

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

These are the minutes for the March 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).

- **Present:** Sue Chapman, Karen Manglardi, Cathy Davis, Zalpha Hashem, Donna Albert, Doreen Behmke, Karen Gisel, Kathy Littlefield, Kathleen Hagerty, Roberta Shoopman.
- **Present (on-line) and attended part of the meeting:** Dell Shadgett, Maggie LeClair.
- **Board Members unable to attend:** Gail Dressel.

Other members also in attendance: Linda Hennig, Lauren Ferguson.

**Call to Order:** President Sue Chapman called the meeting to order at 9:13 A.M. She shared a copy of the meeting agenda. A 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:

- Save the Date for Spring Luncheon and Meeting
- March 2022 Activity Calendar
- Newsletter (winter edition)

**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 provided a wrap-up summary of the New Member Orientation she hosted on February 12. Approximately half of the new members who have joined our club were in attendance. Overall, the session was very well received and new members in attendance introduced themselves to the group and shared some information about their background and interests. Karen also discussed some improvements that can be made to the program for next year to streamline some items and keep the overall time-table on track. She also shared that new members received a "goody bag" with Women's Club business cards and post cards. Hey also received at Women's Club at UCF lapel pins.

**Treasurer's Report:** Cathy reported the club's financial status as of 3/11/2022. Savings of \$5,065, Checking of \$17,223, and PayPal account at \$0. She also reminded the group that April 1, 2022 is the cut-off date for new membership payments for the current year and that the total dues collected of \$6,050 (for 173 members).

Cathy indicated that we have made \$2,626 payments to date to Tusawilla Country Club for the upcoming Spring Luncheon Meeting to be held on April 11, 2022. Our total anticipated payment estimate to Tusawilla CC is based on 75 attendees but final count is to be determined after invitations are sent out to members. Members will be invited to sign-up/pay for the luncheon event and the deadline for commitment is 28 March.

**Secretary's Report:** Zalpa had created and forwarded to the board members, via email prior to this meeting, a copy of the February 2022 board meeting minutes. Sue indicated that she had read the minutes and is ok with them. Zalpa requested that meeting minutes be approved by the board. Kathy Littlefield made a motion to approve, which was seconded by Karen Gisel. Meeting minutes were approved and will be uploaded to the web-site.

## **OLD BUSINESS**

**Spring Luncheon Committee:** Roberta Shoopman and Karen Gisel reported on activities preparing for the upcoming Spring Luncheon Meeting. A discussion was held about donations to the "win a chance" baskets. Karen indicated that they have stuff for the baskets and if anyone from the board still has any items for donations, to please make available to them. During the discussion it was re-emphasized that our objective is to accept donations for the event but they we cannot use the event to promote any member's business activities.

Roberta reported that all preparations and coordination with Tuscawilla CC are on track to be done. She also stated that the country club is ok with us buying/bringing in a large cake to celebrate the event and our hall of fame inductees that will also be honored at the event. Roberta stated that she has an email from the country club indicating this ok and that they will not charge us any additional fees for cutting cake.

**Spring Luncheon Agenda:** Sue Chapman had created a preliminary agenda for the upcoming luncheon meeting. She shared detailed information on the guest speaker who will be at the luncheon. The guest speaker represents PEDS Academy with the department of education in collaboration with Nemours Children Hospital. Sue shared a YouTube Video about the speaker and the organization. After the video about the speaker, members of the board reviewed the preliminary agenda and discussed the agenda items, duration, etc... to ensure that the program for the event is complete.

Some of the items that were discussed to be included in the agenda were:

- Add topics for "business section" of the meeting where current status is summarized by board officers. This is needed since this meeting is an official business meeting that needs to be conducted and documented.
- Break up "chance to win" basket opportunities into multiple agenda sessions and not all at once. This approach worked well at the fall luncheon.
- Jars for scholarship donations will be on the tables. This raised around \$1000 in the fall and we need to remind members to bring cash or checks to donate to the funds and to the chance to win baskets. Zalpa asked if we can mention at the luncheon that our goal is to "beat the amount" that was raised in the fall.
- Hall of Fame inductees will be honored at the luncheon. It is estimated that this will take about 15 minutes.
- Reminders about bringing specific donations for Knights Pantry (based on their latest list of needs).
- Discussion on the "Hats off to the Women's Club" theme for the luncheon. Zalpa suggested that we include in the invitation that hats are for fun and are encouraged but are not required to participate/attend the event.

