

**Des Moines Women's Club
Executive and Board of Directors Meeting Minutes
March 14, 2018**

Rosemary Hillman, President, called the meeting to order at 9:00 a.m.

Regular order of business suspended for special report of the Audit Committee: Sue Battani, Marlene Anderson, and Willona Goers. 'Action Plan' for Phase 1, of audit findings/ recommendations, was conducted by Sue Battani.

Journal Entry Adjustments were made by David Jacobsen on February 9, 2018. No new policy required.

- *Internal Audit Committee (IAC) confirmed to the Board on March 14, 2018, that adjustment of Journal Entries completed.*

Segregation of Duties

- *Review of Scholarship Administration and Record-Keeping. By April 11, 2018, Board to establish policy that creates a Standing Scholarship Adherence Committee, for annual review of all Scholarship folders. Review to be conducted each June.*
- *IAC recommends that the Standing Scholarship Adherence Committee contain a member from Finance, Scholarship and IAC Committees.*

Checklists

- *Wendy Roberts, Liz Teufel, and Sue Battani developed checklists to ensure appropriate documentation for PERMANENTLY RESTRICTED BEQUEST, TEMPORARILY RESTRICTED BEQUEST, BOARD DESIGNATED BEQUEST.*

Roll Call

- **Present:** Rosemary Hillman, Wendy Roberts, Jane Bowlin, Maureen Fialkov, Judy German, Isabelle Lemke, Joyce Larson, Chris Shelton, Michelle Clark, Janice Cord, Katie Doerhoff, Chris Foss, Pat Henson, Victoria Lindskoog, Beverly Watts, Jayne Sullivan
- **Excused:** Liz Teufel, Deb Stonehocker
- **Absent:** Fran Bobzin
- **Present Others:** Sue Battani, Marlene Anderson, Willona Goers

Minutes

- Minutes of 2/14/18 approved.
Chris Shelton moved that the Minutes be approved. Seconded by Jane Bowlin. Motion carried.

President Elect Report

Reminder to submit Preference Sheets for Club year 2018/2019

Treasurer's Report

- Filed for Audit.

Corresponding Secretary's Report

- Thinking of You... Carol Corrigan, Anne Driscoll, Corky Classen, Maralynn Allender
- Sympathy... Pat Henson

V. P Reports

Membership

- Seven new members

Fundraising

- Plant Sale forms are available, Correction in basket auction results

Communications

- No report

Old Business

- Discussion to develop a Charitable Committee tabled.
- The Foundation will hire and pay for an engineering firm to provide solutions for noise reduction in the Gallery.

NEW BUSINESS

- **Janice Cord moved that the Board accept the Phase I recommendations of the IAC report and follow through with implementation of recommendations. Seconded by Wendy Roberts. Motion carried.**
 - Suggestion that Sue Battani lead the implementation of recommendations from the IAC report.
 - The annual meeting will be held at 11:00 a.m. on April 4, 2018.
- The Nominating Committee had no report.
- **Chris Foss moved that the President form a Scholarship Adherence Committee, beginning with member of the Scholarship Committee. Seconded by Maureen Fialkov. Motion carried.**

- **Adjournment**

Meeting adjourned 11:55 a.m.

- **Next Board Meeting**

April 11, 2018, 9: a.m.

Respectfully Submitted:

Judy German
Recording Secretary