

Women's Club at UCF, Inc.
Executive Board/Executive Committee Meeting
October 8, 2021
9 a.m.-11 a.m. In-person and On-Line via ZOOM Meeting

These are the minutes for the September 10, 2021 board meeting.

Attendees:

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

Call to Order: President Sue Chapman convened the meeting at 9:05 A.M.

President's Report: Sue shared the agenda topics with the group and then proceeded to state the upcoming events that have been scheduled:

- 8 Dec. is the date for the annual UCF First Lady Coffee/Tea. This year's event is a Coffee event and will again be a joint event with the ladies of Town & Gown organization.
- 16 Dec. will be the date for the annual Holiday Cookie Exchange. Both Ranetta Guinn and Jen Rupert have graciously agreed to coordinate and host the event, respectively.

During this period, Sue has sent out emails to the general membership reminding them of membership dues deadline, Hall of Fame nomination deadline reminder, and an email thanking the members for their participation in the Fall Luncheon and for their generosity to the scholarship efforts during the event. Additionally Sue sent out emails to membership regarding Arboretum tour reminder, October activity calendar, and Fall Social and Hall of Fame Celebration Save the Date. Sue indicated that she plans to send out several emails regarding upcoming events including "Invitation to the Social/HOF Celebration" scheduled for 25 Oct, reminders about the Knights Volunteer Day at the Arboretum, as well as the calendar list of events for November.

Vice President's Report: Karen Manglardi announced that as of the meeting date we have 129 renewed memberships, and 12 new members. Karen indicated that we had 48 renewal members who had not as yet responded. Discussion was held about reaching out to those 48 members personally via one-on-one phone calls or emails. Various board member attendees volunteered to reach out to different specific individuals to check on their status and to get a response on their plans to rejoin or not. Feedback by 10/15 was encouraged.

Zalpha inquired about the planned date for hosting the New Member Orientation. Karen M. questioned whether it is necessary to hold this event. Several board member attendees weighed in, including Sue Chapman and previous Vice Presidents Linda Hennig and Karen Gisel, who all expressed the importance of holding the event to reach out and connect with the new members and to welcome them to the club. After the discussion, it was agreed that the target date for holding the New Member Orientation will be mid-January.

Treasurer's Report: Cathy Davis submitted the following balances in our accounts as of the meeting date: Savings: \$ 5059; Checking: \$19,923; PayPal: \$139.

As of this meeting date \$5,073 in membership dues renewal/new member fees have been received (145 members).

Cathy indicated that we had 70 attendees for the Fall Luncheon. Cathy also submitted a financial summary chart showing the anticipated net club cost to be \$1,105.68. This takes into account the number of attendees/speakers whose fee was paid by the club and the delta dollars per club member (\$/club member) that the club covered above the amount that each attending member was asked/required to pay for the luncheon. This compensation of speakers and some delta dollars per member being covered is consistent with previous club luncheons and board approved practices. This year's amount was influenced by the additional cost of the luncheon that the club experienced.

Cathy also indicated that a total of \$2,125 was collected for the Women's Club Scholarship Programs with \$1,040 coming from "chance to win" ticket sales and \$1,085 from the donation jars.

Secretary's Report: Zalpha had emailed meeting minutes for the September Board Meeting and for the Fall Meeting/Luncheon that was held also in Sept. Both sets of minutes were submitted for approval. Roberta Shoopman motioned and Cathy Davis seconded the motion for the Sept Board Meeting minutes be approved. Similarly, Doreen Behmke motioned and Karen Gisel seconded the motion for the Fall Meeting/Luncheon minutes be approved. Both sets of minutes were approved and will be posted on the website.

Scholarship: No report at this meeting.

Programs and Meetings: Roberta Shoopman and Karen Gisel provided feedback on the Fall Luncheon. Overall, the event was successful and the members and guests were happy to be back meeting together in person. The feedback on the "food" offered at the luncheon had mixed reviews as members enjoyed the salad, setting, etc... but several members found the "chicken entrée" to be tough and dry. It was discussed that given the rise in cost and feedback on the meal, the dynamic duo will be searching to find possible other options for the spring luncheon.

