

**Des Moines Women's Club Board of Directors Meeting Minutes
January 11, 2017**

Chris Shelton called the meeting to order at 11:00 a.m.

Roll Call

- Present: Chris Shelton, Rosemary Hillman, Lorna Truck, Marlene Anderson, Jane Bowlin, Isabelle Lemke, Joyce Larson, Deb Stonehocker, Liz Teufel, Fran Bobzin, Maureen Fialkov, Judy German, Victoria Lindscoog, Wendy Roberts
- Excused: Kathy Crall, Katie Doerhoff, Ginny Livingstone, Bev Watts

Minutes

- Minutes were approved with the following corrections to the Fundraising V.P.'s Report.
 - Proceeds from the Basket Auction were \$5,523. Some expenses still remain to be paid and income to be credited. A final report will be given at the next meeting.
 - This is our largest fundraiser of the year and exceeded last year by approximately \$800 to date,

Human Resource Ad-Hoc Committee

- Mary Sheldahl gave a report to the Human Resource Ad-Hoc Committee.
- This committee was set up to clarify the Administrative Assistant's position.
- Committee members were Mary Sheldahl, Judy German, Liz Teufel, Rosemary Hillman, and Chris Shelton. The written report is attached.
- A motion was made by Wendy Roberts to accept the recommendation of the Executive Committee to accept this report. Lorna Truck seconded the motion. Motion carried.

Treasurer's Report (See Attached)

- Joyce Larson presented the Treasurer's Report.
- The report covered two months as there was no Board of Directors meeting in December.
- The Ken and Shirley Smith Memorial Account will eventually be moved to the Hoyt Sherman Foundation for future Art Restoration.
- Filed for Audit.

Corresponding Secretary's Report

- Isabelle Lemke reported the following cards were sent:
 - Sympathy: Eileen Gloor
 - Get Well: Martha Stephenson and Sheila Sapineza
 - Thinking of You: Pam McKenna

Membership V.P.'s Report

- A prospective member tea will be held in March.

Fundraising V.P.'s Report

- Marlene Anderson presented a report (see attached) on the Fundraising efforts this year.

President-elect Report

- No report.

Communications V.P.'s Report

- They are working on a marketing plan and style sheet to represent club and to use the logo on all fundraising and marketing materials.

Committee Reports

- **Planned Giving Brochure**
 - Lorna Truck presented a report on the Financial Giving Revisions (see attached).
 - The Executive Committee recommended studying the changing the focus of Des Moines Women's Club giving from scholarships to community involvement before presenting to the Board.

Old Business

- Visa cards for \$25 were given to Marty, Felix, and Chris at the President's Brunch.
- Contents of the Red Box totaling over \$400 were given to Beth.
- Mixed up seating was discussed with Dee Ann Wilson and a date will be set in the future.
- Chris Shelton is working on the questionnaires for the evaluation of our structure.
- Final checks were written to the Des Moines Police Department, the Urbandale Police Department, and the Young Women's Resource Center. A thank you was received from the DMPD.

New Business

- **Finance Committee Report**
 - The committee is beginning work on the budget.
 - Lorna Truck presented a report on the Financial Giving Revisions (see attached). The Financial Giving Revision Committee recommended the focus of financial giving should move away from scholarships to community based programs.
 - Tickets for the Sherman Family Reunion will be available online.
- **Sherman Family Reunion**
 - Tickets will be available online.
- **John Bryan**
 - A gift will be given to John Bryan upon his retirement.
- **Standing Rules**
 - A motion that the following items be approved as recommended by the Executive Committee was made by Isabelle Lemke. Motion was seconded by Liz Teufel. Motion carried.
 - *Hoyt Sherman Place staff is the preferred provided of services for the Des Moines Women's Club and those shall be scheduled through the club's Administrative Assistant.*
 - Expected expenditures exceeding \$100 incurred by Committee and Departments need prior approval by the Club President before scheduling.
- **Computer Problem**
 - The club computer was attacked by Ransomware and was taken to 600 Monkeys to be cleared.

Meeting was adjourned at 11:55 a.m.

Next meeting will be February 8, 2017 at 10:00 a.m.

Respectfully submitted:

Jane Bowlin
Recording Secretary