

Minutes of Des Moines Women's Club Board of Directors Meeting Held on January 11, 2023

Meeting called to order by President Janice Cord at 10:03 a.m. in the second-floor meeting space of the Center for the Arts and Education Building, Hoyt Sherman Place.

Roll Call:

Present: Marlene Anderson, Janice Cord, Carol Corrigan, Pam Deeds, Chris Foss, Mary Ellen Imlau, Carolyn Kuhn, Cindy Lane, Jean O'Neill, Marti Puff, Martha Stephenson, Sherry Wilkinson, Joann McCracken Young

Excused absence: Judith Frank, Mary Madison, Karen Riley Sievers, Rose Marie Webb

Non-voting: Parliamentarian Toni Van Cleve, present; Club Coordinator Eileen Boggess present

Minutes of the November 2022 board meeting were approved with amendments to correct the date and to remove unnecessary description of the discussion on the reorganization motion.

President's Report: Janice Cord thanked everyone for an enjoyable leadership event and expressed appreciation for the Christmas party. She reported that she and Club Coordinator Eileen Boggess will be on the "Hello Iowa" show next week to promote the 100th anniversary celebration and Club scholarships.

She presented the accessibility request brought up at the November meeting to Robert Warren, Executive Director of Hoyt Sherman Place. We have changed the arrangement of the chairs so that people entering the Byers Room from outside are not facing the program audience. However, Robert said that handicapped parking arrangements are under the authority of the city, so they are not making any changes for our meetings.

President-Elect: Sherry Wilkinson reported that 10 members came for lunch and 17 people did the tour of Terrace Hill. She is collecting suggestions for more outings, such as Jordan House, Meredith Kitchens, Principal's art collection, and Henry Wallace House.

Past President: Chris Foss reported on the big story the *Des Moines Register* ran on the Hoyt Sherman Theater anniversary. The *DSM* magazine will also feature a story on it in its January 17 issue. The two signature events are the Dionne Warwick concert on January 21 and the "Once Upon a Stage" variety show on March 29.

Tickets for that show have been sluggish. The Hoyt Sherman Place Foundation has received grants to cover the cost of the production from the National Endowment for the Humanities, National Endowment for the Arts, Iowa Department of Cultural Affairs, and Arts Midwest. This means the Women's Club pledge of \$5000 for the production cost will not be needed. However, the Club will still get half of the profits, so we want to promote it. Ideas included further advertising, soliciting participation from senior living centers if we can provide transportation to their members, and sharing Facebook posts. The program segments include:

- For Vincent Price, presentation of "Thriller" by Dance Vision
- For Meredith Willson, selections from the "The Music Man" performed by Vox Infinitus
- For Grant Wood, works featured in the gallery and a presentation by Allen Lampe
- For Edna St. Vincent Millay, poetry by Billy Withers (B. Well) and a song from her opera, *The Kings Henchmen*, performed by members of the Des Moines Metro Opera

1/11/2023

- For John Philip Sousa, selections by the Des Moines Metropolitan Concert Band
- For Agnes de Mille, a performance by Ballet Des Moines
- For Will Rogers, Drake University Musical Theater Students performing *Favorite Son* from the Broadway production of Will Rogers Follies with the original Tommy Tune choreography.

Eileen Boggess noted that this concert has truly been a collaborative effort between the Club and the Foundation. She and Molly Pins worked together to write the grant applications, and Club members researched the artists to be included.

Treasurer's Report: Marlene Anderson reported new CDs purchased in December continue to reflect the market's higher rates and are as follows:

- Endowed memorial scholarship fund:
 - 1) A \$32,000, 2-year CD earning 4.75% and maturing on 12/16/24,
 - 2) A \$32,000, 3-year CD earning 4.25% and maturing on 12/22/25.
- Open memorial scholarship fund: a \$27,000, 3-year CD earning 4.25% and maturing on 12/22/25.

Funds in CDs which had matured in the past couple of months were intentionally held in cash funds to allow for laddering strategy and to take advantage of expected higher rates. These rates are decidedly higher than others in our portfolio of CDs. Cash funds along with maturing CDs remaining in these two funds will purposefully allow adequate funding for scholarships to be paid out in June.

The Studebaker fund balance decrease of \$1,000 is due to a payout for Opening Day entertainment.

The Club is maintaining a high balance in general unrestricted funds to make funds available for operational expenses if needed. However short-term CDs with less than 1-year maturity are being considered. Although the Board has authorized a drawdown of up to 5%, no transfers have been needed so far this year. Between the membership increase, the dues increase, and the successful annual fund drive, the Club is in a good operating fund fiscal position. Marlene requested that members who incur expenses on behalf of the Club turn them in promptly so that we can keep abreast of our obligations.

Audit: Finance Committee chair Marti Puff reviewed the preliminary audit report from Timmins Jacobsen & Strawhacker, LLP, which was sent to the Board members before the meeting. The committee determined that a full audit was not needed, so the audit was limited to three areas:

- Verifying that cash balances as of May 31, 2022, are supported by a bank reconciliation and confirmation from the financial institutions.
- Reviewing the findings of the audit for the fiscal year ended May 31, 2017, which was performed by the same firm, and determining whether those recommendations have been implemented.
- Testing a sample of disbursements from June 1, 2021, through May 31, 2022, to determine if they were properly supported and authorized for payment.

Since there is one finding that is still being discussed with the auditor and our CPA, approval of the audit report will be delayed until the Board's February meeting.

1/11/2023

Membership Vice President: On behalf of Karen Riley Sievers, Marlene Anderson reported that membership continues at 162.

Fundraising: Pam Deeds reported the fundraising committee will be investigating which fundraisers will be continued during the next Club year.

Corresponding Secretary: Joann McCracken Young reported that in October she sent a get-well card to Cindy Lane and 14 Halloween cards for homebound members and members who have moved away. She has also sent get-well cards. She has Valentines prepared for homebound and distant members and is willing to host a card-making event for members to make additional cards. The Board decided not to do that because the event would conflict with chorus rehearsals called to prepare for the Valentine's Day program.

Parliamentarian: Toni Van Cleve spoke on how the by-laws revision now in process affect the Board reorganization. The by-laws committee will meet in February to make recommendations to the president on how to move forward.

Club Coordinator: Eileen Boggess reported that scholarship applications are coming in faster for the STEM scholarship than for the arts scholarships. The deadline is January 27. There are only a few entries for the Art Exhibition so far. Eileen has prepared a poster for the Art Exhibition but has not received approval to print it. Pat Henson has organized an outing to a Drake women's basketball game. Eileen has put a sign-up on the Club web site so that a block of tickets can be purchased together.

New Business: Joann McCracken Young recognized the afternoon program, where President Janice Cord will present on her experience participating in the Miss Texas and Miss America pageants.

The meeting adjourned at 11:27 a.m. The next Board meeting is scheduled for February 8, 2023.

Mary Ellen Imlau, Recording Secretary