

Women's Club at UCF, Inc.
Executive Board/Executive Committee Meeting
September 10, 2021
9 a.m.-11 a.m. 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, Kathy Hagerty, Zalpha Hashem, Maggie LeClair, Kathy Littlefield, Karen Manglardi, Teresa Riedel, Roberta Shoopman.
- Members unable to attend: Karen Gisel, Dell Shadgett

Call to Order: President Sue Chapman convened the meeting at 9:04 A.M.

President's Report: Sue sent out email inviting members to the Fall Luncheon Meeting scheduled for 20 Sept. She will also send out a reminder email prior to the deadline to respond which is 6 Sept.

An email message was sent to members communicating about submitting names for possible nominations to the Hall of Fame for the coming 2022 year. This email was sent and asked that names be provided in writing to Kathy Littlefield, lead of the Hall of Fame Committee. As of this meeting date, Kathy had received six names for nominations.

Deadline for payment of dues to renew membership is coming up at the end of the month. Sue indicated that she will be reaching out to individuals who have not yet renewed to remind them to renew. Zalpha Hashem requested that this communication be done prior to the deadline to encourage closure with members.

Sue held a discussion on the "Millican Bracelet Transfer" that Dell Shadgett owns and has offered/chose to transfer/donate to the club. Dell made that generous offer during the last board meeting. During this meeting's discussion, it was suggested and agreed that the "transfer of bracelet" will be an event at the Fall Luncheon Meeting. It was also discussed and agreed upon that this special momento/bracelet, along with the president's gavel, will be part of the club assets and will be transferred during the Spring Luncheon Meeting to the next president to use. This addition and transfer will be documented in the Club's policies/by-laws and/or President's detailed roles description and write-up that we have. A copy of the detailed president's roles write-up will be provided to Sue to modify/include this in it.

Treasurer's Report: Cathy Davis submitted the following balances in our accounts as of the meeting date: Savings: \$ 5059; Checking: \$18,408; PayPal: \$733.

As of this meeting date \$4,309 in membership dues renewal/new member fees have been received. It is planned that members who attend the fall luncheon, but who have not yet renewed their membership for the coming year, will be able to pay/renew their membership at the luncheon. This is consistent with previous events and expectations where members may pay via cash or check during the event. The use of a "Square" to collect the dues via credit card or debit

card was discussed as a possibility as well using the Square for attendees at the luncheon to pay for the chance to win tickets and any scholarship donations that they may wish to make. The fee to use the Square is a 2% adder that the club will need to cover. Use of the Square was discussed with some board meeting attendees expressing that it would be prudent to not use the Square and pay the fee adder especially since the money that is being collected is planned to go toward scholarship funds.

Cathy indicated that to date she had received payment for 61 members to attend the Fall Luncheon. Cost for the luncheon for two attendees, the dean and the scholarship recipient who is attending, will be covered by the Club. Our reservation number with Tuscowilla C.C. was submitted for 66.

Vice President's Report: Karen Manglardi announced that as of the meeting date we have 124 paid memberships, 111 have renewed and 12 new members. She also stated that using Google Sheets has made it easier to update and exchange information with Cathy Davis on this topic.

Secretary's Report: Zalpha discussed minor updates to be made to the August board meeting minutes to fix Google Reports to Google Sheets and amend which events will be recorded via Zoom for the Fall Luncheon. After this discussion she recommended these minutes be submitted for approval by the board. Motion was made by Sue Chapman and Roberta Shoopman seconded the motion. Minutes were approved and will be posted on the website.