Sue indicated that she will be sending out several emails to members of the club to promote the upcoming luncheon meeting. She plans to send out the Luncheon Invitation around 11 March. Then she will send out reminder email around 19 March which will include the names of the upcoming Hall of Fame Honorees. A subsequent reminder around 25 March will also be sent out to remind members of the deadline to sign-up/pay.

**Scholarship Report:** Maggie LeClair joined the meeting via ZOOM and provided a summary status of the scholarship awards. She indicated that she is working with a couple of students to ensure that they get their scholarship awards, which should have been given out already. She also reminded the group that we have two scholarship award times – fall and spring for graduate and undergraduate students, respectively.

Discussion ensued on whether we will have any scholarship awardees at the luncheon to represent the group and be recognized. As of this meeting, there was not a plan to have any awardees in attendance. Part of the discussion also focused on whether we can make some time to have Maggie on the agenda to discuss and highlight the scholarship awards to our members.

**New Business: Fund-raising for scholarships** – Due to work commitments, Maggie had limited time to participate in the meeting. Sue Chapman introduced this scholarship fundraising topic at this time in the meeting for discussion by the group. Specifically, Maggie is selling jewelry for a friend with the goal of raising some funds from the sale to be given to the scholarship funds. She is currently selling such items with limited participation by UCF colleagues and would it be possible that this type of fund-raising activity to be held/conducted for the members of the club. Roberta Shoopman indicated that she would be willing to host such an event at her home or could inquire about availability of the club-house at her development for hosting such an event.

A brief discussion also ensued about how this could be handled, cost of material to display, etc... for such an event. A brief discussion was also held on how to “publicize such an activity” on our Facebook page or web-site and to contact Maggie if interested in supporting this scholarship fundraising event. It was decided that an ad-hoc committee be created to discuss plans for this event to be held in May. Members who indicated that they will participate in this planning committee are: Maggie, Sue, Zalpha, Roberta, Doreen. This will be an “ad hoc committee” formed for this purpose and will meet to discuss this event and possible timing for the event during May.

**UCF Foundation Liaison:** Kathleen Hagerty reported that she has been the foundation liaison to the Women’s Club at UCF since 2018. She introduced Lauren Ferguson, a UCF Foundation employee and a new member to our club, who will be taking over this interface role from Kathleen. Lauren’s background includes supporting fundraising and board governance. Lauren was welcomed to the board and will become active member of the board going forward in time.

Kathleen also shared that during the Giving Tuesday National Fund Raising Day, 11 members of the Women's Club at UCF donated \$2700.00 to UCF. She also indicated that April 7 is the upcoming UCF Day of Giving.

**Newsletter:** Zalpha indicated that the Winter Edition of the Newsletter was sent out by Sue Chapman, via email to our membership. Feedback emails were very positive about the newsletter. Zalpha thanked Sue for forwarding those emails to her. Kathy Littlefield also indicated that she had received a lovely note from Dr. John Bolte for the special edition newsletter with the focus on the HOF inductees/social. Zalpha indicated that the timing for the Spring Newsletter will be in May.

**Interest Groups:** Donna Albert indicated that more interest groups and members are meeting person. Great Decisions IG and Bookworms (daytime) will be meeting the UCF Health Center conference room facility. She did indicate that masks are still required to be worn while at the facility.

**Sunshine:** Gail Dressel was unable to attend. She is personally in need of some sunshine.

**Hall of Fame Committee:** During the last board meeting, Kathy Littlefield reported that a slate of names, for upcoming Hall of Fame Inductees, will be submitted to the board for approval. Questions had been posed to her whether the board member votes will be on an individual basis or a slate bases (all or nothing approach). Kathy indicated that she conducted a poll of the board members, via email, on this question. She stated that the feedback she received was that some would prefer voting on an individual basis, but most would support voting on the slate. Kathy presented to the board a slate of four (4) members to be voted upon and approved as honorees and will be inducted in the second class of the Women's Club at UCF Hall of Fame/

Upon presenting the names of the four candidates, a motion to vote and approve the slate was conducted. This motion was approved by most in attendance in person at the meeting, and with one abstaining from voting. (Dell Shadgett and Maggie LeClair, who were attending by ZOOM, did not participate in the vote since they had left the meeting at this point in time.)

