



## Vermont Business and Professional Women's Club, Inc.

---

### State Board Meeting Minutes February 9, 2015 – Teleconference

**Call to Order: 8:05 p.m. EST by Carolyn Frazier**

Roll Call completed by Danielle Martel, please see attached Roll Call Report and Call Log.

Quorum established by Carolyn Frazier: Two Executive Committee members from different Local Organizations and six Board members.

Alice Kitchel of St. Johnsbury made a motion to accept, suspend, amend the Teleconference Rules of Order, and Kim Bina of Westshire seconded, there was no discussion and the motion passed unanimously.

A motion to accept the agenda with the following changes was made by Donna Rae Heath of St. Johnsbury, Kim Bina of Westshire seconded, there was no discussion and the motion passed unanimously.

- Delete the following: Vice President, Bylaws, Camp BPW, Immediate Past President, Nominations, and Website Reports.

#### **Executive Committee Reports**

- **President's Report – Carolyn Frazier**
  - License and Fee update - Carolyn Frazier sent this in, and there is no charge for this year.
  - President's Challenge reminder – information and tally sheets on the website. Tally sheets need to be sent to Carolyn Frazier, and if any help needed or questions with the website contact Staci Smith.
  - New England Past State President's IDP Regional Effort – Carolyn Frazier is the Chair. Date and venue TBD, but will be held here in Vermont in Fall 2015.
- **Secretary Report – Danielle Martel**
  - Fall Board Minutes were attached to the agenda for review. A motion to accept the minutes as printed with spelling corrections was made by Alice Kitchel of St. Johnsbury, Marilyn Grunewald of Franklin County seconded, there was no discussion and the motion passed unanimously.
- **Treasurer's Report – Kathy Butler**
  - Donna Rae Heath of St. Johnsbury made a motion to file the report for audit, Kim Bina of Westshire seconded, it was discussed to read the expanded information in regards to the membership grants in order to figure out which Local it was distributed to, the motion to file was passed unanimously.

#### **Other Reports**

- **Bylaws – Carolyn Frazier** asked that the Board members review their sections of the bylaws and send all changes to Leslie Germain and Carolyn Frazier.
- **Finance – Donna Rae Heath**
  - Committee report was attached to the meeting agenda.
  - Statewide Fundraiser – Raffle for 2 in 1 tablet. \$5 per ticket. Donna Rae Heath will be purchasing this with her own funds this week, and will be reimbursed. Carolyn Frazier will follow-up with the Local Presidents to disperse tickets, each member is expected to sell \$25 worth of tickets.
  - Next Budget – Donna Rae Heath's committee work to start this month



## Vermont Business and Professional Women's Club, Inc.

---

- The point was made that the auction at Convention used to fund the upcoming Convention, but over the past few years it has been covering the cost of that year's Convention instead. Will be brought up at Board meeting as an agenda topic to bring up at Convention to be added to the manual.
- Special 90<sup>th</sup> Convention History Status – 5"x7" booklet of the history of BPW/VT Convention highlights. Committee to collect from the members pictures and information for this book. Pat Nowak and Barb Swinton have some items. The budget is \$500 for all committees to share.
- Legislation – Marilyn Grunewald (present) and Molly Ryan (not-present)
  - Committee report was emailed yesterday to the Board.
  - Equal Pay Day – Is April 14<sup>th</sup> this year, and is going to be an all day event at the State House. The Vermont Commission on Women are requesting that BPW/VT sponsor the breakfast portion of the day. Legislative Committee to coordinate with the Vermont Commission on Women committee on this event. Jacqui Hood-Lefebvre inquired if Equal Pay Day is being celebrated in New York, and even though Molly Ryan is the Chair for New York there is not any events scheduled but there is a Proclamation that will be signed. The financial burden was discussed as well, because there is only \$500 to be divided between all of the committees, so Marilyn Grunewald is waiting to hear back from Lilly Talbert at the Vermont Commission on Women re: cost of event. Kim Bina sent out Equal Pay Day information to Westshire BPW and also to Staci Smith for the website.
- Program Grants – Marie Eddy - \$900 total spent, \$350 to St. Johnsbury and \$550 to Franklin County. See budget for details.
- Women Joining Forces (Veteran's Initiative) – Donna Rae Heath
  - Committee report was attached to the meeting agenda.
- Young Careerist – Jacqui Hood Lefebvre – The manual is on the website and has been sent to the Executive Committee and Local Presidents. Participation and recruitment is key! Vermont is hosting the regional event this year.
- Local Organization Reports
  - Burlington – Stephanie Hainley/Barb Swinton – not present
  - Champlain Valley – Kelley Plummer – not present
  - Franklin County – Hope Backus – Report attached to meeting agenda.
  - St. Johnsbury – Alice Kitchel – Report attached to the meeting agenda. Their successful Camp BPW was discussed; they had more than 50 girls at the event at the Lyndon Institute on a Friday during the school day.
  - Westshire – Kim Bina – Strategic plan in Local to gain focus and do more community events. Work-life balance is the first activity scheduled for their next meeting. Also are looking to do a food drive for the local food pantry, and partnering with the local Women's Develop in Rutland to participate in luncheon seminars.

