

Women's Club at UCF
Executive Board/Executive Committee Meeting
June 10, 2022
9 a.m.-11 a.m.

These are the minutes for the June 10, 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.

- **Present:** Linda Hennig, Karen Manglardi, Cathy Davis, Zalpha Hashem, Sue Chapman, Donna Albert, Pat Taylor (attending for Doreen Behmke), Lauren Ferguson, Dell Shadgett.
- **Board Members unable to attend:** Doreen Behmke, Maggie LeClair, Kathy Littlefield, Teresa Riedel.

Call to Order: President Linda Hennig called the meeting to order at 9:05 a.m. A copy of the agenda, as provided before the meeting via email, is attached to this report. Linda stated that during this meeting we need to discuss and approve the club's budget for the upcoming year and that the meeting will last longer than usual.

An "Officers Resolution" form was circulated for signatures by the 2022-2023 Officers of the board.

President's Report: Linda Hennig opened the meeting with a brief summary about the Town Hall meeting that was held with membership (via Zoom as a separate meeting to solicit inputs and feedback from the club's membership). She indicated that the members who participated were positive and forthcoming with their comments and feedback.

Following the Town Hall meeting, a survey was sent out to membership to seek out their opinions and preferences for club luncheons, social events, and membership dues/cost. More details on this topic later in the meeting. Linda thanked Sue Chapman and Doreen Behmke for their support and help in coordination of the meeting and the survey.

Linda announced that Kathy Littlefield will continue as the Chair of the Hall of Fame Committee. She also indicated that Pat Taylor has been assigned as Vice-Parliamentarian. Linda wants to have more co-leaders/participants for different committees of the board.

Vice President's Report: Karen Manglardi stated that membership count is 182 and 109 members are signed up on the club's Facebook page. Karen also indicated that she will meet with Bette Boston, who was a former cyclist, to discuss bicycling and enthusiasm for the sport.

Treasurer's Report: Cathy Davis reported the club's financial status as of 6/10/2022. Total finances are: \$22,544. Breakdown of these funds per account type are: Savings account: \$5,066, Checking account: \$17,374, PayPal: \$104. Membership Dues collected from 181 members at \$35.00 for a total of \$6,329. She 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 summarized the different scholarship funds raised at the luncheon. She provided a clear summary of the net funds raised for scholarships, explaining what was deducted for basket costs and seed money in the jars, and how much was paid to the Foundation.

A budget for the upcoming year was shared, finalized, and approved. See details of this discussion in report below.

Secretary’s Report: Zalpha Hashem circulated a hand-out of the final April meeting minutes and indicated that these meetings along with the Annual Spring Meeting minutes had been emailed to the members for review and approval. Linda Hennig had created and emailed the May board meeting minutes to the board. Motions and seconds were made to approve each of these meeting minutes. These meeting minutes were approved by the board members.

Scholarship Report: Maggie LeClair was unable to attend the meeting, however, she sent an email that provided the following scholarship funds status.

Women's Club at UCF Scholarship						
May 2022 Report						
Account Name	#	Begin	Revenue	Exp	Balance	Notes
First Ladies Spendable	SDES000106	\$ 13,746.42			\$ 15,246.42	
First Ladies Endowed	SDES000107	\$ 225,414.86	\$ 2,288.06		\$ 227,702.92	
Recommendation: Three (3) scholarships at \$3k ea 2022-2023 Cycle			Board Approved			
Sheila Somerville Graduate Spendable	GRAD000008	\$ 12,896.05	\$ 2,575.00		\$ 15,471.05	*
					\$ 200.00	Check to clear
					\$ 2,699.20	Check from Cathy
						(Per Cathy Davis,
						treasurer)
Sheila Somerville Graduate Endowed	GRAD000009	\$ 226,914.73		\$ 201.61	\$ 226,713.12	
				*Maggie deposited \$350 cash+\$200 check		
				There will be more from continued jewelry sales		
Recommendation: Three (3) scholarships at \$3k ea 2022-2023 Cycle			Board Approved			

Through a sequence of emails prior to the board meeting, Maggie had recommended and sought feedback and concurrence to distribution of unused \$1500 balance for the graduate scholarship. As a result of those email board member discussions and agreement, it was agreed by the board to add another graduate scholarship award for the next cycle (2023-2024 year) only.

