

Women's Club at UCF
Executive Board/Executive Committee Meeting
February 10, 2023
9 a.m.-11 a.m.

Meeting was held at the UCF College of Nursing, 12201 Research Pkwy, Orlando, FL 32826.

- **Present:** Linda Hennig, Karen Manglardi, Kathy Littlefield, Sue Chapman, Dell Shadgett, Doreen Behmke, Cynthia Chamberlin
Guest: Margaret Osteen
- **Board Members unable to attend:** Maggie LeClair, Teresa Riedel, Zalpha Hashem , Cathy Davis, Kelly Young, Donna Albert

Call to Order: President Linda Hennig called the meeting to order at 9:13 a.m. Agenda for the meeting is attached.

President's Report: Linda Hennig welcomed everyone. She announced the following individuals were appointed to the Nominating Committee: Sue Chapman (Chair), Judy Simonet, Beth Barnes, Lynn Moharam, and Dell Shagett.

Vice President's Report: Karen Manglardi reported the New Member Orientation Brunch was a success with 18 new members attending. Karen stated she found people respond better to a text invitation than email. Sending individual text messages results in a 75% response return. Karen recommended we adopt this method in the future when contacting members. She reported that individual text messages had a major impact when contacting members regarding membership renewals. Out of 15 contacted, only 3 did not respond. She stated that members asked why the Club doesn't have 2- or 3-year membership renewals. The Board agreed and said we should explore that possibility. Since membership dues are the operating budget for the Club, we must ensure that the dues money paid are attached to the proper year.

Secretary's Report: A motion was made and seconded to accept the minutes to the January 13, 2023 Board meeting as provided to the Board via email prior to the meeting. Minutes were approved.

Treasurer's Report: Cathy Davis (in absentia) provided the club's financial status as of 2/10/2023. Total finances are: \$26,141. Breakdown of these funds per account type are: Savings account: \$5,068, Checking account: \$20,146 and PayPal: \$927. Membership dues were collected from 170 members at \$35.00/\$45.00 for a total of \$7,499.

Scholarship Report: The Board approved via email vote the recommendations of the Scholarship chair, Maggie LeClair, for three \$3,000 scholarships at the undergraduate level, and three \$3,000 scholarships at the graduate level. The Board also approved returning \$10,000 each from the "available spendable" to the endowments at both the undergraduate and graduate level.

Meetings and Program: Cynthia Chamberlin reported the plans for the Spring Luncheon at the Live Oak Event Center on campus are progressing well. The venue and menu are set. The major concern left is the timeline for the luncheon activities. The timeline must be strictly adhered to since there is another

event the same day following our luncheon. The committee recommended a price of \$35 to the members for this event. A motion was made, seconded, and approved to charge this amount.

Interest Groups: Kudos were given for a great job on the Activity Calendar.

Sunshine: Linda Hennig reported on behalf of Teresa Riedel. Teresa has been active sending cards of condolences and ecards of get well to members as needed. Keep Teresa informed of any such news.

Newsletter: No report.

Website: No report. It was noted that the problems getting into the Membership Directory have been corrected.

Hall of Fame: Kathy Littlefield reported that the committee has received a photo and resume for each of the nominees. She noted they are waiting on the agenda timeline from the Meeting and Program committee to complete preparation for their presentation at the Spring Luncheon.

Special Events: Plans are progressing well for the Culinary School event planned for May 18,2023. The committee is in the process of identifying what the Club needs to bring to this event.

Website Evaluation Task Force: Karen Manglardi reported the committee met via zoom for brainstorming. Conclusion was the website needs cleaning up but doesn't need a year long project. Members were asked to look through the pages and provide feedback on needed changes. The committee is starting to interview website design contractors. The Committee will meet again on February 14,2023 to complete the current website analysis and make recommendations for the redesign.

Bylaws and Constitution Update Task Force: Doreen Behmke provided copies of the latest draft of the proposed changes and highlighted and discussed each change and why it was made. Excellent discussion ensued with all Board members providing valuable feedback and suggestions. A motion was made, seconded and approved to update the Constitution and Bylaws to include the changes made at this meeting and to send out the final copy for approval by the Board via email.

Nominating Committee: Sue Chapman reported that as the Committee Chair, she sent an email to general membership to solicit nominations for the four officer positions. There was a total of twenty-six nominations from the general membership and the nominating committee. All twenty-six nominated members were contacted via email to determine if they were interested. Interviews were conducted with the interested candidates and final slate of officers were recommended to the Board. A motion was made, seconded, and approved to accept the slate as presented: Margaret Osteen (President), Doreen Behmke (Vice President), Sheri Dyer (Treasurer), and Kathleen Banner (Secretary).

