

VERMONT BPW
FALL BOARD MEETING
Hampton Inn, Colchester, VT
October 27, 2012

8:15 am: Donna Rae Heath, President, welcomed BPW members and Camp BPW participants to the Fall Board Meeting. The Pledge of Allegiance and Collect were conducted by BPW members Marie Eddy, Burlington, and Lucille Nelson, St. Johnsbury BPW.

Key Note Speaker: Our guest speaker, Jesse Remillard, USCIS Section Chief, was introduced by Donna Rae Heath, President. Ms. Remillard, on behalf of the Farm Service Agency, presented Donna Rae Heath a certificate and gift in recognition of her retirement from the Farm Service Agency after 30 years of employment.

Ms. Remillard has been employed with the U.S. Customs and Immigration Service for seventeen years and is currently the Section Chief for the Domestic Violence Unit for Immigration located in St. Albany, VT. This unit also has a Human Traffic Unit and serves all of the United States. She shared three quotes with the members and guests that she follows personally: "Whatever you are, be a good one" from Abraham Lincoln; "Keep calm and carry on" (from posters in London) and "Always be better than your best self".

Call to Order: Donna Rae Heath, President, called the meeting to order at 9:36 am.

Roll Call: Diane Brockway, Secretary, took Roll Call and a quorum was met.

Parliamentarian: Pat Nowak, Parliamentarian, was not able to attend. Carolyn Frazier, Champlain Valley BPW, was appointed Parliamentarian by Donna Rae Heath, President.

President's Report: Donna Rae Heath, President, presented her report. She has worked with Trisha Woodward, Treasurer, and Gina Clark, Franklin County BPW, on organizing the financial records. Donna Rae and Trisha have completed the signature requirements for the bank accounts at the Peoples United Bank. BPW/VT became incorporated in September, 2012. She is working on the application for the 501(c)(3). A draft application has been completed. Donna thanked Jacqui Hood-Lefebvre and Carolyn Frazier for their third year of organizing Camp BPW. She also thanked Renee Kilroy, St. Johnsbury BPW for her assistance this year. Earlier in October, Donna Rae represented VT/BPW as a member of a seven-member panel sponsored by U.S. Senator Bernie Sanders and held at the State House in Montpelier, VT. The panel consisted of women organizations that work on economic, legal and violence issues. A copy of her presentation was provided to the membership.

President-Elect Report: Staci Smith, President-Elect, had no report.

Vice-President's Report: Carolyn Frazier, Vice-President, stated that she is working on Coordinating the Spring Board Meeting to be held March 30, 2013. She is looking at venues in the Rutland, VT area. She would also like to include a Membership event to help Westshire BPW. Regarding Membership, she said Home Party Businesses are now being looked at for membership. Champlain Valley BPW held a "progressive auction" at their August meeting and raised \$100 in support of the Regional Young Careerist Program. Carolyn suggested Schenectady BPW, NY, be invited to the Spring Board Meeting and a BPW in Massachusetts is also interested in attending the Spring Board Meeting. Carolyn also suggested that the State Newsletter be given to local doctor's offices -- a great way to increase visibility.

Secretary's Report: Diane Brockway, Secretary, presented the Post-Convention Minutes from June 3, 2012 and the Summer Board Meeting Minutes from August 27, 2012. "Motion" forms were made available.

Motion: Staci Smith, St. Johnsbury BPW, moved to accept the Post Convention Minutes from June 3, 2012 as presented.

Stephanie Hainley, Burlington, BPW, seconded.

Motion carried.

Motion: Stephanie Hainley, Burlington BPW, moved to accept the Summer Board Meeting minutes from August 27, 2012 as presented.

Deborah Williams, St. Johnsbury BPW, seconded.

Motion carried.

Treasurer's Report: Trisha Woodward, Treasurer, presented a typed report as of 30 September 2012. Total Checking/Savings and undeposited funds is \$41,255.41. Trisha led a discussion on whether all designated funds should be retained as such (i.e. Job Expo, Ann Shelansky Award and Berl Morrill Award).

Motion: Gina Clark, Franklin County BPW, moved to develop guidelines for Treasurer's Policy/Procedures Manual for what is to be done each year. This to be voted on at the Spring Board Meeting.

Seconded by Staci Smith, St. Johnsbury BPW.

Motion carried.

Note: Guidelines should be held by the Secretary and be maintained by the Treasurer. Marie Eddy, Burlington BPW, will send a CD with duties of the officers to Donna Rae Heath, President. Trisha Woodward, Treasurer, suggested documents be on the website. Donna Rae Heath appointed the Finance Committee (Marilyn Grunewald, Leslie Germain, Gina Clark, Trisha Woodward and other board members) to follow up developing the Guidelines.

