

**Des Moines Women's Club  
Board of Directors Meeting Minutes  
February 14, 2018**

President Rosemary Hillman called the meeting to order at 10:05 a.m.

**Roll Call**

- **Present:** Rosemary Hillman, Wendy Roberts, Liz Teufel, Maureen Fialkov, Isabelle Lemke, Joyce Larson, Chris Shelton, Bev Watts, Victoria Lindskoog, Michelle Clark, Janice Cord, Chris Foss, Pat Henson, Deb Stonehocker
- **Excused:** Katie Doerhoff, Judy German, Fran Bobzin, Jane Bowlin
- **Others Present:** Jayne Sullivan, Sue Battani

**Minutes**

- Minutes of January 10, 2018
- **Chris Shelton moved that the Minutes be approved. Seconded by Joyce Larson. Motion carried.**

**Treasurer's Report (See attached)**

- Filed for audit.
- Michelle Clark recommended that in the future the report show the amount of money remaining for benevolence. Joyce this could be figured at the end of each year.
- Chris Foss will chair a new ad hoc committee to determine procedures for Club benevolence.
- Pam Henson would like to have more detailed information on expenses.
- Marti Puff said that the Finance Committee should be giving the Board monthly profit and loss statements and should do more Board education.

**President-elect Report**

- Wendy Roberts thanked everyone for all their help.
- Sue Battani will be educating the new Board on board responsibilities.
- Michelle Clark will do training on Robert's Rules of Order.

**Corresponding Secretary's Report**

- Thinking of You...Char Kimball
- Get Well...Dee Ann Wilson, Fran Bobzin, Jane Bowlin, Ruth Brown, Patsy Markamann
- Sympathy...Peg Nelson, Evelyn Fisher, Family of Joanna Schilling

**Vice President's Reports**

**Membership**

- There are 12 new Club members. She met with new members and they all complained about the food and the cost of food. Discussion followed about members bringing their own food and eating outside the gallery, plastic tablecloths that did not need cleaning, and a monthly buffet lunch to cut costs.

**Fundraising**

- There is a discrepancy in the income from the Basket Auction reported last meeting and Quick Books; this will be addressed.
- The next and last fundraiser will be the Plant Sale.

**Communications**

- No report

**Old Business**

- Internal Audit Committee (IAC) met on January 30 and February 6, 2018 to review and discuss the 2017 external audit report and related findings. The committee is preparing an

action plan for the DMWC President and Board based on the audit recommendations and will report on the status of the plan at the March Board meeting. In the future the IAC will report to the Board on a monthly basis.

- Scholarship Solutions Committee will be working with the IAC on scholarships and amounts to be awarded in the future.
- Ad Hoc Altruistic Giving Committee will be chaired by Chris Foss with the goal of setting up policies and procedures for giving.
- Noise reduction is still an issue; it was recommended that Art Exhibition panels be placed in the corners of the dining area to try to reduce noise.
- Use of Attorney in Case of Lawsuit was researched by Chris Shelton. According to Melissa Kauffman, our agent at Jester Insurance, we should contact the Jester Agency before contacting an attorney if DMWC is faced with a potential lawsuit. They will advise us of the next action that should be taken. Otherwise our insurance might not cover costs.

#### **New Business**

- Yearbook style for next year is being investigated by Pat Henson; she is seeking a binder that would allow pages to be inserted and including pictures and other information about members.
- New Draft of Agreement with Hoyt Sherman Place Foundation was passed out by Rosemary Hillman. She requests that Board members read this and send comments to her.
- Finance Committee Motions made:
- **Moved by Joyce Larson that a Standing Rule be added specifying that \$25 of each \$150 membership be added to the General Scholarship Fund. Seconded by Chris Shelton. Motion carried.**
- **Moved by Joyce Larson that the Club cover the payment of dues for the President during her year of service. Seconded by Janice Cord. Motion carried.**
- Nominating Committee chair found that the 2017 *Yearbook* incorrectly listed some terms of Board members. Janice Cord and Deb Stonehocker have agreed to have their terms end in 2018. The Executive Committee accepted these changes to the Annual Meeting Minutes.
- Next Year's Budget is being prepared by the Finance Committee.
- Tracking Charts for long range goals developed by Michelle Clark were passed out and discussed.
- Attendance at Finance Committee Meetings by other members of DMWC was discussed. Tabled for more consideration.

#### **Adjournment**

Meeting adjourned at 10:58.

#### **Next Meeting**

March 14, 2018, 9:00 am.

Respectfully submitted:

Liz Teufel  
Acting Recording Secretary  
in absence of Judy German, Recording Secretary