**Des Moines Women's Club Board of Director's Meeting Minutes**

**June 8, 2016**

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

Chris told the board that her four-year old granddaughter was ill with leukemia and she would need to spend time with the family. She will let the board know if she will not be available.

**Roll Call:**

 **Present:** Chris Shelton, Rosemary Hillman, Marlene Anderson, Kathy Crall, Lorna Truck,

 Jane Bowlin, Joyce Larson, Deb Stonehocker, Liz Teufel, Katie Doerhoff, Victoria Lindskoog,

 and Wendy Roberts

 **Excused:** Isabelle Lemke, Fran Bobzin, Judy German, Ginny Livingstone, and Ellen Robinson,

 Maureen Fialkov and Beverly Watts

**Minutes: (See attached)**

* Minutes of the April 13, 2016, meeting were discussed and minor changes were made.
* Joyce Larson made a motion the minutes be approved with corrections. Kathy Crall seconded the motion. Motion Carried.

**Reports:**

 **Treasurer's Report**

* Joyce Larson distributed the Treasurer's Report. Our holdings from the end of the 2015 fiscal year can be compared to the end of the 2016 fiscal year. It will be filed for audit. (See attached)
* The GE shares valued at $18,061.59 will go into the General Scholarship Fund.

 **Corresponding Secretary**

* No Report

 **Membership Vice President**

* Kathy Crall reported that the Membership committee met. We have 177 members as of last year. There have been four inquiries about joining. The committee decided to return to the Prospective Member's Coffees. There will be one in the fall and one in the spring. A new Member pamphlet is also being designed. An application form will be included in the pamphlet.

 **Fundraising Vice President**

* Marlene Anderson reported that she and Chris Shelton met to discuss present fundraisers and each one's level of success. Change boxes must be requested at least two weeks in advance. They are preparing an accounting form for all fundraisers and exploring the use of credit cards. Any money from fundraising may not leave the building.
* She also told the Board of a new fundraiser based on the historical aspect of Hoyt Sherman Place. The general name for this will be the Sherman Family Reunion. This will be marketed to the greater Des Moines community. This event is funded in two ways. The first is if DMWC is successful in receiving a grant from Humanities Iowa and the second is if we are not successful. We will know in early fall if we are successful.

 **Communication Vice President**

* Lorna Truck reported that she met with the Communications Committee which includes the Newsletter, Social Media and Marketing. They had discussed making the Newsletter electronic, but it was decided to leave it as it currently is using paper copies.
* An E-mail blast account is being set up to be used by Beth. An e-mail will be sent every Friday with information on menus, programs, and other information related to the Club.

 **President-elect**

* Rosemary Hillman reported that she met with Chris Shelton about the general tasks of her position and how accomplishing some of these might be done in a slightly different manner. She will begin attending Departmental meetings and other meetings as they are scheduled.

 **Planting Committee**

* Deb Stonehocker reported on the plantings done around Hoyt Sherman Place. Many didn't survive because they were not watered enough. She thanked Marlene Anderson for tilling the area around the sign. The pots planted by the Scavo students are looking good. The committee will consider changing the planting to include perennials.

 **Ad Hoc Committee (Accessibility Services)**

* Wendy Roberts reported that the Ad Hoc committee had met once. They addressed easier access to Hoyt Sherman Place. Robert Warren, Executive Director of Hoyt Sherman Place offered some ideas to improve access. They will meet again in the fall.
* Wendy Roberts said the name of their committee is now Accessibility Services Committee. They want to promote accessible access to all club members.

**Old Business:**

 **Outside Audit**

* The Executive Committee recommended an outside audit not be done for the 2015-2016 year and will be discussed again next year. Lorna Truck made a motion that no audit be done for the 2015-2016 year and the Board will revisit this next year to decide if an audit will be done for the 2016-2017 year. Rosemary Hillmanseconded themotion. Motion carried.

 **Meeting Date Correction**

* An incorrect date for the March Board Meeting was given at the Leadership Tea. The correct date is March 8.

**New Business:**

* A recommendation to change Standing Rule 6 (page 46 of the 2015-2016 yearbook) was made as follows:

**Individual and memorial contributions will be added to the General Scholarship Fund unless otherwise designated**

A motion to accept the change to Rule 6 was made by Rosemary Hillman and seconded by Wendy Roberts. Motion carried.

* Marti Puff presented the 2016-2017 budget which includes a Quick Books upgrade. A change was made by the Executive Committee to increase the amount for General Printing to $1,800 which includes new stationery with our new logo and reduce the Newsletter amount to $1,000. Joyce Larson made a motion to approve the minutes and seconded by Rosemary Hillman. Motion carried.
* Marti Puff presented the revised Policies for Financial Management. A motion was made to accept the Policies for Financial Management by Joyce Larson and seconded by Rosemary Hillman. Motion carried.
* Marti Puff presented a detailed overview of our current scholarships. A motion was made by Rosemary Hillman to accept the scholarships as presented and seconded by Joyce Larson. Motion carried.
* The Executive Committee recommended the Administrative Assistant begin to accrue 2.5 hours of Paid Time Off per month at the one-year anniversary of employment. A motion to accept this change in Paid Time off effective on her one-year anniversary was made by Katie Doerhoff and seconded by Joyce Larson. Motion carried.
* Liz Teufel and Deb Stonehocker left the meeting at 10:30 to prepare for the fashion show.
* Lorna Truck moved that we suspend the by-laws and elect the Nominating Committee at the September 14 Board of Directors meeting. Rosemary Hillman seconded the motion. Motion carried.

Meeting adjourned at 11:00.

Next Meeting will be held September 14, 2016 at 10: a.m.

Respectfully submitted,

Jane Bowlin, Recording Secretary