

Executive Board/Executive Committee Meeting
February 11, 2022
9 a.m.-11 a.m. In-person and On-Line via ZOOM Meeting

These are the minutes for the February 11, 2022 board meeting. Meeting was held in-person at Sue Chapman's house and on-line via ZOOM.

Attendees:

The following board members were in attendance (or not). Attendees and Titles provided/added by Sue Chapman.

- **Present:** Sue Chapman (President), Karen Manglardi (Vice President), Cathy Davis (Treasurer), Dell Shadgett (Historian), Donna Albert (Interest Group Chair), Doreen Behmke (Parliamentarian), Gail Dressler (Sunshine Chair), Karen Gisel (Programs & Meetings Chair), Kathy Littlefield (Past President and Hall of Fame Chair), Maggie LeClair (Scholarship Chair).
- **Members unable to attend:** Zalpha Hashem (Secretary), Kathleen Hagerty (Foundation Liaison), Roberta Shoopman (Programs & Meetings Chair).

Call to Order: President Sue Chapman called the meeting to order at 9:17 A.M. She shared a copy of the meeting agenda. Copy of the agenda, as provided before the meeting via email, is attached to this report.

President's Report: Sue Chapman reviewed the list of correspondence she sent to the general membership:

- Invitation to Women's Basketball game, hosted by UCF first lady Melinda Cartwright – UCF versus Tulane on 1/26
- New Member Orientation Brunch – To be held on 12 February
- January 2022 Activity Calendar
- Special Edition Newsletter for Fall Social and Hall of Fame Celebration

Vice President's Report: Karen reported that membership of the club is at 173 members including the 22 new members. Also, 105 members are now active on our Facebook page.

Karen is hosting the New Member Orientation meeting, in person at her home, on February 12, 2022 from 10:00 a.m. to 12:00. Sue indicated that she will create/have name tags for all attendees, including board members. Karen handed out and reviewed the agenda for this event. Key agenda items are: Introduction of Board Members, New Members Introducing Themselves, Overview of Interest Groups, Explanation of Scholarship Programs, Overview of Web Site, Introduction of Facebook Page and You Tube Channel, Introduction of Hall of Fame, and Explanation of Sunshine Position.

A discussion ensued on how to engage new members and get them to introduce themselves and to feel at ease. Some discussion was held on different agenda topics as well. Sue stated that our goal is to engage with new members by personally talking about our experiences in the club and what the club provides and how they can contribute and become a fully active member. Karen

presented the menu and the list of attendees. The group discussed and reconciled list of names of who is attending, and who is not attending.

A discussion was introduced by Karen regarding the timing of when to hold the New Member Orientation Meeting. This has been a topic of discussion before with September being considered for the event. It was discussed that the Fall Luncheon is usually held in Sept. and that is a busy time of year. A preference for holding this event in February was stated.

Treasurer's Report: Cathy reported the club's financial status as of 2/9/2022. The club has \$5065 in savings, \$17,375 in checking, and \$0 in PayPal. Total Membership Dues of \$6050 have been collected from 173 members.

Cathy indicated that we have made payments to Tusawilla Country Club for the upcoming Spring Luncheon Meeting to be held on April 11, 2022. We have made two payments for total of \$2,626; first payment was a deposit and then a payment of 50% of the estimated remaining balance.

Secretary's Report: Zalpha forwarded a copy of the updated January 2022 minutes to the board members via email prior to this meeting. Meeting minutes were revised and resubmitted for review and approval of final minutes via email response from the board members.

OLD BUSINESS

Spring Luncheon Committee: Karen Gisel reported on activities that she and Roberta Shoopman are doing for the upcoming Spring Luncheon Meeting. They held a meeting with the Tusawilla Country Club to discuss the meal and the use of the hall price increase, which went from \$350 to \$650. The manager at Tusawilla, who is new and different from the person with whom we were previously dealing, explained that they are now in line with the prices charged by other local venues. (Karen and Roberta had previously verified that prices at Tusawilla were much better than other places.) For the upcoming luncheon, the Tusawilla price includes everything but the rental of the projector screen and projector, which is an additional \$65. The meal being served is Chicken Piccata, and the cost of the dinners has increased from \$33/person to \$36/person and the service charge has increased from 21% to 23% since the Fall Luncheon.

