

Executive Board/Executive Committee Meeting
May 13, 2022
UCF Foundation, Inc.
12424 Research Pkwy #250, Orlando, FL 32826

Attendees:

- **Present:** Linda Hennig, Sue Chapman, Donna Albert, Doreen Behmke, Lauren Ferguson, Maggie Leclair, Karen Gisel, Roberta Shoopman and Lauren Ferguson.
- **Board Members unable to attend:** Karen Manglardi, Dell Shadgett, Zalpha Hashem, and Cathy Davis

Call to Order: President Linda Hennig called the meeting to order at 9:06 AM and declared a quorum not present. Copies of the agenda were distributed.

President's Report: Theresa Reidel has been appointed as the new Sunshine Chair and Donna Albert has agreed to stay on another year as Interest Group Chair. Dell Shaggett, Doreen Behmke, Maggie Leclair, Kathy Littlefield, and Lauren Ferguson will continue in their current positions. Karen Gisel and Roberta Shoopman would like to step down as Program Chairs. Linda will email the membership to solicit interest in these positions. She is also in the process of selecting an Events Chair.

Linda reminded everyone that she would like all Committees to have a vice-chair. This person will assume the duties when chair is absent or position becomes vacant. They will also assist the chair in the performance of her duties, but not hold a board position.

Linda stated that she recognizes it is time to review and update our bylaws. She is planning for a committee to begin work in September 2022 and is finalizing her list of appointees to staff this committee.

Congratulations were extended to the Events Committee on a job well done at the Spring Social and Fundraiser on May 12, 2022. The committee raised \$2307 for scholarships.

Vice President's Report: Karen Manglardi provided a written report which was read at the meeting. The highlight being there are 179 paid members and 109 members on the Facebook Group. (Attachment 2)

Treasurer's Report: Cathy Davis submitted her report via Sue Chapman who read it at the meeting. Since there wasn't a quorum of officers, discussion of next year's budget was re-scheduled for the June Board meeting. Cathy has sent a draft budget to all members via email for all members to peruse and come to the meeting with some ideas for discussion on how to deal with inflation.

Linda reported that the proper paperwork and check have been submitted to the Florida Department of State for the Annual Report. A Resolution with the organization seal needs to be

prepared to submit to the bank to change the names of the officers to the current board members. (Attachment 3)

Secretary's Report: Since there wasn't a quorum of officers, Linda deferred approval of the April 2022 minutes and the minutes from the Annual meeting. The revised March 2022 board minutes were sent via email for approval.

OLD BUSINESS

Scholarships Committee: Maggie LeClair reported that a new system is being used which generates more applicants but allows less people to qualify. In addition, there is a staff shortage in the student assistance office. She also reminded the board that scholarships are given in two 50% disbursements. Due to this process and a graduate student leaving after one semester, there is \$1500 available for distribution. She recommended that we vote to give this to another student and in the future raise our graduate scholarships to 3 recipients. She advised us that it is much harder to get financial assistance and scholarships at the graduate level. It is important to offer these types of scholarships for the university to excel in research because it is often a major deciding factor on which school they choose. Maggie will send out an email for the board members to vote on this proposal. (Attachment 4)

Interest Groups: Donna Albert reported that 60% of Interest Group Chairs are remaining in their positions. New chairpersons are needed for several groups including Golf, Great Decisions, and Chick Fliks. Donna will contact the current IG chairs asking them to survey their own groups for interest in becoming the new Chairperson.

Sunshine: Linda stated that Teresa has sent out several appropriate cards to members.

Newsletter: No report submitted

Website: No report submitted

Spring Luncheon Committee: Roberta Shoopman and Karen Gisel reported the annual meeting was a success and raised \$2228 for scholarships and a very generous donation to the Knights Pantry. The club received a very heartfelt thank you from the Knights Pantry Manager. It was recommended that we collect items for the KP at each event.

Karen Gisel stated that it is imperative to get the new Program Co-Chairs identified as soon as possible, in order for them to select a venue, initiate contracts, and start buying the items needed for the table décor and baskets.

Lauren Ferguson offered to look into a caterer that the Foundation Board uses who provides décor, linens, and food. She will also inquire about using the Live Oak venue near Millican Hall and reserving the first floor parking garage at \$1 per spot.

NEW BUSINESS

Town Hall Meeting: While discussing the budget and how to combat inflation, it was recommended that we get more people involved by reaching out to the membership to inform them of the problems we are facing and asking for ideas on how to meet these challenges. The operating budget comes from collection of dues, which haven't been raised for over 10 years; and the Fall and Spring luncheons are becoming cost prohibitive. It was decided the best way to reach out to our members was by having a Town Hall Meeting via Zoom. It will be held on May 25, 2022 at 7:00PM. Linda will chair the meeting, with Sue Chapman and Cathy Davis presenting current challenges. Members will be asked to submit ideas to meet these challenges. Following the meeting, the Board will prepare a survey, asking the membership to vote on the various ideas. These ideas will be used in the June budget discussion.

Fall Social: It was decided to hold off any decisions on this social until after the Town Hall meeting.

Program Chair: Linda Hennig will attempt to secure volunteers for this as well as other positions.

The meeting was adjourned by the President at 10:29AM.

Next meeting: June 10,2022

Submitted for approval

By Linda Hennig for 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, Inc.
May 13, 2022
Board Meeting
9:00 a.m.

1. Call to Order (L. Hennig)

Welcome

President's report

Committee Appointments update

1. Vice President's Report (K. Manglardi)

Membership

3. Secretary's Report (Z. Hashem)

Motion to approve Board minutes from March 2022 (approved via email??)

Motion to approve Board minutes from April 2022

Motion to approve Annual Meeting minutes April 2022

Annual Report Florida Dept. of State

1. Treasurer's Report (S. Chapman for C. Davis)

1. Scholarship Report (M. LeClair)

1. Interest Groups (D. Albert)

7. Sunshine (T. Riedel)

1. Newsletter (Z. Hashem)

1. Program Committee (R. Shoopman & K. Gisell)

Report of Spring Luncheon at Tusawilla Country Club: Apr, 2022

Attachment 1

Donations to Knights Pantry (L. Hennig)

1. Website (Z. Hashem)

OLD BUSINESS

1. Report of Special Event 5/12 (S. Chapman)

NEW BUSINESS

1. Discussion of 2022-2023 Budget Proposal (S. Chapman)
2. Establishment of ad/hoc bylaws committee,
3. Discussion of possible website redesign committee
4. Fall Calendar Events:
 - Fall Luncheon;
 - New Member Orientation;
 - Interest Group Chairs Meeting?
 - FALL Social?

Next Meeting: June 10

No meetings for July or August; Resume September 9

VICE PRESIDENT REPORT FROM WCUCF MAY 13, 2022 BOARD MEETING

FROM KAREN MANGLARDI:

As far as my VP Membership report:

179 paid members

109 Facebook members

We did new member orientation Feb. '22 and had about 10 new members attend and almost 100% of the BOD attend. It was a success. We decided that New Member Orientation works best the first of the year. However, I am not opposed to trying to do a casual new member activity in the Fall if the board feels it would be helpful.

Regards,
Karen Manglardi
321-438-7008