Kathy Littlefield, Roberta, and Karen proceeded to discuss the preparations for the upcoming Social and Hall of Fame Celebration that is being coordinated. It was mentioned that on the day of the event, the venue facility will be open and preparation/set up can begin at 3:30. Roberta enumerated the list of variety of tasks that are being coordinated and will be tackled during the event. Roberta stressed that she wants everything that is being procured, provided, etc... for the event to be brought to her house one week ahead of the event date. Roberta plans to set up and organize all the items per each set-up station. She also indicated that our plan is to "not use the stuff/assets at the facility as much as possible". It was agreed by the group that there is no need to have a board member "stay at the entrance table and hand out name-tags". It was also agreed that there will not be a zoom feed for members who are not in attendance.

Interest Groups: No report at this meeting.

Publicity committee: Sue summarized on behalf of Karen M. shared that the Facebook Page now has 91 followers/participants. She acknowledged the pictures that Doreen had posted of the various food/dining outings that her Magical Dining outings with her International Gourmet Interest Group was holding.

Newsletter: Zalpha indicated that the newsletter is being finalized and will have the main newsletter as well as an addendum that will feature pictures from the Fall Luncheon. Both Newsletter and Addendum will be mailed to Sue to distribute/email to the membership.

Website: Updates to IG events are being posted when received. Zalpha also indicated that updates to the Membership List will be occurring and will now wait until the end of October to do so. All non-renewed members will be made inactive. Then the list of these inactive members need to be provided to Donna Albert to provide the various Interest Group Leaders such that they can remove those people from participation in the IG events. Also, the membership distribution email list needs to be updated.

Hall of Fame Committee: Kathy Littlefield presented a summary of the meetings held and actions being taken by the HOF Committee members. She has received feedback and attendance information from the various Hall of Fame Honorees (or family member) who will be recognized at the Social/HOF Celebration event on Oct 25. She has also received some hear warming notes and thanks from various HOF members or their family members.

Kathy expressed her thanks to all who have supported and are supporting the HOF process and upcoming event. She acknowledged how this is new grounds for the club and is now time to put the process in place for the continuation/future HOF nominations and selection process for the club. She also stated that based on the feedback that she has received, this HOF recognition means a lot to many of our veteran members, those being acknowledged and their family members.

Foundation Interface: No report at this time.

Sunshine Report: No report at this time.

Upcoming events:

- **Friendship Social/Hall of Fame Celebration Event:** Oct. 25, 2021 at Oviedo Woman's Club Facility.

Sue Chapman motioned to adjourn meeting and the meeting adjourned at 10:16 a.m.

Submitted for approval

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

Approved by the Board On: Nov/2021 (via email)
(Date: MM/DD/YEAR)

Attachment – Planned Meeting Agenda

AGENDA
Women’s Club at UCF, Inc.
Board Meeting
October 8, 2021

Call to Order and Welcome (Sue)

OFFICERS REPORTS

1. President’s Report (Sue)
 - a. Communications to general membership
2. Treasurer’s Report (Cathy)
 - a. Current bank and PayPal balances
 - b. Dues and membership renewals update
 - c. Financial wrap on Fall Luncheon – reservations, costs, chance to win sales, donations jars
3. Vice President’s Report (Karen M)
 - a. Update for 2020-2021 membership to date
 - b. Go forward plan for renewals
4. Secretary’s Report (Zalpha)
 - a. Motion to approve minutes from September board meetings

COMMITTEES

1. Publicity (Karen M)
 - a. WCUCF Facebook Group Page Updates
2. Newsletter and Website (Zalpha)
 - a. Final plans for Fall 2021 newsletter
 - b. List of planned or anticipated articles
 - c. Website updates and changes
3. Programs (Roberta, Karen)
 - a. Wrap up on Fall Luncheon
4. Interest Groups (Donna)
 - a. Update on Interest Groups and current activities
5. Hall of Fame (Kathy L and Roberta)
 - a. Update on plans for Fall Friendship Social and Hall of Fame Celebration
6. Reminders / Action Items / Adjournment