Interest Groups: Donna Albert stated that she reached out to all Interest Group leaders to find out if they will be continuing in their roles for next year. As a result of the feedback she received, here are a few anticipated IG changes:

On the Same Page – Pat Taylor will be assuming the lead for this IG. Current leader, Maria Elena Augustin, has moved away from the area.

Golf – After many years of leading the group, Darlene Bouley is giving it up. If a new leader for the IG is not found, then the group will be disbanding.

Great Decisions – Mary Meeker will be discussing with her IG members for one of them to assume the responsibility.

Cultural Arts & Wellness – Lynn Moharam is seeking to find another person to take over as lead.

All others have indicated that they will remain in their roles.

Newsletter: Zalpha Hashem indicated that the Spring Newsletter is nearing completion and will be ready for distribution via email to membership. Hard copy of the newsletter will be made and mailed out to the very few members who receive club information by mail.

Sunshine: Linda reported on behalf of Teresa Riedel who was out of town. Teresa has assumed the Sunshine responsibility and has already sent out several ecards to members.

Website: Zalpha Hashem communicated to the group that Jonathan H., who has provided us website administrative support for the past many years, has decided to no longer support the Women's Club at UCF site. Per Zalpha's request, Jonathan did provide a recommendation for a person who has worked with him on other sites at UCF and whom he thought would be more than capable of providing the support needed. Zalpha had spoken on several occasions with this recommended person, Jessica Gray, and requested and obtained a quote for her to support the club's website administratively and a separate quote to perform website update/refresh. Zalpha recommended to the board that Jessica be retained for her services to take over as website administrator. The board agreed to retaining Jessica and to pay for her services now as administrator, but at this time not to proceed with the website update/refresh as more discussion is desired by the board on this matter.

Linda indicated that she would like to have an ad-hoc committee to get together and discuss website design.

Program Committee -- No report.

Hall of Fame Committee – No report.

OLD BUSINESS

- **None.**

NEW BUSINESS

Town Hall Meeting and Survey Report – Sue Chapman provided a detailed hand-out of the survey results and then proceeded to lead the group through a discussion of the different responses and feedback from the members who participated in the on-line survey. Several of the questions/answers pertained to what is desired/preferred by members for luncheons, socials, type of food and drink, etc... and membership dues. Key points from survey results include:

- Luncheons are the favorite social event and well attended by members.
- Most appealing events for members are luncheons with a light meal and social events with appetizers and opportunity to socialize.

- Having some food and drink (including non-alcoholic beverages) at the luncheons and socials was desired.
- A member service day, and tour of a business/facility with presentation and refreshments were also highly rated.
- A key item of discussion from the survey results was the response to the question regarding raising of membership dues and what dollar amount members thought would be appropriate. Approximately 88% of survey respondents supported an increase in dues to balance the budget, but the amount of the increase was a variable response.

Linda Hennig stated that a summary of the final survey results would be distributed via email to the membership.

The board discussed the survey results and agreed that a membership dues increase is appropriate and should be taken into consideration as the budget for the year is discussed, revised, and finalized. Discussion on the amount of the dues increase varied and board was finally agreed upon a \$45 membership dues which represent a \$10 increase from current yearly membership dues.

Fall Calendar Events: Report on Fall Venue availability: Lauren Ferguson reported on the possibility of holding the Women's Club at UCF Fall Luncheon at UCF. Lauren indicated that the Live Oak Event Center at UCF facility can be used for the event and can be catered by UCF catering service. October 3, 2022 is available and she has put it on-hold for event for WCatUCF. It will be considered as UCF hosted event and Lauren's assistant is willing to help plan the event. Discussion ensued on details and possible cost of the event at this venue which depends on the type of menu and details that are desired and available. As for parking availability, Lauren stated that there would be a \$3 parking fee per spot. In answer to a question regarding insurance, Lauren stated that if UCF Foundation hosts the event, then they are insured.

