

**Des Moines Women's Club Executive and Board of Directors Meeting Minutes
September 13, 2017**

Rosemary Hillman called the meeting to order at 9:03 a.m.

Roll Call

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

Minutes

- Minutes: June 14, 2017 Minutes approved with minor corrections. Chris Shelton corrected the luncheon cost from \$13.71 to \$14.01, which includes the credit card fee. ***Motion made by Chris Shelton to make corrections to the June 14 Minutes regarding luncheon cost, Second by Maureen Fialkov, Motion Carried.***

Treasurer's Report (See Attached)

- Pat McGill presented the Treasurer's Report for Joyce Larson. Our investments are conservative and doing well. The club has sufficient funds to explore adding projects and activities.
- Filed for Audit.

Corresponding Secretary's Report

- Chris Shelton reported for Isabelle Lemke. Sympathy Cards were sent to JoEllen Reimenschneider and Leona Burbank

Membership V.P.'s Report

- Maureen Fialkov and Jean Shires are preparing food for Opening Day. New Member Brochure was presented. Suggestion was made to provide Name Tags for guests and members.

Fundraising V.P.'s Report

- The committee is considering a variety of new ideas for the 2017/2018 year.

President-Elect Report

- Wendy Roberts has been attending meetings and meeting members. She sees an impressive operation.

Communications V.P. Report:

- No communications report.

Old Business

Nominating Committee

- The committee met and determined the need for an additional member. Of the proposed members, six were not eligible and three declined. The Board contributed a new list and the committee arrived at five new names for consideration.
- The By Laws need to be reviewed for clarification of rules.
- Nominations for the **Nominating** Committee can be taken from the floor during the annual election.

Finance Committee - Audit

- Report was made by Sue Battani, retired CPA. The audit was performed by THS Timmins, Jacobsen, Strawhacker at a cost of \$5000. The audit findings were routine.
- The Board recommended that we approve audit work, not to exceed \$2000, 20 hours
Motion made by Chris Shelton to approve an addendum to continue audit work for \$2000, 20 hours, Second by Liz Teufel, Motion carried.

Dollars for Scholars Committee

- Liz Teufel reported that the Club needs a more flexible way for people to donate.
- We need to change the name of the Committee because an existing organization has that name.
- We may need legal assistance to resolve the issues around the named Scholarships.

Catering Committee

- The Gateway contract was signed by the President
- Menus have been completed through January.
- There will be three Meal options next year: Dinner Salad, Vegetarian Entrée, and Regular Entrée.
- The Committee encourages that we stop selling program tickets in the Piano Room. It is too congested for the Gateway staff.
- We may experiment with different seating arrangements.
- We need to develop a way to reduce noise in the Art Gallery so members can visit more easily.

Performance Review for Administrative Assistant

- The annual performance review was completed for Beth Oberender. Her salary increase was approved as part of the budget approved by the Board in May.

Receptionist's Chair

- The new chair was a good choice and is well liked by everyone.

Motions Reviewed in the March Meeting

- We need a committee to review the General Unrestricted Funds Allocation. Jayne Sullivan will conduct the research.

NEW BUSINESS

- Robert Warren, Executive Director of HSP, approves of the new chair in the Reception area.
Motion made by Janice Cord for the Club to purchase a similar chair for Robert, Second by Jane Bowlin, Motion carried.
- Suggestion made to investigate the details of supporting a new version of the former 'Smart Talk' program, to be held at HSP. DMWC share of expenses would not exceed \$7,500. Liz Teufel will follow-up for Chris Foss. The President will appoint a committee to review options.
- Consider establishing Docents as an ongoing opportunity at HSP.
- Consider securing an Attorney to assist with documents between HSPF and DMWC.
- Review member Preference Sheets for improvements.
- Look into using the 'Tea Room' for our Holiday Party.
- Isabelle Lemke and Dee Ann Wilson will Chair the May Day Committee.

ANNOUNCEMENTS

- Maureen Fialkov reported that Easter Seals has donated a wheel chair for use by members.
- The 'Lift' is now functioning well. We need a note in the Newsletter and in the Friday Blast.
- We need to review Lunch Reservation deadlines in the By Laws. Currently it is 4:00 p.m. for all members, consider 3:00 p.m. if including guests. It would be more efficient if we require all reservations by 3:00 p.m.
- Revise the Yearbook construction to allow for additional pages and information.
- Article 10, Section 10 of the By Laws should state that the Black Cabinet maintenance is part of the Antiques and Treasures Committee. The Administrative Assistant will correct this in the By Laws.
- Opening Day is going to be just the BEST! Bring friends...Let's fill the auditorium!
- Come to the Sherman Hill District Walking Tour.....Sept. 16, 17, 23 & 24. The information sheets prepared by Sherry Wilkinson for the Walking Tour should be mandatory reading for every WC member! They hold fascinating information about the Sherman Family and their home.
- The HSP Foundation is ready to proceed with the Capitol Fund Campaign to raise money for the improvement to the Auditorium. Our WC members BUILT that Auditorium so the DMWC needs to take part in the raising of funds.
- Note that our Secretary is making a separate log of motions passed.

Meeting Adjourned 11:15 a.m.

Next Executive Committee/Board Meeting: Wednesday, October 11, 2017 at 9:00 a.m.

Respectfully Submitted:

Judy German
Recording Secretary