Scholarship: A spreadsheet was provided by Maggie LeClair, via email to the board members ahead of the meeting. This spreadsheet provided detailed status of the funding status and candidate names chosen to receive the three Graduate Scholarship Awards. Excerpts from that report and the balance at this moment in time is provided herein:

<u>Account Name</u>	<u>Balance</u>
First Ladies Spendable	\$10,521.42
First Ladies Endowed	\$226,714.92

*Scholarships Awarded 2021-2022 Cycle: Three First Ladies Awards, at \$3000 each, were awarded to Katelyn Yarbrough, Katia Pacheco, and Kayla Bui

<u>Account Name</u>	<u>Balance</u>
Sheila Somerville Graduate Spendable	\$10,645.81
Sheila Somerville Graduate Endowed	\$226,504.94

*Scholarships Awarded 2021-2022 Cycle: Three Graduate Awards, at \$3000 each, were awarded to Smitha Shambhu, Nicole Suarez, and Chiebuka Eyisi

Maggie informed the board that we are set up for different scholarships (both undergraduate and graduate) to be awarded partly during 2021 and partly are during 2022. She recommended that the Women's Club at UCF Board approve 3 (three) scholarships for undergraduate and 3 (three) scholarships at \$3000 each for undergraduate for this year. This is consistent with our current approved scholarships. Cathy Davis submitted the motion to accept this recommendation and Doreen Behmke seconded the motion. All board members voted Yeah and agreed. There were no dissents.

A discussion was held about the graduate student scholarship winners and whether they will be attending the Fall Luncheon. (The undergraduate winners are invited and usually attend the Spring Luncheon if possible.) The pictures and names of the three winner of the Sheila B. Sommerville Graduate Scholarship will be presented at the Luncheon. Their comments will be recorded via Zoom and be made available at our YouTube Channel. One of the awardees, Smitha Shambu, will be at the Luncheon.

Kathy Littlefield commented on the dynamics of maintaining and continuous caring/feeding of the scholarship awards and funds by the Club and by Maggie LeClair, the champion for the scholarships over many years. Kathy publicly thanked Maggie for all her dedication and continued work and commitment to the success of our scholarship program and its endowments/funds.

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

- We have provided to Tuscawilla C.C. the number of attendees commitment, two weeks prior to the event as required by our contract with them. The number we gave them is 66 attendees and we cannot exceed this number. Group discussed how this is a little different that we had previously been able to do where number of attendees could be increased almost up to the last minute. Discussion was also held on the number of guests who will be able to attend.
- There will be 15 baskets and 3 live Orchids (donated by Gail Dressel) that will be available for “chance to win”. As with previous year, jars for scholarship donation collections will also be placed on each table for members to donate/contribute as they so choose. The cost per ticket for the chance to win was discussed. Roberta and Karen will be using last year’s ticket cost as a guideline for setting this year’s cost.
- Seating at the tables will be set up for 6 people to a table (to create a little more distance than the usual 8 per table). Collection of pantry items from members will be collected and transported to UCF Knights Pantry. We had a good collection last year and are hoping for the same this year.
- Decorations for the table center, along with programs, will be put on the tables. The centerpiece will be given away to a lucky winner at each table.
- Sue C. is coordinating Name Tags for the event. Sue is also creating the programs to be placed at each table.
- A discussion ensued on use of cash, versus credit card payment via Square tool, versus check for payment for tickets and scholarship donations at the luncheon. Some board members expressed concern about using credit card and absorbing the fee associated with these devices. During the discussion it was recommended that we stay with cash and/or check.

The agenda of the meeting will include 1 of the scholarship winners who will “talk briefly” at the event. The other recipients have been recorded and will be on the YouTube channel (not played at the event itself). A brief summary on the Foundation interface and generosity of the group during the year will be presented by Kathleen Hagerty. A brief discussion ensued on how to recognize the guests who will be attending the Fall Luncheon Meeting. It was re-iterated that the

meeting will serve as a luncheon and as a business meeting. It was agreed that they will be asked to stand up as a group, not individually and not by name, and have them be recognized.

It was suggested that Kathy Littlefield be given an opportunity to stand and talk about the upcoming Hall of Fame/Social as part of the meeting. This was added to the agenda.

Interest Groups: Donna Albert showed a chart summarizing the IG groups and the planned displays. She indicated that she expects interest groups to have on display their boards/information for members to sign up during the Fall Luncheon. Some IG Leaders may not be there due to travel, but coordination has occurred to have their display available.

Publicity committee: Karen M. shared that the Facebook Page now has 86 followers/participants. She acknowledged the posts and pictures that are being put on the page on different member activities.