Trisha Woodward, Treasurer, said she had received dues from Burlington BPW and Franklin County BPW. Deborah Williams, St. Johnsbury BPW, said their dues were submitted after 9/30. Trisha recommended that the Finance Committee contact L/O Treasurer's to ensure everyone is doing the same thing. Trisha needs "up-to-date" member information to include "join" dates. Trisha also requested member information be included with dues that are submitted to her. Staci Smith, St. Johnsbury BPW, said she has a State membership listing from 2011-2012. Danielle Martel, Franklin County BPW, said she could get "state" membership cards. The Finance Committee will investigate obtaining membership cards and follow up on getting membership listings from each L/O.

Motion: Gina Clark, Franklin County BPW, moved to file the Treasurer's Report for Audit.

Seconded by Marie Eddy, Burlington BPW.

Motion rescinded by Gina Clark

Seconded by Marie Eddy, Burlington BPW.

Motion: Gina Clark, Franklin County BPW, moved that \$11,795.65 Job Expo designated funds be moved to undesignated funds.

Seconded by Marie Eddy, Burlington BPW.

Motion carried.

Motion: Gina Clark, Franklin County BPW, moved that the Ann Shelansky and Berl Morrill Awards be maintained at \$1,000 in Designated Funds.

Seconded by Marilyn Grunewald.

Motion and Second was rescinded. This will be handled by the Finance Committee.

Motion: Staci Smith, St. Johnsbury BPW, moved to file the Treasurer's Report for Audit.

Seconded by Marie Eddy, Burlington BPW.

Motion carried.

10:30 am Health Break

10:49 am. Meeting reconvened.

Local President's Reports:

Burlington BPW: Stephanie Hainley, President, reported that the Vermont Young Careerist (from Burlington BPW) competed at the Regional Young Careerist Program held September in Stratton. The September meeting was a "networking" meeting with potential new members and veteran members. Desiree Maltais was installed as Secretary. A Legislative Committee with Kesha Ravi and Lindsay Deslauriers was held at the October meeting. Burlington BPW is continuing to cook at Hope Lodge and will be holding their Holiday Cookie Bake on December 8. Woman of Achievement and Employer of the Year Awards will be held on November 14. Burlington BPW has two Corporate Members (White & Burke and City Market).

Champlain Valley BPW: Diane Brockway reported that in September booklets were distributed for the Innisbrook wrap fundraiser. Monies and orders are to be turned in by November 2. Woman of the Year and Employer of the Year were announced at the October 23 meeting. The November meeting will be held on November 13, The annual Christmas auction will be held on December 4.

Franklin County BPW: Danielle Martel, President, stated that an Open House was held in September. The monthly meeting will now be held on the third Wednesday of each month. Approximately 60 people attend the legislative forum. The program for the October meeting featured guest speaker, Mark Larson who spoke about the healthcare changes to take place after the first of the year that will affect individuals, small and large businesses. The newsletter is up and running. Brought 4 girls to Camp BPW. Jacqui Hood Lefebvre will be interviewed for local TV and YouTube. Employer of the Year, Woman of the Year and Woman of Distinction awards to be announced at the November 14 meeting. The annual Christmas Holiday party will be held on December 19.

St. Johnsbury BPW: Deborah Williams, President, reported that at the September meeting they reviewed the calendar of upcoming events and discussed the new web site. St. Johnsbury BPW participated in the Fall Foliage Festival. Carol Westinghouse, President, Informed Green Solutions, a non-profit organization in Lyndonville, was The speaker at our-October meeting and she talked about educating institutions and the general public about toxic chemicals emitted by cleaning products, as well as products such as paints, carpeting, draperies, furniture, etc. She discussed the effects of these toxic chemicals on indoor air quality in our buildings and how harmful they are to Our health and about buying more certified green products. On October 28, St. Johnsbury BPW will hold the first half of our fundraiser for the year...we provide the food concession at the St. Johnsbury Rotary's Biannual Super Bingo with members donating time and food. The November program will feature a Sergeant from the St. Johnsbury Police Department who will speak on the topic of Self-Defense for women and how to better protect ourselves and in December we have a Christmas party at the home of one of our members in lieu of a formal meeting.

Westshire BPW: Ellie Smith, President, stated that they still have only five members -- three are past State Presidents. Kim Bina and Ellie Smith attended Susan Koman "Race for the Cure" in Manchester, VT.

COMMITTEE REPORTS:

Bylaws: Ellie Smith, Chair, said that the State Bylaws, including the amendments approved at the State Convention, are on the State Web

Site.

Audit: Ellie Smith submitted the Audit Report for July 1, 2011 -- June 30, 2012. The books were balanced and expenses paid. Per the report, \$1,575.50 has been received but not yet deposited (fundraiser for Marilyn Gruenwald) not deposited by June 30, 2012.

Recommendations:

Vouchers need to be submitted in a timely manner. Deposits also need to be made timely. We use cash basis accounting.

No checks be issued without voucher and proper documentation.

There are 6 checks not in the possession of the Treasurer. Recommend these checks be returned to the treasurer to be voided. Checks should be in the control of the treasurer.

Recommend bonding the Treasurer. Not bonded at this time -- a violation of the Bylaws.

Recommended voiding check number 827 which has been outstanding since 6/30/2011.

