

**Pre-Convention Board Meeting
Pepin II Room
Jay Peak Resort
Jay, Vermont
Friday, May 17, 2013**

CALL TO ORDER: Donna Rae Heath, President, called the meeting to order at 4:40pm.

WELCOME AND INTRODUCTION: Donna Rae Heath, President, welcomed everyone to the 88th Annual BPW/VT Convention.

ROLL CALL: Diane Brockway, Secretary, took roll and a quorum was met.

PRESIDENT'S REPORT: Donna Rae Heath's report is in the Convention Booklet. No additional information.

PRESIDENT-ELECT'S REPORT: Staci Smith's report is in the Convention Booklet. No additional information.

VICE-PRESIDENT'S REPORT: Carolyn Frazier's report is in the Convention Booklet. She stated there are currently 127 members. There will be a Membership Workshop on Saturday, May 18th. No further additional information.

SECRETARY'S REPORT: Diane Brockway's report is in the Convention Booklet. Diane thanked everyone for their help and support over the last 3 years. Diane is not running for Secretary this year.

The minutes from the Spring Board Meeting held March 23, 2013 in Rutland, VT were presented in the Convention Booklet. Martha Mc Lean's name was misspelled. Under Network, a change was made to indicate Pat Nowak was elected to the South Burlington City Council.

Motion: Jacqui Hood Lefebvre, Franklin County BPW, moved to accept the minutes from the Spring Board Meeting held on March 23, 2013 in Rutland, VT with corrections
Second by Stephanie Hainley, Burlington BPW.
Motion Carried.

TREASURER'S REPORT: The Treasurer's and Finance Report are in the Convention Booklet. Trisha Woodward, Treasurer, stated that the final report is due in June. Trish said there are only two checks outstanding.

Motion: Staci Smith, President-Elect, moved to transfer any un-designated funds from the money market #1735 to checking account #1343. This will leave \$8,088.11 in designated money market #1735 (as of 5/16/2013).
Motion Carried.

There was discussion regarding the Spring Board Meeting expenses. The meeting was not held at the South Station Restaurant in Rutland and had to be relocated. The refund of the money deposited has not yet been received. Carolyn Frazier, Vice-President inquired as to how the money for the Speaker Fees were posted on the Balance Sheet -- The Speaker Fees for Laurie-Ann Muribito (\$600) and Carolyn Frazier, IDP Module (\$200). Staci Smith President-Elect, explained the expenses and all are accounted for.

Trisha Woodward, Treasurer, suggested that the Membership List be kept by the Vice-President. Currently, some checks have been received with no information about the member. If not all information is not included with the checks/due, it should be sent to the Treasurer.

Stephanie Hainley, Burlington BPW, asked about the Silent Auction held at Spring Board Meeting and where this money was posted. Donna Rae Heath explained the monies went to the Convention Account. Donna Rae Heath also explained that the price of the projector and screen (\$697) is under Office Supplies in the Budget. Staci Smith noted that there are 25 members who are listed on the Membership Roster who have not yet paid their dues.

PROPOSED BUDGET 2013-2014: Staci Smith, President-Elect, presented her budget. She added \$150.00 for State Y/C. This will be taken from the President's Expenses (\$500). Total budget is \$5,375. There was much discussion. Trisha Woodward spoke about the Grant and encouraged the local organizations to apply. A discussion was held regarding attendance at State Meetings/Convention. Carolyn Frazier, Vice-President, suggested that **all** members be notified by email when a Local Organization has a great program. This may serve as an incentive for members to attend the State meetings. Stephanie Hainley, Burlington BPW, inquired if there was any way the cost to attend a State Meeting could be reduced. Staci explained this is bare-bone budget. Jacqui Hood-Lefebvre asked if there was a fund raising program to help Staci's budget. Carolyn Frazier suggested sponsoring a "Zombie Run" with a college/school to be held around Fall Board Meeting.

Motion: Stephanie Hainley, Burlington moved to send the 2013-2014 Budget with corrections to the Conference Floor.
Second by Carolyn Frazier, Champlain Valley BPW.
Motion carried.

COMMITTEE REPORTS:

NOMINATING COMMITTEE: Diane Brockway reported that the Slate of Officers for 2013-2014 will be President, Staci Smith, St. Johnsbury BPW and President-Elect, Carolyn Frazier, Champlain Valley BPW. Nominations for Vice-President, Amanda Thomas, Champlain Valley BPW, Secretary, Deborah Williams, St. Johnsbury BPW and Treasurer, Gina Clark, Franklin County BPW, to come from the Conference Floor.

