

**Des Moines Women's Club
Executive Committee and Board of Director's Meeting
September 8, 2021
Byers Room, Hoyt Sherman Place**

Meeting called to order by President Chris Foss at (time)

Roll Call:	Sheila Bingaman
Present:	Carolyn Kuhn
Chris Foss, President	Marti Puff
Janice Cord, President-Elect	Cindy Lane
Joyce Perkins, Communications VP	Jean O'Neill
Pam Deeds, Recording Secretary	Karen Sievers
Chris Shelton, Corresponding Secretary	Wendy Prigge
Michelle Clark, Treasurer	Rose Marie Webb
Sharon Hawthorne	Pat Henson Past President

Excused: Tony Van Cleve, Carol Corrigan
Mary Elleb Imlau

Staff Present: Eileen Boggess

Meeting Called to Order: 9:35AM

Approval of 8/25/21 minutes

Motion to approve, Rose Marie Webb,
Seconded by Chris Shelton Approved

Reports

- **Fund Drive Proposal** –Lorna Truck, Pat Henson: Annual Fund drive was proposed, letter would be sent out to members from Chris Foss after the club year starts. Money would go into general operations and for specific projects. The letter will be sent out to Board members to preview. There was discussion. A goal of \$3,000.00 with a matching amount of \$3,000.00 has been offered by Lorna Truck. First letter 1st of November, second letter right after Thanksgiving. Suggestion was made to add this to the membership form also.
- **2021-2022 Budget** – Sheila Bingaman: **Motion:**
Up to 4% of the total amount of the Studebaker Fund as of May 31 of the prior fiscal year may be used for Opening and Closing Day programs. Funds will be transferred after the costs are incurred. Seconded by Sharon Hawthorne Approved
- **Motion: Only current Club President, the immediate past Club President and the Club Coordinator will be authorized to make changes to our credit card accounts. Each June 1, it will be responsibility of the Club Coordinator to ensure that these names are correct.**
Seconded by Michelle Clark Approved
- **Sheila: presentation of condition of Finances of the Club and made a motion for the Budget for the 2021-2022 Club Year. (see budget chart) (see packet of report)**
Seconded by Pat Henson Approved
Quarterly Reports will be made about the budget by the Finance Committee
- **President's Report**

Office Communications – eBlast, website: New Coordinator Hours: 9:00-3:00 Monday – Thursday, Please make an appointment if you need to talk with Eileen. E-Blast will come out on Thursday. **Lunch reservations and cancellations must be in by 12:00pm on the Friday prior to a Wednesday luncheon. We need to make new permanent reservations if wanted.** The caterers have requested the new reservation and cancellation times. The website is up to date. The minutes of the Board meetings will be included on the website. The scholarships will be on the website and that information is being updated at this time. Scholarship amounts stay the same unless a change needs to be made and that change has to go through the Board. 10 copies of Paperwork for Board meetings will be provided, and Board members are being asked to print out their own paperwork for the Board meetings if they are able.

Opening Day, Oct 6 Update & Volunteer needs

Complimentary Opening Day Program and Reception for members and guests.

Students from Central Campus will be working the reception after the program that day. They will earn volunteer hours toward their Silver Cord award. A donation to the school program of \$50.00 will be given. They will also be working: preparing food and serving our Thank You lunch. The Opening Day program is at 1:00 and the reception is at 2:00. Help is needed from the Board members to distribute the new Yearbooks and Name tags at the Opening Day program. Eileen is working on our name tags.

- **President Elect: Janice Cord Report:** Janice is busy attending committee meetings and enjoying getting more acquainted with the work of the members and committees. She has attended about twenty meetings so far.
- **Treasurer Michelle Clark:** Scholarship money has been paid out, and the transfer of \$29,500.00 covering the scholarships has been transferred from the scholarship funds. Reported that if a membership is paid by credit card the % charged by the credit card company leaves \$94.80 out of the \$100.00 membership. The Stripe program is used for persons when paying on credit card on line to the club and in-person credit card is done through Square. Two maturing CDs are coming due
- **Communications VP Joyce Perkins:** Newsletter is on-line on our website, Year Book will be available at the opening Day program. The Trial Evaluation Committee of the new Club Calendar Committee will be meeting.
- **Fundraising VP Wendy Prigge:** Will be working with Eileen on nonprofit grants for the club, Fundraising Committee has met and discussed future plans for fundraising. Ideas: Ink prints to sell of Hoyt Sherman Place, and notecards to sell in packs of six. Art Center collaboration, Fall Plant Sale going on now, and Nuts & Candies, Bean Soup, Spring Plant Sale. There ideas are being discussed and worked on.
- **Membership VP Karen Sievers:** We have 149 paid members at this time. Ten active members on this committee. A brochure is needed for the Club, will work with Communications to produce that at a later time. An Evening at the Clubhouse for new and prospective members will be Tuesday September 28th. Contact Eileen if you are bringing a guest. Wine and cheese social 5:00 – 5:30, Program follows, Chris Foss will speak, Karen will speak. Hoyt Sherman Place staff will be at the wine bar. There will be four evening meetings planned throughout the year which will be publicized in the email blast, and newsletter.
- **Corresponding VP Chris Shelton:** Cards sent, 3 Sympathy, nine Thinking of You, one Get Well and another follow up card. Communications will help send Thinking of You cards to long term

members that cannot attend any longer. A list of these persons is being worked on. There is a list of fifteen persons for receiving these cards. They will be sent in October, November, special holiday cards will be sent and then regular cards in February through May. **(see Corresponding Secretary Report)**

- **Lunch System Update Sharon Hawthorne:** Cashiers will be in the Mirror Room from 10:30-11:00 and at 11:45 on a lunch day. Each member will be responsible for keeping her/his name tag with them; cashiers will no longer have the name tags. Members need to make new permanent lunch reservations if they want them for this year. If a lunch is reserved and it is not used and not cancelled by the Friday before the Wednesday lunch it must be paid for. There will be a fewer number of cashiers and there will also be a problem solving station with Liz Teufel there to help.
- **Social Events Update Toni Van Cleve:** Tony was absent but the committee is meeting and continuing to work on plans for the Social Days on the calendar. In October there will be a Halloween party.
- **Art Exhibit Information:** There are eleven members on the committee and the judge will be Aaron Tinder. Date: March 6-13th 2022. There will be an awards tea, March 6th and a gallery night, March 11th

The meeting was adjourned at 11:37am

Next meeting: Wednesday, October 13, 9:30-11:30 AM Byers Room

Add New Meeting: Tuesday, December 7, 10:00 AM Byers Room – Strategic Planning Presentation on reorganization ideas.

Respectfully Submitted by Pam Deeds Recording Secretary

