

**Winter Board Meeting Conference Call
Vermont Business and Professional Women
January 22, 2013**

ROLL CALL: Quorum met

Meeting called at 7:05 pm.

PRESIDENT'S REPORT: Donna Rae Heath, President, is working on the 501 (c) (3). The narrative is typed and financial information is also being typed. Once this is completed she will work on bonding. Donna is working on getting women in the Northeast Kingdom help in getting jobs.

PRESIDENT-ELECT REPORT: Staci Smith, PE, needs a volunteer to update Facebook. Please notify Staci if anyone is interested. Staci needs Woman of the Year and Employer of the Year information by February 11th. She will send out a reminder to Local Presidents. She has posted the Summer Board Meeting Minutes and the Convention Minutes to the web site. The system is antiquated per our site administrator. Staci is researching grants available to update site.

CONVENTION: Staci and Donna have met and the Convention will be held at Jay Peak Resort on May 17-19, 2013. Room rates are reasonable, however, meeting rooms will be charged. Food is also more expensive. Pros-- lots to do in the area. The resort is Handicap accessible. Estimated costs per person are not yet confirmed. Meeting room costs -- two rooms are free. Main meeting rooms \$625. Per Trish, money needs to be transferred from Franklin County BPW. Check to be made out to St. Johnsbury Convention Committee, mail to Donna Rae Heath, President, and Staci will open checking account for Convention account. Danielle Martel, Franklin County BPW, said she could cancel the account on Saturday.

VICE PRESIDENT REPORT: Carolyn Frazier gave Membership highlights: She said Pat Nowak is running for office in South Burlington. She reported on the Spring Board Meeting to be held Saturday, March 23, 2013 with a "Mixer" in the Rutland area to be held on Friday, March 22. Pearl and Ellie have been doing site visits -- possible South Station Restaurant. Information will go out soon. Possible speaker for the Spring Board meeting will depend on the site -- "Spring Cleaning Your Business", "Rethink Leadership", past president. There is \$1,000 available for the speaker for Spring Board/mixer. The Chamber of Commerce mixer is held monthly. Marilyn said she thought a more formal invitation should be sent out in the Rutland area. Jacqui Hood volunteered to help at the mixer. Trisha will assist on the Committee. Kim Bina will not be able to attend the mixer as she will be out of town.

SECRETARY: Diane Brockway stated the Fall Board Meeting minutes from Oct. 27, 2012 were sent. Donna suggested the Fall Board Meeting minutes to be approved at the Spring Board Meeting.

TREASURER: Trisha Woodward. Checks have been received but there is minimal amount of information provided. We need to have a standard recording system.

COMMITTEE REPORTS:

BYLAWS: Ellie Smith -- not present

FINANCE: Marilyn Grunewald emailed out a checklist. Marilyn asked for everyone to review and let her know if there were any changes. All official documents should be on the website. Currently, our website will not support this per Staci Smith. Hard copies also need to be kept. Marilyn will have a conference call with the committee once all comments are received. Carolyn Frazier, Vice President, stated that Vice President is responsible for membership issues and membership taken from responsibility of the Treasurer. Per Kim Bina, Westshire BPW, there was a form that was used for Membership/Treasurer. Marilyn Grunewald, Finance Chair, will bring final information to the Spring Board Meeting.

FOUNDATION: Barbara Swinton reported that there are no upcoming scholarships. AARP scholarships date not yet available. Barbara will recheck this. She will also get information on Women Joining Forces and Women Veterans in Transition.

HISTORIAN: Lisa Grunewald. Danielle Martel will be assisting Lisa in completing Marilyn's scrapbook. She is also accepting any articles for Donna and Danielle's scrapbook.

LEGISLATIVE: Carol Morse - not present. Donna Rae Heath said Equal Pay day is April 9, 2013. AAUW - update to Pay Check Fairness Act is upcoming per Carolyn Frazier.

PUBLIC RELATIONS: Kim Bina. Information from Vermont Commission on Women will be sent to Donna Rae Heath. Vermont BPW is in partnership with the Vermont Commission on Women for Equal Pay Day. There is a new Executive Director for Vermont Commission on Women.

VERMONT WORKING WOMEN: Gina Clark -- not present. Donna will have to change the date for the next issue.

YOUNG CAREERIST: Trisha Woodward, Chair. She suggested targeting certain sectors, i.e. medical, legal, for Y/C candidates. The cover letter can be adapted to each local. There are various topics. There is a 4 minute deadline.

IDP: Trisha said that she will not be able to run the IDP if it is presented at the Spring Board. Staci Smith will be conducting an IDP unit at the workshop in St. Johnsbury. Carolyn Frazier will do a unit on Parliamentary Procedures. Trisha suggested doing an IDP unit "on line". Carolyn said this is a copyright program, certain information has to be covered, but this could be looked at.

CAMP BPW: Jacqui Hood-Lefebvre and Carolyn Frazier, Co-Chair. Donna wants to have a brief meeting with the committee at the Spring Board Meeting.

NOMINATING COMMITTEE: Marilyn Grunewald asked if the term could be increased to two years. Carolyn Frazier commented that this is very difficult. This is time commitment and needs to be looked at. This should be discussed at a State Meeting. Staci stated she agreed with the current Bylaws.

GRANT: Marie Eddy -- not present. Per Donna Rae Heath, approval had been given for one grant in the amount of \$250 to St. Johnsbury BPW for their upcoming Mixer. The Reimbursement form will be sent to the Treasurer for payment.

NEW BUSINESS:

ADJOURNMENT: Donna Rae Heath adjourned the meeting at 8:30 pm.