

**Des Moines Women's Club
Board of Director's Meeting Minutes
October 10, 2018**

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

Roll Call

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

Minutes

- September 12th meeting minutes were distributed to members
- **Pat Henson moved to approve**
- **Bev Watts seconded**
- **Motion carried**

Treasurer's Report

- Treasurer Michelle Clark handed out copies of report and Maturing CD lists, She reported 3 or 4 scholarships have not been claimed. Report was filed for audit

President elect

- Jean Shires was absent

Corresponding Secretary

- Bev Watts reported 3 cards were sent this month to Robert Warren, Pauline Peterschmidt and Glenda O'Brien

Vice President's Reports

Membership V.P.

- Maureen Fialkov reported there is a New Members Coffee Tuesday, October 16 at 10 AM

Fund Raising V.P.

- Liz Teufel reported the Nut Sale and the Bean Soup sale are going on; the Basket Auction will be Wednesday, December 5 with a Buffet Luncheon; Ruth Hindal is in charge of the Basket Auction; there will be no night Basket Auction; Fund Raising committee meeting will be October 17th

Communication V.P.

- Judy German reported the By-Laws were mailed out to members yesterday October 9.

Old Business

- Handbook update was given by Liz Teufel, will meet with Wendy Roberts after luncheon
- Whistle Blower and Conflict of Interest policies report was given by Pat Henson Handout was provided, reviewing set up to protect employees and members
**Pat Henson moved to approve the Whistle Blower Policy, Chris Foss seconded
Motion carried**
- Naming Rights for rooms in Hoyt Sherman based on the \$100,000 donation to the renovation was discussed. Further discussion was tabled until after all contributors are made known.

New Business

- Pat Henson reported on the updating of the Employee Handbook policies, Liz Teufel, Chris Foss, and Judy German will help Pat with the updates
- Wendy reported Comp Time is illegal, Beth Oberender has 30 hours of comp time and will get paid when H/S is closed for Winter break. Beth will contact Wendy if she needs to work extra hours in the future
- **Liz Teufel moved that Beth Oberender's salary raise be approved, Maureen Fialkov seconded, motion carried**
- IAC procedures: a check and balance system will be put into place for the handling of money
- Chris Foss reported on the Home for the Holidays luncheon on December 12th, looking for more hostesses and committee members to help with set up and table decorating; luncheon will cost \$17.00
- Jayne Sullivan reported voting on the By-Laws will take place after the 1:00 program on October 31st; a quorum is needed to pass the By-laws
- Next Executive Board meeting November 7 at 10 AM
- Next Board meeting November 14 at 10 AM

Adjournment

- Business was completed, meeting was adjourned at 10:47 AM

Respectfully submitted,

Carol Corrigan
Recording Secretary