Karen Gisel stated that they have started accumulating and buying items to populate the "baskets" that will be available at the luncheon for chance-to-win. Money raised from the chance to win baskets and table donations at each luncheon is used to add to the student scholarships fund of the club. Karen asked the Board what is the budget for table décor, which is different than budget for basket. Sue said that décor usually ran around \$300 but asked Cathy Davis to search historical budget data for luncheon décor expenses.

Discussion ensued as to what the price to be paid by each attending member should be. It was agreed that since the price per person was raised for the Fall Luncheon from \$28 to \$33, the club would not raise the price to the members for the Spring Luncheon and the price per person will stay at \$33.

Sue reported that the portion of the luncheon cost subsidized by the club has grown exponentially from \$400-\$500 to over \$2000 per luncheon event. Membership dues are the only source of revenue for operating the club. The current cost of the fall and spring luncheons will now cost the club over \$4000 of the \$6050 in dues collected for the 2021-2022 term.

A proposed theme for the Spring Luncheon is Hats Off to Women. Everyone would be asked to wear a hat of their choice from bows to big ole Derby hats. When put to an informal fun vote, this idea passed with only one dissenting vote. This theme and planned event date and location are now set for this upcoming luncheon meeting.

Sue reminded the board that Membership dues are the only source of revenue for operating the club. This increase in luncheon costs has radically reduced the amount of money the club can spend on other things like website maintenance and social events. In order to operate as we have in the past, it will be necessary to use part of the reserve funds in our checking and savings accounts. Sue also reminded the board that preparation of the annual budget will begin in about 6 weeks. All members should keep the above information in mind when submitting budget requests. Everyone agreed prices for everything are increasing so rapidly and that it is hard to forecast. Doreen suggested the club consider an increase in dues as well as an increase in the member's cost of the luncheon. It was mentioned that membership dues have been the same for a while. This discussion will be considered as part of the budget process.

Newsletter: Sue reported that Zalpha is working on the Winter Newsletter. The Hall of Fame and Fall Social Special Edition was emailed to members on 2/9. Sue indicated that the Hall Of Fame (HOF) newsletter was very well received and several members commented to that effect via emails which she forwarded to Zalpha.

Interest Groups: Donna Albert reported a new process is now in place to inform the Interest Group leaders when a new member wants to join their group by having the Treasurer verify the person is an active member and then forward the membership application to Donna who forwards it to the appropriate Interest Group leader. Donna also reported that she has had an overwhelmingly positive response to this new process, including written testimonials. The board agreed that this was an idea that worked out extremely well.

Donna also reported she has had limited number of attendance at the night time book club. The last meeting was attended by only 3 out of 9 members.

A question was asked "how does the interest group leader know when inactive members paid their dues and are reinstated since no application is involved". Cathy Davis said she would send Donna a list of re-activated members, then Donna would send out an email to all Interest Group leaders stating that these members are now active and if any of them were previously in your group to include them in your members list and on all correspondence.

Sunshine: Gail Dressel reported she sent written Sympathy cards to 2 members and Get Well email cards to 4 members this month. Karen Manglardi suggested the club send a Get Well card to the wife of UCF Head Football Coach, who has been suffering from an extended severe infection. Discussion ensued as to whether this was appropriate since this person is not an active

member of the club. It was decided it would be proper since she did attend our fall luncheon as a guest and to show the club's support for the University. Karen Manglardi will get the name and email address for Gail. Karen stated she will also send a written note on a WCUCF post card.

Scholarship Report: Maggie LeClair was only able to attend part of the meeting and had left at this point in the meeting. Sue indicated that Maggie had provided the scholarship report to her via email prior to the meeting. Not much has changed since the last meeting.

Miscellaneous - Lapel Pins: Karen Manglardi said that she will be giving a little swag bag to new members which includes a WCUCF post card and lapel pin. Karen Manglardi showed the board a new type of lapel pin and recommended some of these be purchased. Several of the board members suggested magnetic pins vice the push pin type. Karen said she will investigate the availability and price difference of magnetic pins.

