

Minutes of Des Moines Women’s Club Board of Directors Meeting Held on November 9, 2022

Meeting called to order by President Janice Cord at 9:59 a.m. in the Byers Room, Hoyt Sherman Place.

Roll Call:

Present: Marlene Anderson, Janice Cord, Carol Corrigan, Pam Deeds, Chris Foss, Judith Frank, Mary Ellen Imlau, Cindy Lane, Mary Madison, Jean O’Neill, Karen Riley Sievers, Martha Stephenson, Sherry Wilkinson

Excused absence: Carolyn Kuhn, Marti Puff, Rose Marie Webb, Joann McCracken Young

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

Minutes of the October 2022 board meeting were approved with amendments to clarify the treasurer’s report regarding investment fund balances and funds from matured certificates awaiting reinvestment decisions and to correct an error in the list of performers for the “Once Upon This Stage” program.

Reorganization Report: Co-chair Sharon Hawthorne presented the report of the reorganization task force, which was charged with defining the responsibilities of the newly approved positions on the Women’s Club board of directors for the 2023-2024 Club year and with streamlining the organization chart to include committees. The task force completed their work by November 1, as directed. (See Attachments 1 and 2 for the complete report and a proposed table of organization.)

In addition to Sharon, Task force members include parliamentarian Toni Van Cleve, membership vice-president Karen Reilly Sievers, president-elect Sherry Wilkinson, past presidents Kathy Crall and Wendy Roberts, board member Mary Madison, and member Judy German.

The Board has adopted a change to a nine-member board of directors. The task force report recommends designating these nine positions as follows:

- Five elected officers (president, past president, president-elect, secretary, and treasurer)
- Four directors, designated as membership, program, governance, and at-large

The task force designated 16 committees. The president-elect would be responsible for appointing the 16 committee chairs, who would each be responsible for recruiting other committee members and assigning tasks using the member preference sheets.

Each committee is associated with a particular member of the Board, who would follow the work of the committee and serve as a liaison between the committee and the board of directors. The committees and assignments are recommended as follows:

- President-Elect: Scholarship Committee and Art Exhibition Committee
- Secretary: Communications Committee
- Treasurer: Finance Committee, Scholarship Adherence Committee, and Fundraising Development Committee
- Director for Membership: Membership Committee and Luncheon Committee
- Director for Programs: Club Program Committee, Department Committee, and Opening Day and Closing Day Committee
- Director for Governance: Internal Audit Committee, Nominations Committee, and By-Laws Committee
- At-Large director: Decorating Committee and Archives Committee

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The task force also recommended that a template be developed for reporting minutes of committee and subcommittee meetings and that the description of committee duties be removed from the By-Laws and published in a Club Handbook (expanded from the current Leadership Handbook) to be more accessible to members.

It was pointed out that under these recommendations, the recruitment burden on the president-elect would be significantly reduced, with some responsibilities devolving to the committee chairs.

It was moved and seconded to accept the committee's recommendations as presented. The question was called, and the motion approved. Discussion centered around the relationship between the committee chairs and the assigned board member. Although the committees are to communicate their activities to the board member, the board member would not have authority over what the committee does.

The next step is for the recommendations to go to the by-laws committee. Amendments to the by-laws would then need to be approved by the membership.

President's Report: Janice Cord reported that she was pleased with the first month's luncheons and programs. Everything has gone smoothly, and the programs have been interesting. For December, the first Wednesday will be the leadership appreciation event, which Janice plans to hold at her house. There will be no luncheon or programs that day. The second Wednesday will be the holiday party, with a musical program and perhaps an appearance by Santa Claus.

President-Elect: Sherry Wilkinson reported that things are going well. She will be hosting a "behind the scenes" tour of Terrace Hill for interested club members on December 21 and invites members to meet at Noah's Restaurant at 11:00 for lunch before the tour. The charge for the tour is \$5.

Past President: Chris Foss reported that the Hoyt Sherman Foundation is hosting a holiday open house from 5 to 8 p.m. on December 14, which will be open to Club members as well. There will be food and a cash bar.

She believes that most board members have tickets for the "Once Upon a Stage" program scheduled for March 29. On a recent visit to the Grant Wood house, Sherry Wilkenson invited the staff of to come, and Robert Warren has offered them free tickets if they contribute to the works on exhibit.

Treasurer's Report: Marlene Anderson reported that the finance committee is doing an extensive review of the Club's certificate of deposit profile. The Club has a large balance in three funds. Investment decisions are being held until the November 16 finance committee meeting. The committee will consider whether to withdraw funds from low-interest accounts to reinvest at a higher rate. The length of the certificates must also be calibrated to assure that enough certificates mature each year to meet the funding requirements for scholarship awards. Current available rates include 4.4% for 6 months, 4.55% for 12 months, and 4.95% for 24 months.

Marlene also reported that Marti Puff discovered that the bequest from the estate of Marjorie Lanman has not been correctly handled. Some of the funds were to have been directed to scholarships, but they didn't get transferred to the investment fund that supports general scholarships. Research on the deposits has identified those that came from the Langman memorial.

Membership Vice President: Karen Riley Sievers reported that the Club has 21 new members, for a total of 160.

The membership committee is offering a series of "Club 101" classes aimed at first-year and second-year members. The first, covering the yearbook and Club structure was held on October 26 and was

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attended by three people. On November 16, Sherry Wilkinson will present on the history of the Club, and on December 14, Rose Marie Webb will present on the on the Hoyt Sherman Place building.

In November, the committee is holding membership campaign. Each member who brings a guest to a Club meeting receives a “golden ticket” for a drawing for tickets to the “Once Upon This Stage” performance. Members are asked to have their guests sign the guest book so that Karen can send an email or card to follow up.

Fundraising: Pam Deeds reported that candy and poinsettia sales are ongoing.

Club Coordinator: Eileen Boggess reported that she has been working with Judith Frank on the poster for the art exhibition. Entries open on November 15. She is also looking for pictures of all of the Club’s past presidents

New Business: Chris Foss presented a proposal on accessibility. Her suggestion is that on Wednesdays no members or staff should be able to park behind the building so that space could be used for member drop-off and presenters who load in materials for their presentation can park there. She also believes we need to encourage people to arrive timely, so that entry through the Byers Room door does not interrupt the program.

There was discussion on whether the room could be rearranged so that the presenter was not stationed in front of the door. Eileen Boggess stated that there are limited options for arranging chairs, especially for popular programs. She agreed to explore this with building staff. Another suggestion was to designate an area for walkers.

Chirs feels that we need to make our events more accessible. Since the building does not accessible according to ADA guidelines, she also suggests that the hospitality committee might station people to help out and the elevator and the stair lift. This item was tables for more investigation and discussion.

The meeting adjourned at 11:17 a.m. The next Board meeting is scheduled for January 11, 2023.

Respectfully submitted, Mary Ellen Imlau, Recording Secretary