

**Des Moines Women's Club  
Board of Director's Meeting Minutes  
November 14, 2018**

Wendy Roberts, President, called the meeting to order at 10 AM.

**Roll Call:**

- **Present:** Wendy Roberts, Jean Shires, Judy German, Liz Teufel, Carol Corrigan, Bev Watts, Michelle Clark, Ellen Elliott, Chris Foss, Pat Henson, Ginny Livingstone, Joann McCracken-Young, Joyce Perkins, Sheila Sapienza, Linda Thomas, Rosemary Hillman
- **Absent:** Jayne Sullivan
- **Excused:** Maureen Fialkov, Malka Naggar
- **Guest:** Lorna Truck

**Minutes**

- October 10, 2018 minutes were distributed to members
- **Rosemary Hillman moved to approve the minutes.**
- **Pat Henson seconded**
- **Motion carried**

**Treasurer's Report**

- Treasurer Michelle Clark distributed Treasurer's Report, General Unrestricted Fund Detail and Maturing CD List to members
- Rosemary Hillman asked about making a presentation to the membership re: our gift to HSF
- Chris Foss asked if a "big check" could be used, wondering if Pat Henson could get one like the Zoo Foundation uses
- Report was filed for audit

**Special presentation:**

- Lorna Truck presented on Scholarship money, earnings request, tracking requests and to make 2 endowed scholarships.
- **Liz Teufel moved that the Finance Committee move funds to make 2 endowed scholarships whole as recommended by the external audit**
  1. **Move \$5,677.00 from the General Unrestricted Account to the Endowed Memorial Account for the Schwartz Scholarship. (The original bequest language named the gift as a percentage (40% of the estate rather than a specified amount).**
  2. **Move the entire Znerold savings account (about \$3988) and an additional \$9030 from the General Unrestricted Account to the Endowed Memorial Account to replace a total of \$13,018 in the O'Braza Scholarship which was used to restore the stained glass skylight in the house stairway.**

- **Rosemary Hillman seconded the motion**
- **Motion passed**

Discussion followed, Lorna Truck was asked about the Finance Committee's choices of investments, she replied the last approval of policy of investments was in March 2010. Pat Henson commented on Zoo Foundation not investing in what is considered not socially responsible, i.e. tobacco, guns, etc.

Lorna Truck responded this is being taken into consideration.

Sheila Sapienza brought up the idea that "socially responsible" is a personal thing Finance Committee makes investment decisions based on advice of the DMWC advisor, who is a volunteer, not hired.

Michelle Clark asked how we would know

Pat Henson responded the investment advisor could provide the proper language

Lorna Truck said we may need to hire an advisor. Tammy Schroeder is the current advisor, she is a member and a volunteer

Rosemary Hillman feels comfortable with Tammy but the club may want to look to hire

Chris Foss asked if there is a conflict of interest when the advisor is also a club member

Jean Shires commented Tammy does not tell us what to buy

- **Joanne McCracken-Young moved the DMWC Board expresses their profound appreciation to the Finance Committee for all their work.**
- **Sheila Sapienza seconded**
- **Motion carried**

Lorna Truck asked for feedback to the Finance committee, Chris Foss asked if Finance committee can recommend what we should do, Pat Henson said we should send recommendations, Liz Teufel commented Jayne Sullivan has said policies should be approved every year for review.

### **President Elect**

- Jean Shires reported a Human Resources Committee has been formed. She provided a handout detailing the report of their first meeting

### **Corresponding Secretary**

- Bev Watts reported cards were sent to:
- Thinking of you: Ann Driscoll
- Get Well: Nellie Bobenhouse, Pauline Peterschmidt
- Sympathy: Robert Warren, Karen Sievers, Glenda O'Brien

### **Vice President's Reports**

Membership V.P.

- Maureen Fialkov was absent

Fund Raising V.P.

- Liz Teufel reported on the Nut Sale, nuts are on order, should arrive soon

Basket Auction committee will meet today, looking for extra help on December 4 for setup, if questions contact Ruth Hindal or Rosemarie Webb

Communications V.P.

- Judy German reported there is an e-mail blast going out re: activities, Jean O'Neill is in charge of Social Media, Karen Sievers in charge of Marketing, Jane Bowlin newsletter, and Liz Teufel is reviewing the handbook

### **Old Business**

- By-Laws were passed by membership on October, 31, 2018
- Applause given for Jayne Sullivan and all her work on the By-laws; Michelle Clark helped with final review
- FAQ being worked on, Kathy Crall has sent this to Michelle Clark for review
- Handbook is being worked on by Liz Teufel, adding new "wordage", wants to make sure all documents are co-ordinated with handbook and guidelines
- Change in Standing Rules needs to be voted on by Board with 30 days notice allowed for review before the vote
- By-Laws in minutes from Special Meeting October 31<sup>st</sup> needs to be changed
- **Chris Foss moved to change Article X to XI in By-Laws**
- **Michelle Clark seconded**
- **Motion carried**
- Beth Oberender's raise was retroactive
- Chris Foss reported 41 tickers have been sold for the Christmas luncheon, there will be seating for 120 people, word needs to go out that members must buy their tickets for this luncheon by December 5<sup>th</sup>. Advertising will send out the word to buy tickets by the 5<sup>th</sup>, Communications committee members can get involved, Chris will call hostesses to promote ticket sales

### **New Business**

- Pat Henson reported January 2<sup>nd</sup> date for Employee Handbook

Meeting adjourned at 10:55 AM

Respectfully submitted,

Carol Corrigan, Recording Secretary