

Executive Board/Executive Committee Meeting
April 08, 2022
9 a.m.-11 a.m. In-person at UCF Foundation, Inc.

These are the minutes for the April 08, 2022 board meeting. Meeting was held in-person at UCF Foundation, Inc. (12424 Research Pkwy #250, Orlando, FL 32826) in the Partnership Conference Room located on the 2nd Floor of the building.

Attendees:

The following board members were in attendance (or not).

- **Present:** Sue Chapman, Cathy Davis, Zalpha Hashem, Donna Albert, Doreen Behmke, Lauren Ferguson, Karen Gisel, Kathy Littlefield, Kathleen Hagerty, Roberta Shoopman.
- **Board Members unable to attend:** Gail Dressel, Maggie LeClair, Karen Manglardi, Dell Shadgett,
- Other members also in attendance: Linda Hennig.

Call to Order: President Sue Chapman called the meeting to order at 9:13 A.M. 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:

- 3/11 – Spring Luncheon Invitation
- 3/20 – 2022 Winter Newsletter
- 3/21 – Hall of Fame Inductee Announcement and Spring Luncheon Reminder
- 3/24 - Spring Luncheon Reminder #2
- 3/28 - April 2022 Activity Calendar
- 3/29 – Email Hack
- 4/5 – RSVP Confirmation for Spring Luncheon

She indicated that she received lots of responses and sign-ups for the spring luncheon meeting after she sent out the final reminder. She also received three responses from members who wanted to participate in the ad-hoc events committee working on an upcoming social/fund-raiser event. Karen Gisel inquired about any budget needs for the upcoming event. Sue indicated that this will be discussed as part of the budget discussion later in the meeting.

Sue also stated that she sent out an email to membership making them aware that our gmail email account may have been hacked.

Vice President's Report: Sue Chapman presented this report on behalf of Karen Manglardi who was not able to attend the meeting. Membership of the club is at 174 members including Dr. Bolte who continues to renew membership in honor of his wife Marianne. Dr. Bolte is also a participant in our Geneology Interest Group.

Treasurer's Report: Cathy Davis reported the club's financial status as of 4/08/2022. Savings: \$5,066, Checking: \$17,411, PayPal: \$0. Total Dues collected are \$6,085 for 174 members. She also reminded board members that any new members who join from April 1, 2022 will become new members of the club and be considered paid-up for the coming year, per our club's by-laws.

Cathy stated that we have 87 people registered for the luncheon. This includes 5 guests whose meal is compensated/covered by the club. Collected amount of \$2,706. She also stated that payments to Tuscawilla Country Club for \$4,887 have been made.

Cathy shared a hand-out of an initial draft budget for the upcoming year. She indicated that she plugged in some numbers into the spreadsheet to see how such a draft budget would look. A discussion ensued on the draft budget and some of the entries in the spreadsheet. Current initial numbers in the spreadsheet show that we would run into a deficit. Board members also discussed ideas and items to consider for trimming costs for our upcoming year. In addition, a brief discussion was held on whether membership dues should be raised. Request for inputs/changes to the draft budget were requested to be submitted to Cathy prior to the next board meeting. It is expected that further budget discussions will be held during the May board meeting. (Note: copy of the draft budget that was discussed is not included in this report.)

Secretary’s Report: Zalpha Hashem had created and forwarded to the board members, via email prior to this meeting, a copy of the March 2022 board meeting minutes. Zalpha requested that members send approval via email to her within a week from this meeting.

OLD BUSINESS

Spring Luncheon Committee: Roberta Shoopman and Karen Gisel reported all is ready and good to go for the luncheon. They indicated that colored dots will be used to identify/tag any vegetarian/vegan meals for members. All baskets for chance to win are ready and will be priced at \$5 per ticket or \$20 for 5 tickets.

A detailed discussion on the agenda and timetable for the luncheon meeting was reviewed and discussed. Sue will create a final agenda based upon the following agenda and the discussions that were held.

| WC@UCF 2022 Spring Luncheon Timetable | | | Total Time |
|---------------------------------------|---|-----------------------------|------------|
| Order | Activity | Speaker | Start |
| 1 | Doors Open | | 11:00 AM |
| 2 | Welcome | Sue Chapman | 11:30 AM |
| 3 | Luncheon | ALL | 11:45 AM |
| 4 | Introduction of Guest Speaker | Sue Chapman | 12:15 PM |
| 5 | Guest Speaker | Becca Grysko – Peds Academy | |
| 6 | Chance to Win – Round #1 | Karen & Roberta | 12:45 PM |
| 7 | Hall of Fame Inductees | Kathy Littlefield | 12:50 PM |
| 8 | Chance to Win – Round #2 | Karen & Roberta | 1:10 PM |
| 9 | Introduction to Business Meeting | Sue Chapman | 1:15 PM |
| 10 | Treasurer’s Report | Cathy Davis | |
| 11 | Secretary’s Report | Zalpha Hashem | |
| 12 | Appreciation of Current Board and Executive Committee | Sue Chapman | |
| 13 | Nomination and Election of Officers | Kathy Littlefield | 1:25 PM |
| 14 | Chance to Win – Round #3 | Karen & Roberta | 1:35 PM |
| 15 | Closing Remarks | New President | 1:40 PM |
| 16 | Adjourn | ALL | 1:45 PM |

Kathy Littlefield indicated that she would like to have a picture of Hall of Fame inductees to be taken in front of the cake prior to the start of the event. Zalpha Hashem indicated that she will coordinate with person taking photos. Kathy also stated that Beryl Colbourn's daughter is flying in from New York to attend the event.