Recommended printing bank statements each month, balancing same and keeping these together in a binder for audit. Audit Report filed for Audit. Note: Donna Rae Heath, President, said she will look into the cost of "bonding".

Finance Committee: Marilyn Gruenwald, Chair, stated she is working on a Resource Book. She said she had not received a good response so far. It was suggested that she print what information she has and continue to ask members for their information.

Foundation: Barbara Swinton, Chair. No report.

Legislative: Carol Morse, Chair, reminded everyone to vote November 6. Equal Pay Day is April 9, 2013.

Vermont Working Woman: Gina Clark, Chair, requested reports be submitted by the deadline of November 19.

Young Careerist: Trisha Woodward and Stephanie Hainley, Co-Chairs, stated that the Young Careerist information will be in the next Newsletter. The Young Careerist Manual will be updated. L/O's must meet the deadlines of Convention Book, but will be able to keep their own schedules. All locals will be notified of dates and deadlines. She suggested ideas for the topic for the Y/C program. One suggested topic would be "What can we do for you? We will try to integrate Y/C candidates with women organizations. Y/C committee members are Trisha Woodward, Stephanie Hainley and Staci Smith.

Regional Young Careerist: Carolyn Frazier stated the New England Past Presidents (registered as a member of BPW Foundation) will continue with the Young Careerist Program. They also will be starting an Individual Development Program (ID). They are looking for a way to be financially sound. The next Regional Y/C program will be next fall and will have a monetary award. The next program to be held in the Spring (2014) will possibly be in Maine. It was noted that Camp BPW was originally developed by Young Careerists and the National Y/C Committees. Staci Smith, St. Johnsbury BPW, suggested more interaction between Camp BPW and Fall Board or a new separate meeting. There was much discussion regarding Camp BPW. One suggestion by Stephanie Hainley, Burlington, BPW, is to create a 5-year goal and a possible weekend program. Another suggestion was to have a full day Camp BPW instead of having a Spring Board Meeting. Ellie Smith, Bylaws Chair, said there is nothing in the Bylaws regarding the number of meetings to be held. Trisha Woodward suggested modeling Camp BPW on the Upward Bound program conducted at colleges. Only 8 girls attended this year's Camp BPW, although 16 were registered. Danielle Martell, Franklin County BPW, to schedule an interview with Carolyn Frazier on Camp BPW for Channel 15—St. Albans.

Membership Grant: Marie Eddy, Burlington BPW, distributed the Membership Grant form to the membership. This grant was established for local organizations to help with efforts to increase membership. L/O's can request funds up to \$2,000 to defray costs of putting on events designed to introduce our organization to potential

Alice Paul Award: Staci Smith, President-Elect, presented the Alice Paul Award to Marie Eddy, Burlington BPW.

LUNCH BREAK: 12:24 PM.

MEETING RECONVENED: 1:40 PM.

CAMP BPW: Jacqui Hood-Lefebvre, Co-Chair, reported on program held today, October 27. She stated there were eight girls participating. Sixteen girls were registered. Jacqui would like a list of contacts (i.e., Agencies, phone contacts, emails) used for this year's program. Pearl Gilbert, Franklin County BPW, suggested the P. R. Chair send out on a monthly basis to schools, etc.

IDP: Trisha Woodward, Chair, stated the New England Past State Presidents will Hold a program every 2 years. Carolyn Frazier indicated that as the program is developed, this would be an annual program with a competition. Staci Smith, St. Johnsbury BPW, said that St. Johnsbury BPW holds an annual program, Professional Development Program (next program is 3/9/2013). They may be able to include one

ID module in their program. It was suggested that the L/O could hold a program monthly. The modules changed three years ago. Trainers have to be trained within that timeframe. Currently there are five trainers in VTBPW. A refresher course includes new modules. IDP is a BPW Foundation program. There are a total of 15 modules. Each module should take one to two hours. Carolyn Frazier has a list of those who attended the Regional ID Program held in White River Junction in 2011. Trainers are to keep track of those trained. They should give this information to Trisha Woodward, ID Chair. Jacqui Hood-Lefebvre reminded everyone that they can use the "travel card". The travel card comes from the ID facilitator. The card is used to keep track of the number of modules completed.

OLD BUSINESS:

Rutland Mixer: Pearl Gilbert and Ellie Smith are working on a Mixer in the Rutland area to increase BPW membership. Pearl will go to the Rutland Chamber of Commerce. Pearl and Carolyn Frazier to work together on this project.

Motion: Stephanie Hainley, Burlington BPW, moved to designate an amount of \$1,000 from undesignated funds for the Spring Board Meeting and Rutland Mixer for the purpose of increasing membership in Westshire BPW.
Seconded by Staci Smith, St. Johnsbury BPW.

Amended Motion: Pearl Gilbert, Franklin County BPW, moved to change to read "up to \$1,000".
Seconded by Ellie Smith, Westshire BPW.
Motion carried.

Meeting adjourned at 2:17 pm by Donna Rae Heath, President.

Respectfully submitted,
Diane M. Brockway, Secretary
October 29, 2012

Minutes accepted _____