Kathy indicated that individual letters (via regular mail) will be sent out to each of the HOF Honorees to be inducted during the April 11, 2022 meeting. In addition to the letter, this will be followed up by an email to each individual asking them for some information and pictures that can be shared with the organization, as well as inviting them and a guest to the luncheon event. An email announcement will be sent to the entire membership of the club announcing the honorees and congratulating the next class of our Hall of Fame. Zalpha indicated that she had talked with Carol Pickler regarding the porcelain artwork plate and will communicate the names to Carol such that the plates can be finalized and can be available to hand out (or mail) to the recipients.

A summary budget for the HOF induction ceremony cost (in conjunction with the spring luncheon meeting) was presented by Sue to the group. The estimated amount of \$545 was established for this cost.

**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. On behalf of the nominating committee, Kathy presented the names of the nominees for the executive board for the following year. The list of nominees is: Linda Hennig (President), Karen Manglardi (Vice President), Cathy Davis (Treasurer – continuation of her 2 year commitment for the position), and Zalpha Hashem (Secretary). As is required by our by-laws, these nominees will be presented for membership majority vote during the Spring Luncheon Meeting.

## **NEW BUSINESS**

**New Business: Fund-raising for scholarships** – See summary above in the scholarship section.

**By-Laws Change and Vote at Previous Meeting:** Zalpha Hashem introduced this topic for discussion by the board. Zalpha questioned the approach taken during the last board meeting to vote upon limiting participation of executive board members to only 1 executive board/executive committee position. This was a topic of great discussion at the last board meeting held in Feb.11, 2022, which Zalpha was unable to attend. Specifically the motion that was discussed and voted upon stated that “no one can serve on more than one position on the executive board of the club”. Zalpha expressed her belief and opinion that this type of motion/change to the positions should be introduced and acted upon as a “by-laws” change as it introduces limits and restrictions to board positions, and that the procedure for introducing and voting on such by-laws changes was not done that way at the last meeting. Zalpha further stated that she felt that such a motion was really tying the hands of the president/organization to be able to successfully accomplish the tasks at hand for the club.

Doreen Behmke stated that the motion and vote taken during the last meeting were valid since a quorum was present, a motion was made and voted upon. She articulated that the intent of the vote was to bring more people from the general membership to be part of the board. Per the by-laws the President chooses the chairman for the standing committees that are part of the board. After subsequent discussion, Doreen also stated that she agrees that this change should be a by-laws change and recommended the board appoint a committee to update the bylaws.

Much discussion ensued on this topic with several board members weighing in on the topic at hand. Linda Hennig recommended that we take time to further think about this motion/topic, and to table this discussion and what should be done for a future meeting. The group agreed to table the discussion at this time.

The meeting was adjourned by the President at 11:10 AM.

**Upcoming Events:** 11 April 2022 -- Spring Luncheon Meeting

### **Submitted for approval**

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

Approved by the Board On: \_\_April, 2022\_\_(via email)\_\_\_\_\_  
(Date: MM/DD/YEAR)

## **AGENDA**

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

### **WELCOME / CALL TO ORDER**

1. Call to Order and Welcome - Sue

### **OFFICERS REPORTS**

2. President's Report – Sue - Communications to general membership
3. Vice President's Report - Karen M
  - a. Update for 2022-2023 membership to date
  - b. Facebook Update
  - c. Wrap-up of New Member Orientation on 2/12
4. Treasurer's Report - Cathy
  - a. Account Balances as of 3/11/2022
  - b. Status of 2021-2022 dues and membership renewals update
  - c. Payments to Tusawilla Country Club for the Spring Luncheon
5. Secretary's Report - Zalpha
  - a. Motion to approve minutes from February 2022 board meeting.
6. Programs – Roberta and Karen G
  - a. Updates 2022 Spring Luncheon – Monday, April 11<sup>th</sup>
  - b. Chance to Win Baskets and Options
  - c. Review proposed Spring Luncheon agenda – Sue
7. Newsletters – Zalpha
  - a. Update for Spring 2022 Newsletter
8. Interest Groups – Donna A
9. Sunshine – Gail
10. Scholarship Report – Maggie
11. Foundation Liaison – Kathleen
  - a. Transition plan
12. Hall of Fame – KathyL
  - a. Update and vote on 2022 new inductees
13. Nominating Committee – Kathy L
  - a. Update on 2022-2023 slate of officers
  - b. Recommendations from the Nominating Committee

### **NEW BUSINESS**

14. Fundraising –
  - a. Suggestions and ideas
    - i. Example - Art and Accessory Sale

### **15. REMINDERS / ACTION ITEMS**

### **16. ADJOURNMENT**