

**Des Moines Women's Club Executive and Board of Directors Meeting Minutes
October 11, 2017**

Rosemary Hillman was temporarily delayed. Wendy Roberts called the meeting to order at 9:34 a.m.

Roll Call

- **Present:** Rosemary Hillman, Wendy Roberts, Jane Bowlin, Liz Teufel, Maureen Failkov, Judy German, Fran Bobzin, Michelle Clark, Katie Doerhoff, Chris Foss, Pat Henson, Victoria Lindskoog, Deb Stonehocker, Beverly Watts.
- **Excused:** Isabelle Lemke, Joyce Larson
- **Absent:** Janice Cord
- **Present Others:** Marti Puff, Jayne Sullivan- Parliamentarian

Minutes

- Minutes: September 13, 2017 Minutes approved as written.
Motion made by Pat Henson to approve September 13, 2017 Minutes. Second, Victoria Lindskoog. Motion Carried.

President elect Report

- No Report

Treasurer's Report (See Attached)

- Marti Puff presented the Treasurer's Report for Joyce Larson. All Scholarships paid, dues paid, Finance Committee reported that the CPA asked for additional information. Will finalize cost of \$2000, 20 hours.
- Filed for Audit.

Corresponding Secretary's Report

- No report.

V. P Reports

Membership

- No Report

Fundraising

- Liz Teufel is developing an evaluation form for fund-raising.

Communications

- Jane Bowlin reported that ALL written communications need to include the DMWC logo.

Old Business

- **Finance Policy**

Jayne Sullivan reported that Undesignated Donations and Membership Dues need to be placed in General Unrestricted Funds rather than in Scholarship Funds.

Wendy Roberts made the motion to place Undesignated Donations and Membership dues in Unrestricted Funds. Second by Jane Bowlin. Motion Carried.

- **Pay Increase- Administrative Assistant**

A pay increase of 5 % was proposed for the Administrative Assistant., retroactive to August 2017.

Wendy Roberts made the motion to approve a pay increase of 5% for the Administrative Assistant to be retroactive to August 2017. Second by Liz Teufel. Motion carried.

- **Yearbook**
The Finance Committee recommended that the Board investigate the cost of a new Yearbook design and report the cost to the Finance Committee. Rosemary Hillman appointed Beth Oberender and Pat Henson to research the design and cost of a new Yearbook for the 2017/2018 club year
- **New Chair**
The new chair for Robert Warren was delivered and was defective. A new chair will be delivered the week of October 11, 2017.
- **Sherman Hills Walking Tour, Dues, Other Associations.**
 - Chris Foss reported on the Sherman Hills Walking Tour. Visitors liked the presence of Docents, seeing the Mansion, learning the history of Women's Club. Rosemary Hillman will consult with Dee Ann Wilson regarding the establishment of a trained group of Docents as part of the Hospitality Committee. Chris Foss and Jane Bowlin will continue to work with this project.
 - The Hospitality Committee is considering the appointment of a club member to be available at HSP events, to describe the role of the Women's Club in the establishment of the HSP Theater.
 - Karen Sievers suggested that we join Woodland Heights Assn.
 - The Sherman Hills membership dues are expiring. The cost is \$15.
 - There was a suggestion that we join the Holly & Ivy Tour if it resumes.
Jane Bowlin made the motion to renew the Sherman Hill Membership for \$15. Second by Deb Stonehocker. Motion carried.

NEW BUSINESS

- **HSPF Piano Project**
 - The Administrative Assistant reported that Robert Warren is looking for a new piano for the stage. The cost of tuning is included in Event fees.
 - The piano in the Byers room was discussed, discussion tabled.
- **ANNOUNCEMENTS**
 - Visitation for Rick Larson will be Friday, October 11th, from 5:00 p.m. to 7:00 p.m.
 - A "Christmas Coffee" will be held on December 13, 2017.
 - The "Christmas Luncheon" will be on December 6, 2017, in the "Tea Room". Katy Doerhoff offered to lead a Tea Room committee. Buses will be available for transportation from HSP. Tickets will be \$20 per member. Members may invite guests. The reservation for the Tea Room event will be paid from the Presidents Fund.
 - Maureen Fialkov reported that we gained ten new members from the Opening Day Tea.
 - The Prospective Members Coffee will be held on Tuesday, October 17, 2017.
 - Next Executive Committee/Board meeting Wednesday, November 15, 2017, 9:30 a.m.
- **Adjournment**
Wendy Roberts made the motion to adjourn the meeting. Second by Jane Bowlin. Motion carried.

Respectfully Submitted:

Judy German
Recording Secretary