A motion was made, seconded and approved to add up to 4 Members at Large to the Board of Directors, The nominating committee will review nominations and provide recommended candidates to the Board at the March meeting. It was recommended we start with two Members at Large for the 2023-2024 term. If the proposed revision to the Constitution, which includes adding Members at Large to the Board is approved by the membership, the slate of Members at Large will be voted on at the annual Spring Luncheon.

Old Business: Meeting space for future Board meetings was discussed. It was decided the School of Nursing would be requested for the next few meeting but a more permanent meeting place needed to be identified.

NEW BUSINESS

New Business: Constitution and Bylaws update must be approved by the Board and sent out to general membership no later than March 10, 2023, to give them ample time for review before voting is held on March 24, 2023. The Board passed a motion agreeing to review and approve the final draft via email.

Upcoming Events:

- February 16 - International Friendship event in the Creative Village followed by lunch at the Monroe restaurant.
- February 25 – Board members invited to the Presidential Suite at the UCF Women’s Basketball game.
- March 10 - March Board Meeting
- March 24 – Spring Luncheon
- May 18 – Social at the Walt Disney School of Culinary Arts and Hospitality at the downtown campus.

A motion was made, seconded, and approved to end the meeting at 11:29 AM.

Recorder: Doreen Behmke

Approved By The Board: Mar 10, 2023

DRAFT AGENDA rev 2-9-23

Executive Board/Executive Committee Meeting
Women's Club at UCF
February 10, 2023

**9 a.m at the UCF College of Nursing Conference Room 328
12201 Research Parkway, Suite 300**

Call to Order (L. Hennig)

Welcome

President's report

Nominating Committee appointed

Sue Chapman, Chair

Beth Barnes

Lynn Moharam

Judy Simonet

Dell Shadgett

Vice President's Report (K. Manglardi)

Membership report

New Member Orientation Recap

Non-renewing members

Secretary's Report (Z. Hashem)

Minutes from the Jan 9, 2023 Board meeting were sent via email for review.

Motion to accept

Treasurer's Report (C. Davis)

Scholarship Report (M. LeClair)

Interest Groups (D. Albert)

Meetings and Programs Committee (C. Chamberlin)

Sunshine Committee (T. Riedel)

Newsletter (Z. Hashem)

Website (Z. Hashem)

Hall of Fame Committee (K. Littlefield)

Special Events Committee (S. Chapman)

Update on the May 18th social at the Culinary School from 6-8.

Website Evaluation Task Force (K. Manglardi)

ByLaws Ad Hoc Committee (D. Behmke)

Nominating Committee (S. Chapman)

Process, procedure and results. Present final slate for approval from the board.

OLD BUSINESS

Meeting space for future board meetings

Volunteer Activities for Spring

NEW BUSINESS

Approval of slate for 2023 election to be presented to the Membership

Review of Constitution and Bylaws changes to be presented to the Membership

Upcoming events:

President's Suite for the UCF women's basketball game 2/25 2 pm

Spring Luncheon March 24 Live Oak Event Center 11:30-1:30

Social at the Culinary School May 18 from 6-8.

UCF Spring break Monday, March 13, 2023 -Sunday, March 19, 2023

UCF Celebrates the Arts Apr 2-15

Adjourn Next Meeting: March 10, 2023 9 am location TBA

Treasurer's Report
February 10, 2023

Cash Balances

Checking Account	20,146
Saving Account	5,068
Paypal	927
Total	26,141

Membership

170 members at \$35.00/\$45.00	\$7,499
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Other

**Women' s Club at UCF
Scholarships**

Name	Current Balance		Spendable from Earnings in Endowment (July 1, 2023)	
	\$		\$	
First Ladies Undergraduate	14,178.07		8,248.07	
My recommendation	\$			
3 awards at \$3K each	9,000.00			
	\$	Add	\$	
Remaining	5,178.07	Earnings	13,426.14	Remaining
	\$		\$	
Move back to Endowment	10,000.00	Deduct	3,426.14	Remaining as "Seed" for 2024-2025 Cycle
	\$		\$	
Sheila B. Somerville Graduate	16,742.28		8,210.48	
My recommendation	\$			
3 awards at \$3k each	9,000.00			
	\$	Add	\$	
Remaining	7,742.28	earnings	15,952.76	Remaining
	\$		\$	
Move back to Endowment	10,000.00	Deduct	5,952.76	Remaining as "Seed" for 2024-2025 Cycle