Linda Hennig stated that she will want to form an ad-hoc committee to work on the details of this possible event. Linda will send out email to board members to ask who wants to participate in the committee. Donna Albert indicated that she will participate in the committee since the fall meeting includes interest group activities/participation.

Discussion of 2022-2023 Budget: Cathy Davis shared on screen an updated draft budget for the year. Several topics were discussed including Filing Fees, Legal Fees, and budget line item costs such as luncheons, socials, website design, etc... in an attempt to agree on line items and possible yearly Dues Costs. Discussion was also held whether "one-time costs" such as website design should be in the yearly budget for membership dues analysis.

After examining and adjusting line item costs and membership fee dues, a final budget was derived based upon a \$45/member dues. Sue Chapman made a motion to accept the reworked budget and Karen Manglardi seconded the motion. A vote was taken and the motion was approved by those present at the meeting. (Dell Shadgett had to depart the meeting before the final budget was derived and agreed upon.)

A copy of the approved final budget is attachment 1 to these meeting minutes.

Other topics: Linda stated that there will be no formal board meetings during July and August. She will be scheduling meetings as needed to work details for the fall event.

Next Meeting: September 9, 2022

The meeting was adjourned by the President at 11:55 AM.

Upcoming Events: None at this time.

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
Executive Board/Executive Committee Meeting
June 10, 2022

Call to Order (L. Hennig)

Welcome

President's report

Vice President's Report (K. Manglardi)

Membership

Secretary's Report (Z. Hashem)

Status of Board minutes from March 2022

Motion to approve Board minutes from April 2022

Motion to approve Annual Meeting minutes April 2022

Motion to approve Board Minutes from May 2022

Treasurer's Report (C. Davis)

Scholarship Report (M. LeClair) Status of email vote for distribution of unused \$1500 balance.

Interest Groups (D. Albert)

Sunshine Committee (T. Riedel)

Newsletter (Z. Hashem)

Program Committee (no report)

Website (Z. Hashem)

Hall of Fame Committee (K. Littlefield)

OLD BUSINESS

NEW BUSINESS

1. Report of Town Hall Meeting (L. Hennig, S. Chapman)
2. Discussion of 2022-2023 Budget (C. Davis)
3. Fall Calendar Events: Report on Fall Venue availability (L. Ferguson)

Adjourn

Next Meeting: September 9, 2022

Women's Club at UCF – Approved Budget for 2022-2023 year

		Approved budget 7/1/22-6/30/23	
		Amount	source
Income			
Dues		7,245.00	161 members @ \$45
Interest Income			
Total Income		7,245.00	
Expense			
Events			
	Fall Luncheon Meeting		
	Fall Luncheon Expenditures		
	Venue and catering	3,500.00	estimate
	Decor	300.00	estimate
	Cost of Baskets	350.00	estimate
	Less cost of baskets deduct from F	-350.00	
	Other	0.00	
	Total Fall Luncheon Expenditures	3,800.00	
	Less collected from members	-3,185.00	91 @ \$35
	Fall Luncheon Meeting cost to club	615.00	
	Spring Luncheon Meeting		
	Spring Luncheon expenditures		
	Venue and catering	4,000.00	estimate
	Decor	300.00	estimate
	Cost of Baskets	350.00	estimate
	Less cost of baskets deduct from F	-350.00	
	Honorarium to speaker	150.00	estimate
	Other	0.00	
	Total Spring Luncheon expenditures	4,450.00	
	Less collected from members	-3,185.00	91 @ \$35
	Spring Luncheon Meeting cost to club	1,265.00	
	Holiday Cookie Exchange	100.00	Used prior year
	New Member Orientation	100.00	Karen M.
	Interest Group Chair Event	75.00	Having event
	Fall Social		
	Fall Social expenditures	1,000.00	estimate
	Less collected from members	-700.00	estimate
	Fall Social - cost to club	300.00	
	2022 Spring Social		
	Spring Social expenditures	1,000.00	estimate
	Venue and Catering	0.00	
	Decor	0.00	
	Less collected from members	-600.00	estimate
	Spring Social cost to club	400.00	
	Total Events	2,855.00	
	Honorariums	400.00	estimate
	Website Management & Maint (Jonathan He	500.00	Jessica
	Legal Fees (for annual minutes)	170.00	Used prior year
	Filing Fees, State of Florida	75.00	Used prior year
	Newsletter (copy & postage to those w/o em	75.00	Used prior year
	Hall of Fame - Certificates	0.00	Combine HOF exp
	Hall of Fame - Commem. Plates	500.00	estimate
	Social Platform - Zoom	180.00	\$15/month
	Website Redesign	2,390.00	estimate
	Miscellaneous	100.00	estimate
	Total Expenses	7,245.00	
	Net Income	0.00	