### Unfinished Business

- Insurance
  - Bonding Treasurer – Is only mandatory if it is a State, County, or Federal Government. 1-3% of amount bonded, so \$40,000 in account is equivalent to \$400-\$1,200 annually.
  - Directors & Officers Insurance – Not required, but is recommended. \$891/year
  - General Liability – Needed for rental of any venue. This year's Convention venue coverage will cost \$270. Danielle Martel of Franklin County made a motion to designate \$270 to cover liability insurance for state





## Vermont Business and Professional Women's Club, Inc.

---

events, seconded by Alice Kitchel of St. Johnsbury. There was no discussion and the motion passed unanimously. Donna Rae Heath will send Carolyn Frazier the pages that need a signature.

- By being incorporated, the organization can be sued not any individual person. As long as the policies and procedures of the organization are followed everyone is safe.
- There is already a motion made from Convention that if insurance is not mandatory that it is to be deleted from the budget. BUT according to currently bylaws the State Treasurer must be bonded.
- Awards
  - Have been distributed to all Local Organizations. Deadline is April 3, 2015.
- Vermont Working Women
  - Is the official communication medium per State Bylaws, but if nothing is sent in Carolyn Frazier will send out an email newsletter with the Call to Convention.
  - Discussion to change bylaws to make the website that medium not VWW.

### **New Business**

- Women's History Month
  - Is on the list of President's Challenges
- Town Hall Meeting
  - 02.26.2015 Teleconference at 8:00 p.m. EST
  - Discussion to help board members, and how to encourage moving up through the ranks at the State level.

**Adjourned: 9:05 p.m. EST**

### **Announcements**

Feb. 26 Town Hall Meeting – Topic: Do the State positions (officers and chairs) need to be revamped? What are some problems/solutions?

March 1 Board Meeting Reports Due this week to President

March 12 State Board Meeting Teleconference 8:00 p.m. (EST) – priority will be Bylaws and Budget Discussions

March 15 Call to Convention with proposed Bylaw amendments, Budget proposal, Convention registration information and Slate of Officers

April 3 State Award Deadlines

April 18 Convention Board Reports Due to President

May 1 Convention Begins

**Respectfully Submitted:**

**Danielle Martel**  
Secretary 2014-2015

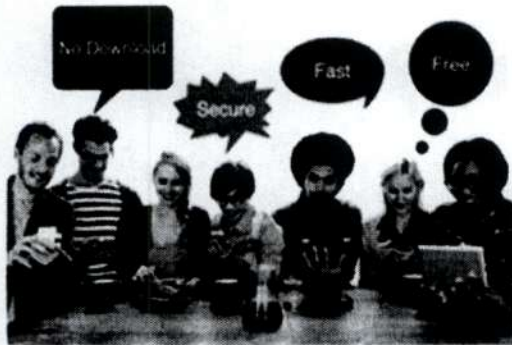
Vermont Business and Professional Women – State Board Roll Call 2014-2015

Name	Position	5/19	8/28	2/9	
Carolyn Frazier	President	1	1	1	
VACANT	President Elect Issues Management Chair	n/a	n/a	n/a	
Pearl Gilbert	Vice President Membership Chair	1	1	0	
Danielle Martel	Secretary	1	1	1	
Kathy Butler	Treasurer	1	1	0	
Staci Smith	Immediate Past State President (voting) & Website	1	1	0	
Jacqui Hood Lefebvre	Parliamentarian Young Careerist Chair (voting)	1	1	1	
Stephanie Hainley	Burlington President	n/a	1 Barb Swinton	0	
Kelley Plummer	Champlain Valley President	0	1	0	
Hope Bockus	Franklin County President	0	0	0	
Alice Kitchel	St. Johnsbury President	1	1	1	
	Westshire President	1 Kim Bina	0	1 Kim Bina	
Leslie Germain	Bylaws Chair	0	0	0	
Donna Rae Heath	Finance Chair (voting) Women Joining Forces Chair	1	1	1	
Lou DiLorenzo	Foundation Chair	1	0	0	
Lisa Grunewald	Historian	1	0	1	
Kim Bina	Individual Development Chair (voting) and VT Commission on Women	0(see above)	0	0(see above)	
Molly Ryan	Legislation Co-Chair	0	0	0	
Marilyn Grunewald	Legislation Co-Chair	1	0	1	
Amanda Thomas	Public Relations Chair	0	0	0	





**Date:** February 9, 2015 at 6:14:51 PM PST  
**From:** noreply@freeconferencecall.com  
**Reply-To:** services@freeconferencecall.com  
**To:** jacquih@comcast.net  
**Subject:** Free Conference Call Detail Report



Update your account for free Online Meetings, with no attendee downloads

[Access Now](#)

**Free Conference Call**

PO Box 41069  
 Long Beach, CA 90853-1069  
 Tel: 877-216-7555  
 Fax: 562-437-1422

Date: 02/09/2015  
 Statement #: 127167456  
 Dial-in Number: (712) 432-0926  
 Access Code: 445699

**Free Conference Call Detail Report:**

Call Date	Calling Number	Start Time	End Time	Total Minutes
02/09/2015	802-393-0716	7:59:06 PM	9:09:56 PM	7
02/09/2015	802-684-3412	7:59:27 PM	9:09:59 PM	7
02/09/2015	714-995-5424	8:08:15 PM	9:10:00 PM	6
02/09/2015	802-362-2253	7:59:38 PM	9:10:00 PM	7
02/09/2015	334-750-2736	7:57:51 PM	9:10:00 PM	7
02/09/2015	802-748-3314	8:00:16 PM	9:10:01 PM	7
02/09/2015	802-527-8237	8:09:18 PM	9:10:27 PM	6

Total Minutes: 480  
 Number of Callers: 7

NOTE: All times in Eastern Standard Time

**Quick Links:** | | | |