

**Amended Minutes of Des Moines Women's Club Board of Directors Meeting held on June 8, 2022
Byers Room, Hoyt Sherman Place**

Meeting called to order by President Janice Cord at 9:33 a.m.

Roll Call: Present: Marlene Anderson, Janice Cord, Pam Deeds, Judith Frank, Mary Ellen Imlau, Carolyn Kuhn, Cindy Lane, Mary Madison, Jean O'Neill, Marti Puff, Karen Riley Sievers, Martha Stephenson, Rose Marie Webb, Sherry Wilkinson, Joann McCracken Young

Excused: Carol Corrigan, Chris Foss

Parliamentarian (non-voting): Toni Van Cleve **Staff Present:** Eileen Boggess

Visitors: Sheila Bingamon, Robert Warren

Minutes of the April 13, 2022, board meeting were approved as presented.

Reports

- **Budget:** Sheila Bingamon presented the budget for Club year 2022-2023 as prepared by the Finance Committee (see attached).

Items eliminated that had been funded in the past include the quarterly newsletter, the State Fair art contest, and the State Fair parade.

Items increased include:

- An additional \$500 for expenses of the art exhibition, authorized to be paid from the general fund;
- Income of \$6000 from an annual giving campaign, based on a \$3000 matching gift from Lorna and Fred Truck; and
- \$7000 for the external audit of club finances due to be performed this year.

In order to fund the audit, the committee is recommending authorization of a drawdown up to 6% of the general unrestricted funds if needed. (Last year the club authorized an increase in the permitted drawdown from 4% to 7%, but due to federal pandemic relief funds and club economies only 3% was needed.)

Sheila also presented a PowerPoint illustrating the sources of the Club assets (approximately \$700,000 unrestricted funds, \$1.3 million Scholarship funds and \$120,000 other restricted funds), Club revenues (approximately \$24000 from lunches, \$24,000 from dues, \$40,000 transfer from unrestricted funds and \$1,000 from fundraising), and Club expenses (approximately \$31,000 for payroll, \$21,000 for operating expenses, \$21,000 for lunches, \$3500 for fundraising, plus other categories as illustrated on the budget detail attached). The difference between expected revenue and expected expenses is \$39,000.

A motion was made and seconded to accept the budget as presented, including the allowed drawdown of unrestricted funds to 7% (approximately \$47,800 based on the average rolling balance recorded as of May 31).

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Discussion centered on the elimination of the newsletter. The reasoning given was that everything in the newsletter is already covered in the weekly eblast, which is also mailed to everyone who doesn't have email. About 15 people receive this mailing, and the annual postage cost for that is about \$460, which is less than the production and mailing of one newsletter. A request was made for highlighting the list of future programs in the eblast so that members could have a printed reminder beyond just the coming week, and staff agreed to do that. The motion was approved.

- **100th Anniversary of Hoyt Serman Place Theater.** Robert Warren presented Plans for celebrating the centennial of the theater, which opened on January 1, 1923. The Hoyt Sherman Place Foundation board and set a goal of presenting 100 events in the 2022-2023 fiscal year. More than 60 have already been scheduled. The staff plan to select a "golden guest" at each performance to receive prizes.

In recognition of the Women's Club's achievement in building the theater, the Foundation is proposing an event titled "Once Upon This Stage," tentatively scheduled for March 29, 2023. The format would be a variety of presentations highlighting a famous person who appeared on the Hoyt Sherman stage in the past paired with related presentations by contemporary community artists.

Ideas include dancer Agnes DeMille, honored by a Ballet Iowa performance of her award-winning choreography; painter Grant Wood, with display of his pieces form the Des Moines Art Center; marching band director John Philip Sousa, with an appearance by a local school band; storyteller Will Rogers, with a selection form the Des Moines Register's storytelling project; poet Edna St. Vincent Millet, with a presentation from local artists; and composer Meredith Wilson, with a show-stopping rendition of "76 Trombones."

Based on its experience with comparable ensemble events, the Foundation staff believe the show could be produced for \$10,000. The Foundation Board has authorized \$5,000 for the project and is approaching the Women's Club with a proposal of a 50-50 split on expenses and revenue. At a proposed price of \$25 per ticket, attendance of 400 people would recoup the initial investment. A sold-out house would bring in \$30,000, for a \$10,000 profit for each party.

A motion was made, seconded, and approved to accept the proposal and contribute \$5000 toward this project.

- **Installation of Board members:** Parliamentarian Toni Van Cleve installed Martha Stephenson as a new Board member, since she was not able to be present at the installation in May. Carol Corrigan also remains to be installed. Officers and Board of Directors signed a statement acknowledging Club policies, including conflict of interest.
- **Nominating committee:** A motion was made, seconded, and approved to name Mary Ellen Imlau and Carolyn Kuhn to lead the nominating committee for the 2023-2024 officers and Board members.

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- **President's report:** Janice Cord presented the calendar for the coming program year. Because the Board suspended the By-Law requiring four meetings per month, she did not believe she was free to go back to the old calendar. She has responded to members' requests for more programs by scheduling a morning program, lunch, and an afternoon program for each Wednesday except the second Wednesday of the month, which is reserved for Board meetings. No meeting will be held on the first Wednesday of January, and the remaining January meetings will have afternoon programs only.

There was discussion about why the meeting schedule was originally reduced. Karen Sievers reported for the Membership Committee that in recruitment the term "meeting" may be misleading to prospective members who envision a business meeting. Most other clubs have a less demanding schedule, such as a monthly meeting.

Janice also presented the issue of moving to a nine-member Board, as approved at the April 13 meeting. She requested the appointment of a five-member committee to flesh out a trial proposal for Club Year 2023-2034. Discussion ensued on whether a "trial" was necessary. The nominating committee will need to know what positions they are recruiting for.

It was moved, seconded, and approved to adopt a nine-member Board for the coming year, with the details of board member responsibilities, conversion protocols, and needed by-law changes to be worked out by an ad hoc committee. Karen Sievers agreed to serve on the committee, and Chris Foss is to meet with them to present the work done on the issue by the Strategic Planning Committee.

- **President-Elect** Sherry Wilkinson pledged to come to all department and committee meetings if she is able and asked to be copied on agendas and reports.
- **Treasurer's Report** was approved as presented.
- **Membership Vice President:** Karen Sievers reported that the membership committee is holding a workshop on June 23 to review results for the past year and discuss ideas for next year, including how best to serve our 37 new members.
- **Corresponding Secretary:** Joann McCracken Young reported sending three get-well cards, and one congratulations card. She suggested that members also send Begie Hefner cards as she transitions to her new living arrangement.
- **Club Coordinator:** Eileen Boggess repeated her request for people to contact her for carpool arrangements to go to the President's "party on the Patio." Janice explained that the location is hard to find, and parking is limited. Tammy Schroeder has offered to drive a van to help transport members.

The meeting adjourned at 10:42 a.m.

Respectfully submitted, Mary Ellen Imlau, Recording Secretary