the financial data for the Friendship Social/Hall of Fame Celebration: 55 People attended and \$688 were collected. The total cost of the event, including fee for hall rental, was \$1,005. \$316 were funded by the club in support of this event.

**Secretary's Report:** Zalpha Hashem indicated that meeting minutes for the last board meeting, Oct 2021, will be emailed to board members for their review and approval by email.

**Scholarship:** No report at this meeting.

**Programs and Meetings:** Roberta Shoopman and Karen Gisel held discussion about needing to start preparation for Spring Luncheon. They are looking to see if other venues/locations are available to hold the Spring Luncheon, in addition to Tusawilla Country Club. Part of the discussion centered on the possible cost for the event especially with the rise in inflation and cost of food.

**Interest Groups:** No report at this meeting.

**Publicity committee:** Karen Manglardi summarized that members are using the Facebook page and are posting pictures.

**Newsletter:** Zalpha indicated that the Fall newsletter was completed and sent to Sue to distribute to membership. She also stated that a special edition newsletter of the Friendship Social/Hall of Fame Celebration is being created to be sent out to membership.

**Website:** Zalpha stated that updates to membership list status are in-process. Non renewed members are being made "inactive" in the database.

**Hall of Fame Committee:** Kathy Littlefield presented the following summary and observations regarding the Friendship Social/Hall of Fame Celebration that was held. The event was very successful and people all enjoyed it. She expressed appreciation for all the help and support to coordinate and hold the event. She also expressed how members were willing to pitch in and help during and after the event. She thanked Roberta Shoopman for all her coordination and magic to pull things together. Sue said that the event "was fabulous" and "everything was perfectly executed". Kathy also reminded the board that Carol Pickler had freely provided her time/effort on the "awards".

Kathy indicated that Hall of Fame committee had met to discuss what are/will be standard operating procedures for hall of fame nominations for the next class of possible nominees/inductees. She also indicated that Dell Shadgett, a HOF Honoree and part of the Inaugural HOF class, has agreed to serve on the HOF Committee. Sept 1-30 was open window for receiving nominations from members of the Women's Club at UCF. Email had been sent to the membership seeking their written inputs/submittals to Kathy Littlefield.

**Foundation Interface:** Kathleen Hagerty stated that the Foundation is focused on year-end tasks and activities to get positioned for 2022. A discussion was held regarding “UCF Giving Tuesday” and Kathleen said that she would provide the details via email when it is available.

**Sunshine Report:** Gail Dressel indicated that she had sent out ecards to two of our members who are not feeling well and had been in hospital. She also reached out to Dr. John Bolte, who remains involved with our club on behalf of his wife Marianne Bolte.

**Upcoming events:**

- 8 Dec. -- UCF First Lady Coffee/Tea.
- 16 Dec. – Holiday Cookie Exchange

There will be no board meeting during December. Next Meeting will be in Jan 2022. Sue Chapman motioned to adjourn meeting and the meeting adjourned at 10:22 a.m.

**Submitted for approval**

By: Zalpha Hashem, Secretary of the Women’s Club at UCF

Approved by the Board On: 01/14/2022  
(Date: MM/DD/YEAR)