

## BPW/VT State Board Minutes

August 28, 2014 at 8:00 p.m. - Teleconference

Call to Order – Carolyn Frazier at 8:01pm

Carolyn's new email is [BPWVT@yahoo.com](mailto:BPWVT@yahoo.com), do not send any correspondence to her old email account – it was hacked this morning.

Roll Call – Danielle Martel

President – Carolyn Frazier

- Quorum established 11 voting, 0 non-voting present, 0 observing – quorum established
- Teleconference Meeting Rules were developed by the Executive Committee and were emailed along with the agenda for the Board to review. **Danielle Martel from Franklin County made a motion to accept the teleconference meeting rules as printed, Alice Kitchel from St. Johnsbury seconded. No discussion. 11 YAYS, 0 NAYS, 0 OBSTENSIONS and the motion passes unanimously.** They will now appear on all future teleconference agendas under Parliamentary.
- Agenda Approval/Changes: No changes were emailed to Carolyn Frazier prior to this meeting, and the agenda was approved by the Board.
- President's Report
  - Report Format – Committee Chairs please update with changes prior to the meeting, so others can review and ask questions or feedback. It should include goals for the year, tasks that are completed and need to be done, as well as the committee members listed. Carolyn Frazier did a report on the Best Practices Sharing workshops as an example and sent it to the Board. This report needs to be sent to Carolyn Frazier by 10/25/2014. There were no questions from the Board.
  - Best Practices Sharing Event – Donna Rae Heath blogged about the event on the BPW/VT website. The day went well, and there was one non-member that attended. She plans to join Burlington BPW. We had great feedback and learned a lot from the event, and will work to improve it next year.
  - Presidential Challenges – Carolyn Frazier asked Staci Smith to put the Presidential Challenges on the BPW/VT website. It was emphasized that the LO Presidents should discuss with their memberships, and choose the challenges that best fit their local. Two files are available on the website for download, to help LO Presidents tally up points prior to Convention. None of the LO Presidents that are present have any questions.
  - Town Hall Meeting – “Our Iceberg is Melting” – LO Presidents please circulate the book throughout your membership. The Town Hall Meeting on Sept. 18<sup>th</sup> is an open discussion about the book. This is open to all members for input on how this can help our organization to continue to grow and thrive.

Secretary – Danielle Martel

- Pre Conference Board Minutes – No corrections. Minutes accepted by the Board as presented.
- Convention Minutes – No corrections. Minutes accepted by the Board as presented.
- Post Conference Board Minutes – No corrections. Minutes accepted by the Board as presented.

- List of Action Items by the Executive Committee this summer – All of the action items and motions from both Executive Committee meetings were read and were accepted by the Board.

Treasurer – Kathy Butler

- Financials since Conference – Financial statements were sent along with the agenda for the Board to review prior to this meeting. The Board had no questions or corrections. These financials will be filed for review.

Vice President – Pearl Gilbert

- Membership – Pearl is working to identify the membership chairs for each Local in order to collaborate membership efforts throughout the state. Westshire BPW has not had an election yet, and Kim Bina is their contact at this time. Burlington BPW does not have a membership chair, and Stephanie Hainley is their contact at this time. She is working with Carolyn to edit and update the brochure, and Staci Smith is going to send her an editable version since the one on the website is a PDF. She requested that all of the Locals post their membership brochures on their website and also send it to Pearl to review.

### **Other Reports**

Immediate Past State President – Staci Smith - Nothing to report

- Audit was completed earlier in the week, but no official Audit Report has been submitted. Nancy Young will contact Kathy Butler to try and fix some of the paperwork, because the paperwork during the switch between the two Treasurers was lacking, but the accounts all were fine. Transitional plans between Treasurers will help with this in the future.

Legislation – VT Co-Chair Marilyn Grunewald

- She will not be with us this evening but information regarding Senator Leahy's 18<sup>th</sup> Annual Women's Economic Conference are on the BPW/VT website. Carolyn asked the LO Presidents to send an email to their membership for them to go onto the website and read it. If you are able to help out that day please contact Marilyn. The table is only set-up in the morning this year to allow everyone to attend the workshops and coaching seminars.

Grants – Marie Eddy

- She was not able to join us, and will have an update on submissions in the VWW. The membership grant form is on the website.

Young Careerist – Jacqui Hood-Lefebvre

- Update on regional event – Jacqui is a co-chair of the event so she asked Stephanie Hainley to go with Emily Owen to avoid any conflicts. The event is in Massachusetts on 09/27/2014, and the sign-up information was sent out. The New England Past State Presidents meet twice a year, in New Hampshire in the spring, and in Vermont next fall for the regional event. Please contact Jacqui with any potential venues for next year's event.

Local Organizations

- Burlington – Barbara Swinton – They are currently meeting at two different restaurants in Burlington, and have welcomed 7 new members this summer. They met last night at the St. Johns Club and had a great time. They will be participating in Laura’s walk, a 5k to end sexual violence, on 9/13. Last night at St. Johns Club. Contact barb 864-7859 instead of email until 09/16th
- Champlain Valley – Kelley Plummer - They do not meet in the summer, due to traveling and vacations. Working on their Innisbrook fundraiser, and helping Emily Owen prepare to represent BPW/VT at the regional YC competition on 09/27/2014. Planning the “Meet the Candidate” night and are now accepting Woman of the Year and Employer of the Year nominations.
- Franklin County – Hope Bockus – They do not host Membership Meetings during the summer, but did have a summer BBQ party which was a lot of fun. Both the Executive Committee and Full Board have met, and they are busy working on the Open House scheduled for Sept. 16<sup>th</sup>.
- St. Johnsbury – Alice Kitchel – They held a few board meetings and a retreat in July to go over the program for the year. They received a membership grant to host a Chamber Mixer in September to attract new members. Also doing the concessions for Rotary Bingo in early October for a fundraiser.
- Westshire – No one present at this meeting to give a report.

### Unfinished Business

- Insurance – D&O and Liability (Convention Motion –FYI-Motion: Kim Bina, Westshire BPW, moved to request the Board investigate the requirement of errors and omissions insurance and bonding of the Treasurer as a 501(c)(3) organization. If it is discovered that it is not required we would eliminate the requirement from the budget and amend the bylaws. Seconded by Jacqui Hood-Lefebvre, Franklin County BPW. Motion Carried.) This will not be discussed at tonight’s meeting as the EC is waiting on more information from the Finance Committee. Donna Rae has been working on this, but there is nothing concrete to bring to the Board for a vote. **It appears on the agenda as a FYI item to let the Board know we have not overlooked this item.**
- Awards – The wording and date of application submission has been changed for all awards. They are on the BPW/VT website.
- Town Hall Meeting – September 18 at 8:00 p.m. – Great opportunity for the local memberships to use their voice, and offer ideas/suggestions for moving the state forward. Please let members know if they cannot be on the call to let a board member know their comments about how of if we should change the way we do business.

### New Business

- Vermont Working Women articles/pictures are due to President Frazier by September 30
- National Business Women’s Week 10/19–10/25 – Each local should try and have at least one press release or event during this time, it doesn’t have to be elaborate but you should do something to showcase women in the area.

Adjourned – Carolyn Frazier at 8:47pm

### Announcements

- Next Board Meeting –November 17, 2014
- Next Executive Committee Meeting – December 15, 2014
- Women’s Expo in Franklin County – info shared and website address given.
- Updated bylaws are posted on the website.