Des Moines Women's Club Board of Directors Meeting Minutes

October 12, 2016

Chris Shelton called the meeting to order at 10:00 a.m.

**Roll Call**

* Present: Chris Shelton, Rosemary Hillman, Lorna Truck, Marlene Anderson, Kathy Crall, Jane Bowlin, Isabelle Lemke, Joyce Larson, Deb Stonehocker, Liz Teufel, Katie Doerhoff, Judy German, Ginny Livingstone, and Bev Watts
* Excused: Ellen Robinson, and Maureen Fialkov
* Absent: Fran Bobzin and Victoria Lindskoog

**Minutes**

* Minutes were approved with the following corrections:
  + Corrections to the wording on the Hoyt Sherman Reunion

**Treasurer’s Report (See Attached)**

* Joyce Larson presented the Treasurer's Report
  + No funds were moved between accounts during the month of September
  + Six scholarship checks were received and cashed by the schools.
  + Filed for Audit
  + The last scholarship has been paid.

**Corresponding Secretary's Report**

* Cards were sent to the following:
  + Mary Helen Morling – Thinking of You
  + Jean Shires – Shoulder Replacement
  + Dorothy Kelly – Thinking of You
  + Diana Coon - 50th Wedding Anniversary

**Membership V.P. Report**

* Kathy Crall reported we have 156 members.
* 29 guests have been invited to the Membership Coffee on October 18th at 10:00 a.m.

**Fundraising V.P.'s Report**

* Marlene Anderson reported the Flea Market had a $3,353.36 net profit.
* Bean Soup is looking for more distributors and possible changes in packaging.
* There are plenty of beans in stock so no beans will need to be purchased this year.
* Beans will be sold twice a month during club.

**Communications V.P.'s Report**

* Lorna Truck reported E-mail blasts will be done each Friday. They will contain the lunch menu and program for the upcoming club meeting.
* There are 22 members who do not have e-mail.
* Any publicity for the club should be done through the Marketing Committee

**President-elect's Report**

* Rosemary Hillman reported preference Sheets are being redone. They will be tested at the Prospective Member coffee.

**Committee Reports**

* **Accessibility Committee**
  + Wendy Roberts reported that the Shuttle Bus will be put on hold at this time.
  + The Byers Room door will be unlocked on Club days.
  + A screen will be inside the Byers room door to reduce wind gusts and provide a barrier if someone enters during a program.
  + Additional handicapped parking spaces will be added to the 16th Street HSP parking area.
  + There is a handicapped button on the box office door that can be activated by firmly pushing the button in the middle.
* **Nominating Committee**
* Wendy Roberts reported the following members are on the nominating committee for the 2016-17 Club Year: Bev Watts, Sue Doty, Lola Rundle, Nancy Thompson, Martha Stephenson, Bonnie Rogers, Malka Naggar, Wendy Roberts (Co-chair) and Dee Ann Wilson (Chair).
* **Human Resources Committee**
* Members are Mary Sheldahl, Liz Teufel, Judy German, Rosemary Hillman, and Chris Shelton
* **Planned Giving Brochure Committee**
  + Lorna Truck reported the committee has not met yet this year. Meetings will begin in the fall. Members of the committee are: Lorna Truck, Deb Stonehocker, Sue Battani, Chris Shelton and Rosemary Hillman
* **Basket Auction Committee**
  + Jane Bowlin reported plans were underway for the Basket Auction. Some changes have been made this year including no charge for Premiere' Night and a Raffle done for three weeks prior to the auction during club meetings.
* **Catering Committee**
  + Liz Teufel reported lunches had been planned through January. There will also be a vegetarian option each week. Members with special health issues need to contact Fran Bobzin to address their needs.

**Old Business**

* **SquareUp Credit Card** 
  + Chris Shelton distributed a table explaining costs of the SquareUp and the costs of the credit card reader currently used by Hoyt Sherman Place Foundation. Costs are less using the SquareUp. (See attached)
  + The Executive Committee approved the use of SquareUp.
  + We still need a tablet for it.
  + It was decided to test it for two weeks with only the board members using it for lunches.
* **By-laws Committee Report**
  + Deb Stonehocker reported the committee had met but they did not have enough members to finalize any decisions.
  + Mary Ellen Imlau will be joining the committee.
  + They will be working on wording of the By-laws
* **Grant application for Sherman Family Reunion**
  + Marlene Anderson Reported the grant for $5,400 was submitted on October 1st to Humanities Iowa.
  + Humanities Iowa will meet the end of October and will notify us the middle of November if we receive the grant.
  + A breakdown of expenses and in-kind hours was given.
  + An alternate plan is in place if the grant is not approved.

**New Business**

* **Finance Committee Report**
* **PayPal and eBay accounts**
  + - PayPal could be linked to our website to pay dues and take other donations.
    - eBay was used to sell some items donated to the Flea Market but were a higher value. These were sold for $100.
    - The Executive Committee approved setting up accounts with PayPal and e-Bay.

Meeting adjourned at 11:00 a.m.

Next meeting November 16th at 10:00 a.m.

Respectfully submitted:

Jane Bowlin

Recording Secretary