NEW BUSINESS

Hall of Fame Committee: Kathy Littlefield reported that thanks to the diligent efforts put in by the HOF committee members, they are ready to nominate a slate of 4 exceptional women to be included in the HOF. These women were chosen based on their Support of Club's mission, the impact they have had on the club and members, being known for their friendship to others, their involvement in the club through activities and possible leadership positions, as well as their proven personal integrity. She reiterated that there is no magic number but rather the committee chose the people who stand above the list of nominees received.

Kathy Littlefield stated that the slate of nominees will be presented for a vote by the board members at the March board meeting. She also indicated that candidates who did not make the current selection this year, will be possible candidates for the next year. Kathy said that it will be a vote for the entire slate, it is not a vote for each individual. A question was asked about this approach of slate vs each individual, Kathy reiterated it is for the entire slate, or none. This will be voted upon/finalized before the approved names of honorees will be presented in an email blast and the new Hall of Fame members will be honored at the Spring Luncheon. Kathy then presented each name and a little excerpt of why each individual is being nominated and considered for the Women's Club at UCF Hall of Fame.

Board Nominating Committee: Kathy Littlefield, as past president chairs this committee that nominates members for the executive board of the club for the following year. Kathy expressed her sincere thanks to the other members of this committee, Dell Shadgett, Kathy Weise, and Ann Simpson. Then Kathy gave the floor to Sue Chapman. Sue announced that she would not be seeking to stay on as President for the coming year. Sue thanked the club for the honor of serving this past year and that she was glad of all that she had accomplished. Sue has instituted several new items for the club including the Facebook page, Monthly Events Calendar, You Tube channel, as well providing technical expertise for events. Kathy Littlefield, on behalf of the nominating committee, thanked Sue for all she has accomplished and for successfully

navigating the club activities, in-person and via Zoom, through the difficulties presented by the COVID pandemic.

Kathy Littlefield stated that each of the executive positions are year by year, except our Treasurer position. She stated that the candidate selection is a process where the committee considers the best person for each job at the current time and the bigger picture of where the club is headed in the future. She indicated that the process started in January and the committee met via zoom, held several meetings and discussions, and made phone calls to potential candidates. The slate of officers that will be up for vote at the April 11, 2022 Spring luncheon is not ready for reporting at this meeting because the committee has not confirmed all 4 officer slots. The slate will be ready in a few days to a week. It was suggested and agreed that the board members could convene a meeting via ZOOM in Mid-February, rather than wait for the March board meeting, to be presented with the candidates and to vote on acceptance of the potential slate of officers to be presented for membership vote during the Spring Luncheon Meeting in April.

Kathy Littlefield also presented another topic on the agenda where the nominating committee want to engage in how to get “new blood” on the executive positions and board of the club. Their recommendation is: “You don’t have to change the by-laws, although you could. But you really should recommend that a person hold one executive position.” That way new people can be moved on executive positions and executive committees, and not serve forever.

A discussion was held about how does the club increase the number of people in leadership positions and how does the club get more people interested in being active in leadership positions. During the discussion it was mentioned that some of the executive committees are a committee of one. The Hall of Fame and Nominating committees are the only ones that are truly committees with multiple members. The rest of the so called committees are not committees, they are jobs that we all do. Karen Gisel expressed that she has participated on the board via several different positions as has other members on the board. She expressed as an example that what she and Roberta do is a job as events coordinators and not an executive committee position.

Several suggestions were discussed on how to possibly engage more members and new members in wanting to serve on the various board committees. Sue suggested that informational emails can be sent to members explaining executive committee positions and seeking any interest in joining/serving. Karen Manglardi suggested that board members circulate and discuss the different committees with new members during the new member orientation meeting that will be held. Sue suggested asking new members, during those conversation, if they want to get involved.

Sue Chapman thanked Kathy Littlefield for sharing the status of the nominations, the recommendations, and the process that she and the nominating committee are conducting.

New Ideas: Sue asked if there are any other new ideas for discussion. Cathy Davis indicated that she is considering presenting in a different way the proposed new budget. As an example she wants to be able to show additional information that Roberta/Karen need. She indicated that she would like to discuss in more detail at the next meeting. Sue indicated that this can also be

done in April as the budget process begins in May and be finalized by the end of June (which will be the end of the current year and beginning of our new budget year).