Other agenda topics that were discussed dealt with:

- 1) Passing of the gavel and the Millican Bracelet from Sue Chapman to the newly elected president. Sue indicated that she will pass the bracelet in the box.
- 2) Having scholarship donation jars on the table. Roberta indicated that all is set. Some seed money will be needed for each jar. Lauren Ferguson, UCF Foundation Liaison, suggested that for next year the club may want to consider using QR Codes for scholarship donations.
- 3) Having computer/projector for Power Point presentation by the guest speaker. Sue Chapman indicated that the projector is provided by the facility and that she will bring her computer (Sue asked Zalpha Hashem to bring her computer as back-up if needed).

Newsletter: Zalpha Hashem indicated that the timing for the Spring Newsletter will be in May. She will send out emails to Donna Albert and Interest Group leaders asking for inputs by mid-May.

Interest Groups: Donna Albert stated that there is nothing new to report. All Interest Groups are meeting.

Sunshine: Sue Chapman indicated that Gail Dressel, our Sunshine Coordinator/Communicator, has resigned her position. Gail is in need of spending her time dedicated to her husband's recovery. Sue and the board members expressed their thanks to Gail and expressed that a Thank You note and Sunshine Cheer note be sent to Gail.

UCF Foundation Liaison: Lauren Ferguson reported that the UCF Day of Giving had established a donation goal of \$2M and 5000 donors during this event. She stated although the number of donors was not as many people, the amount of money raised was \$3.7M, far exceeding the goal. Lauren also stated the UCF Foundation will be revamping their donor groups and will be creating a Donor Wall by the Library. This Donor Wall will be used to recognize donors with significant contributions (\$1+M).

Lauren also stated that the foundation has voted to reduce the fee charged for managing the scholarship funds.

Other interesting data and statistics shared by Lauren included data on the incoming UCF freshman class. These data included the average GPA, SAT scores, ACT scores, number of Merit Scholars, etc... All these indicators are going up from year to year and are indicators of the growing caliber of new students entering UCF.

Hall of Fame Committee: Kathy Littlefield indicated that there is nothing new to share regarding the committee efforts. Members of committee are finalizing their parts/efforts for the upcoming Hall of Fame Induction during the Spring Luncheon.

NEW BUSINESS

New Business: Fund-raising for scholarships – Sue Chapman summarized the status and latest on the upcoming social and fundraising event, Jewelry, Art & Accessory Sale and Social on May 12, 2022 from 5:00-9:00 p.m. Sue summarized what she and the ad-hoc committee for this event have been discussing/doing during their weekly meetings in preparation for this event.

Event will be held at Live Oaks development club-house which will charge us \$25 per hour for use of the facility (in addition to the refundable deposit). Other costs for this event will be limited to some items for displaying some jewelry. No major costs anticipated to be covered by the club other than the facility use.

Sue mentioned that the event will be a social with the participants bringing food or wine. She also stated that we are still seeking more donations of items to be sold or auctioned during the event. Doreen Behmke asked if she (and other members) can just write a check rather than bring something or donate something. Discussion was held by the group, and it was agreed that a \$20 donation (to the scholarship fund) will be included as an option in the invitation to be sent out to the members.

Another key discussion item that occurred, dealt with whether members should be charged to attend/participate in the event. The board members, through a majority vote, agreed that members should not be charged to attend and participate in this social/scholarship fund-raising event.

A brief discussion was held on how members will pay for items that they buy at the event. In addition to cash and check, Sue said that the club has 2 Square Credit Card/Debit Card charging devices that we can use. Asked about the cost of using the devices, Sue indicated that we already have the 2 devices and the cost will be 2.6% plus 10 cents per transaction.

The committee working on this event will continue to meet weekly until the May 12 event.

The meeting was adjourned by the President at 10:55 AM.

Upcoming Events: 11 April 2022 -- Spring Luncheon Meeting
12 May 2022 – Jewelry, Art & Accessory Sale and Social

Submitted for approval

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

Approved by the Board On: _____
(Date: MM/DD/YEAR)

AGENDA

Women's Club at UCF Board Meeting, April 8th, 2022

WELCOME / CALL TO ORDER

1. Call to Order and Welcome - Sue

OFFICERS REPORTS

2. President's Report – Sue - Communications to general membership
 - 3/11 – Spring Luncheon Invitation
 - 3/20 – 2022 Winter Newsletter
 - 3/21 – Hall of Fame Inductee Announcement and Spring Luncheon Reminder
 - 3/24 - Spring Luncheon Reminder #2
 - 3/28 - April 2022 Activity Calendar
 - 3/29 – Email Hack
 - 4/5 – RSVP Confirmation for Spring Luncheon
3. Vice President's Report – Sue Chapman for Karen M
4. Treasurer's Report – Cathy
 - a. Account Balances as of 4/8/2022
 - b. Status of 2021-2022 dues and membership renewals update
 - c. 2022 Spring Luncheon registrations and payments to Tusawilla Country Club
 - d. Initial 2022-2023 budget outline
5. Secretary's Report - Zalpha
 - a. Motion to approve minutes from March 2022 board meeting.
6. Programs – Roberta and KarenG
 - a. Updates 2022 Spring Luncheon – Monday, April 11th
 - b. Chance to Win Baskets and Options
 - c. Review final Spring Luncheon agenda – Sue
7. Newsletters – Zalpha
8. Interest Groups – DonnaA
9. Sunshine – Need a replacement for Gail
10. Scholarship Report – Maggie
11. Foundation Liaison – Lauren
12. Hall of Fame – KathyL
13. Nominating Committee - KathyL

NEW BUSINESS

14. AdHoc Planning Committee – Sue & Committee
 - a. Fundraising Event – Art and Accessory Sale and Social

15. REMINDERS / ACTION ITEMS

16. ADJOURNMENT