Newsletter: Zalpha will inquire with Margie Sloane to take pictures at the Fall Luncheon such that they can be included in the newsletter. Also a separate reminder email will be sent to the IG leaders to submit their inputs for the newsletter by Mid Sept.

Website: All provided changes in IG descriptions have been incorporated. Any changes in Interest Group Chairs have also been updated. Activities for each group have been uploaded for the month and repeat based on each IG's calendar of events. How you modify the IG Application Form has been changed and she is working to add the Genealogy group to the form. Zalpha indicated that she would like to get new, more current pictures, from interest groups to add to the website and replace old pictures.

Hall of Fame Committee: Kathy Littlefield presented a summary of the meetings held by the HOF Committee.

- The "Thank You giftcard" from the club was given to Carol Pickler, the designer and artist who created the HOF award to be given to honorees. Kathy L., Teresa R., and Zalpha H. met for breakfast with Carol and presented her with the gift. Carol was very surprised and appreciative.
- Oct 25 has been set as the date for the event, which will be a combination Friendship Social and HOF Celebration. After researching different places, it was decided that the event will be held at the Oviedo Woman's Club facility on King St. Oviedo. The charge for using the facility will be \$200.
- The HOF Committee will meet again after the Fall Luncheon with emphasis on preparing and coordinating plans for the Oct 25 event.
- Request email for nominations from membership for the next group of Hall of Fame candidates was sent out. Deadline for receiving nominations, in writing, is Sept 30. Candidates who were considered during the inaugural year nomination and selection process will also be included in the nominated group for the upcoming year.

Foundation Interface: Kathleen Hagerty indicated that the fall semester is well underway. Football tailgating is likely to be impacted by the new UCF rules for UCF sponsored events

where it is stated that “no food/drink will be permitted inside a facility on campus or a UCF sponsored event.

Sunshine Report: Gail Dressel communicated that she has sent “sunshine greeting” to 1 member who is not feeling well. She asked that members make her aware of who else she may need to reach out to and end notes/cards. Gail will also be donating 3 live Orchids to the Fall Luncheon meeting which no doubt will cheer some lucky winners.

Upcoming events:

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

Sue Chapman motioned to adjourn meeting and the meeting adjourned at 10:47 a.m..

Submitted for approval

By: Zalpha Hashem,

Approved by the Board On: 10/08/2021
(Date: MM/DD/YEAR)

Attachment – Planned Meeting Agenda

AGENDA

Women's Club at UCF, Inc. Board Meeting via Zoom
September 10, 2021

Call to Order and Welcome (Sue)

OFFICERS REPORTS

1. President's Report (Sue)
 - a. Communications to general membership
 - b. Recommended changes to Officer Roles and Responsibilities
2. Treasurer's Report (Cathy)
 - a. Current bank and PayPal balances
 - b. Dues and membership renewals update
 - c. Update on Fall Luncheon RSVPs
3. Vice President's Report (Karen M)
 - a. Update for 2020-2021 membership to date
4. Secretary's Report (Zalpha)
 - a. Motion to approve minutes from August board meetings

COMMITTEES

1. Publicity (Karen M)
 - a. WCUCF Facebook Group Page Updates
2. Newsletter (Zalpha)
 - a. Plans for next newsletter
 - b. Schedule for articles
3. Website (Zalpha)
 - a. Updates and changes
4. Programs (Roberta, Karen)
 - a. Update on Fall Luncheon Plans / Decor – Roberta
 - b. Update on Chance to Win Baskets - Karen
 - c. Draft luncheon program review / speaker panel - Sue
 - d. Scholarship awards – Maggie
 - e. Plan for Interest Groups at Fall Luncheon - Donna
5. Interest Groups (Donna)
 - a. Update on Interest Groups and current activities
6. Scholarships (Maggie)
 - a. Updates on Scholarship accounts
7. Hall of Fame (Kathy L)
 - a. Update on committee activities and decisions
 - b. Update on commemorative plate design and distribution
 - c. Update on plans for Social
8. Sunshine (Gail)
 - a. Updates on correspondence, ecards and messages
9. Foundations (Kathleen)
 - a. Updates
10. Reminders / Action Items / Adjournment