Doreen Behmke asked a question to revisit part of the conversation regarding a board member serving on multiple positions including Interest Groups. Sue explained that this did not apply to Interest Group leadership, but only to positions being held on the board. Kathy Littlefield explained that we have Executive Board and Executive Committee and that a person who serves on both the executive board and on the executive committee is then viewed as holding multiple executive positions on the board.

Doreen asked Kathy Littlefield if she wants to make a motion for the board to consider. Kathy Littlefield indicated that anyone can make a motion for discussion, or to put it to a vote by the board, or decide to table it. A discussion ensued on who is currently considered to be serving on multiple “executive positions”. More discussion was held on who is on executive board and on committees. Further discussion on how to limit a person to being on only one position of the board, whether it is being on the executive board or on the committee positions.

Karen Gisel expressed concern about the job that Roberta and she have where it is now being called “Programs and Meetings Chair”. Karen indicated that they only coordinate the fall and spring luncheons and they do not coordinate the Socials. Sue also stated that we have an “Events committee” in our by-laws which currently does not have an assigned member. This position could be assigned to handle socials, pop-up events, and other club events.

Kathy Littlefield expressed that a “second is needed” for a motion. Sue inquired if a first motion was made. Doreen made a motion that “no one can serve on two positions on the executive board of the club”. Karen Manglardi seconded. Kathy Littlefield explained that we would have people “grand-fathered in” until the next new election and that person will continue in their current multiple jobs. Kathy Littlefield iterated “that this is not about the person, but about the office and encouraging new membership”. Kathy Littlefield also stated that she really wanted this in the official record.

Dell Shadgett stated that the new president will determine who will lead committee at that time. Agreement to this statement was made by Sue and others who said that this is in the by-laws. Sue asked whether to vote on the motion that was made. Karen Gisel stated that you can or you can decide to revisit it at the next board meeting next month. A question was asked if there was a quorum. Sue indicated that the board has 13 members and that the number needed for a quorum at the meeting is “50% plus one of the board”. Cathy Davis inquired what if you can’t find someone to fill those positions. Various members stated that this would mean that “we have failed” and that it is the board’s responsibility to ensure that this doesn’t happen. Sue indicated that there are eight members of the board in attendance and a vote can be held since the quorum is 50% of members plus one. Someone asked about various committees and what is stated in the by-laws. Further discussion ensued.

Sue re-iterated the motion being considered that “no one can serve on two positions on the executive board of the club”. A vote was taken. Motion passed unanimously by the eight members present at the board meeting.

More discussion was held on membership and participation. Sue then stated/named each of the committees as stated in the by-laws. There is no publicity committee listed. Sue stated that technically it is not a committee. Sue stated that she could definitely publicize what the committees are and that she can send an email to all membership to get more member participation. Donna Albert stated that she has had discussions with Sue about stepping down from her Interest Group Chair position. Karen Manglardi asked whether a motion is needed to add the Hall of Fame Committee to the list in the by-laws. Both Kathy Littlefield and Sue Chapman stated that a motion to make the Hall of Fame Committee a standing committee was made before by the board last year and that this current by-laws page that was being looked at was not updated yet to reflect that. It was asked who is in charge of updating the by-laws they were looking at? Sue stated that it is web site committee of one is responsible.

The meeting was adjourned by the President at 11:01AM.

Upcoming Events: 11 April 2022 -- Spring Luncheon Meeting

Submitted for approval

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

NOTE: Zalpa Hashem was not in attendance at this meeting. Minutes were generated by Zalpa from draft minutes created by Doreen Behmke (thanks Doreen), and by viewing the meeting recording posted to YouTube by Sue Chapman.

Approved by the Board On: 03/11/2022
(Date: MM/DD/YEAR)

AGENDA

Women's Club at UCF Board Meeting, February 11, 2022

WELCOME / CALL TO ORDER

1. Call to Order and Welcome - Sue

OFFICERS REPORTS

2. President's Report – Sue - Communications to general membership
 - a. 1/22 – *Invitation to Women's Basketball game – UCF versus Tulane on 1/26*
 - b. 1/29 – *New Member Orientation Brunch*
 - c. 1/30 – *January 2022 Activity Calendar*
 - d. 2/9 – *Special Edition Newsletter for Fall Social and Hall of Fame Celebration*
3. Vice President's Report - Karen M
 - a. Update for 2021-2022 membership to date