Women's Club at UCF Budget: Actuals vs. Budget for 7/1/21 – 6/30/22

				7/1/21 - 6/30/22			NOTES TO ACTUAL
				Actual to 6/8/22	Budget	\$ Over Budget	
Income							
	Dues			6,329.00	6,300.00	29.00	181 @ \$35
	Interest Income			2.36	0.00	2.36	
Total Income				6,331.36	6,300.00	31.36	
Expense							
Events							
Fall Luncheon Meeting							
Fall Luncheon Expenditures							
	Venue and catering			3,305.37	0.00	3,305.37	TCC Price increase
	Decor			44.34	0.00	44.34	Pumpkins donated
	Cost of Baskets			269.60	0.00	269.60	
	Less cost of baskets deduct from Fo			-269.60	0.00	-269.60	
	Other			0.00	3,000.00	-3,000.00	Not split out
Total Fall Luncheon Expenditures				3,349.71	3,000.00	349.71	
Less collected from members				-2,244.03	-2,479.00	234.97	
Fall Luncheon Meeting cost to club				1,105.68	521.00	584.68	
Spring Luncheon Meeting							
Spring Luncheon expenditures							
	Venue and catering			4,887.08	0.00	4,887.08	TCC Price increase
	Decor			285.30	0.00	285.30	
	Cost of Baskets			351.63	0.00	351.63	
	Less cost of baskets deduct from Fo			-351.63	0.00	-351.63	
	Honorarium to speaker			157.46	0.00	157.46	
	Other			0.00	2,500.00	-2,500.00	Not split out
Total Spring Luncheon expenditures				5,329.84	2,500.00	2,829.84	
Less collected from members				-2,805.00	-2,050.00	-755.00	
Spring Luncheon Meeting cost to club				2,524.84	450.00	2,074.84	
Holiday Cookie Exchange				86.60	100.00	-13.40	
New Member Orientation				73.24	75.00	-1.76	
Interest Group Chair Event				0.00	75.00	-75.00	Not yet held
Fall Social							
	Fall Social expenditures			990.31	1,000.00	-9.69	Held at Oviedo
	Less collected from members			-688.35	-600.00	-88.35	Woman's Club
Fall Social - cost to club				301.96	400.00	-98.04	
2022 Spring Social							
	Spring Social expenditures			0.00	1,000.00	-1,000.00	
	Venue and Catering			125.00	0.00	125.00	Live Oak/food don
	Decor			100.00	0.00	100.00	
	Less collected from members			0.00	-600.00	600.00	
Spring Social cost to club				225.00	400.00	-175.00	
Total Events				4,317.32	2,021.00	2,296.32	
Honorariums				356.95	300.00	56.95	see detail below
Website Management & Maint (Jonathan He				500.00	500.00	0.00	
Legal Fees (for annual minutes)				0.00	170.00	-170.00	Not yet done
Filing Fees, State of Florida				61.25	75.00	-13.75	
Newsletter (copy & postage to those w/o em				64.51	78.00	-13.49	
Hall of Fame - Certificates				0.00	50.00	-50.00	
Hall of Fame - Commem. Plates				543.65	750.00	-206.35	see detail below
Social Platform - Zoom				164.89	180.00	-15.11	
Website Redesign				0.00	0.00	0.00	
Miscellaneous				77.95	100.00	-22.05	see detail below
Total Expenses				6,086.52	4,224.00	1,862.52	
Net Income				244.84	2,076.00	-1,831.16	