CONVENTION: Staci Smith, President-Elect, stated that the Convention Budget was added to her report.

BYLAWS: Ellie Smith, co-chair, was not present. No report.

MEMBERSHIP: Carolyn Frazier, Vice-President, stated there are currently 127 members with 25 members dues not paid. No further report.

MEMBERSHIP GRANT/PROJECT: Marie Eddy, Burlington BPW, not present. Donna Rae Heath, President, stated that \$2,500 is available to Local Organizations.

FINANCE COMMITTEE: Marilyn Grunewald, Chair, not present. Donna Rae Heath, President presented the Check List & Guidelines created for the Treasurer. Stephanie Hainley, Burlington BPW, suggested that it be reviewed and presented at the Post-Convention Meeting for approval.

AUDITORS: Donna Rae Heath, President, reported that the three elected auditors had resigned. The auditors for next year will audit for 2012-2013 and 2013-2014.

FOUNDATION: Barbara Swinton, Burlington BPW, stated that there are no scholarships available this year.

HISTORIAN: Lisa Grunewald, Franklin County BPW, not present.

LEGISLATIVE, PUBLIC RELATIONS AND VT COMMISSION ON WOMEN: Kim Bina, Westshire BPW, was not present. Donna Rae Heath, President, congratulated Kim Bina on her hard work done for the Equal Pay Day event. Equal Pay Day was April 9, 2013. Donna Rae Heath, Marilyn Grunewald, Lisa Grunewald, Danielle Martel and Kim Bina attended Equal Pay Day in Montpelier, VT.

IDP AND YOUNG CAREERIST: Trisha Woodward and Stephanie Hainley, Co-Chairs, reported they have three candidates participating in the Virginia Allen Young Careerist Program on Saturday. Burlington BPW, Champlain Valley BPW, Franklin County BPW and St. Johnsbury BPW had Young Careerists.

CAMP BPW: Jacqui Hood-Lefebvre and Carolyn Frazier, Co-Chairs, reported that CAMP BPW was held October 27, 2012 at the Hampton Inn in Colchester, VT. Eight girls participated in the daylong event that concluded with a pizza party.

LOCAL REPORTS (Noted: All Local Reports below are listed in the Conference Booklet but were not read at the meeting.):

BURLINGTON BPW: Stephanie Hainley, President, reported that 2012-2013 had been a wonderful and evolving year and they had incorporated all of the key elements of BPW (professional development, networking, advocacy, volunteerism and mentorship). Several successful programs were held. Mary Claire Carroll and Stephanie Hainley testified at the House Committee hearing for Paid Sick Day legislation. Former Madeline Kunin joined Burlington BPW for their Contribution Award ceremony where Janice Stevens (Women Helping Battered Women) was honored as Woman of Achievement. Employer of the Year was also announced. Their annual cookie bake at the American Cancer Society Hope Lodge was held during the Christmas holidays. Marie Eddy held a workshop in January, "How to win at salary negotiations". The Young Careerist program was held in March with Sarah De Gray as this year's Young Careerist. Re-election of the Executive Board was held in April at My Little Cupcake in Burlington.

CHAMPLAIN VALLEY BPW: Amanda Thomas, President, reported that currently there 30 members. During National Business Women's Week, Nancy Sucharski was honored as Woman of the Year. She is the owner of Industrial Medical Testing in Plattsburgh. Champlain Valley Family Center was announced as Employer of the Year. The Annual Christmas auction was held in December. A net profit of \$2,181.64 was made. Election of officers was held at the April meeting. Molly Ryan, Manager of Community Outreach at CVPH Medical Center was selected as 2013 Young Careerist. A contribution of \$500 was made to the exiting endowments at Plattsburgh State University and Clinton Community College. Scholarships from both colleges were awarded in the fall. A \$300 scholarship was also awarded at Champlain Valley Educational Services for those returning to school for vocational licensing. An additional \$350 scholarship is available. Currently we are working to get a website up and running.

FRANKLIN COUNTY BPW: Danielle Martel, President, reported that they held a successful open house in September. FCBPW co-sponsored the Legislative Forum in October in addition to celebrating National Business Women's Week with a costume contest and walking in the "Making Strides Against Breast Cancer" event. FCBPW was also very active in financially supporting CAMP BPW and sent the most girls to the event at the Fall Board Meeting. In November, Marilyn Billings received the Woman of Achievement Award and Mylan Technologies, Inc. was awarded the Employer of the Year Award. Several members attended Senator Leahy's Economic Conference in Randolph. Caroline Bright was this year's Young Careerist. Several members went to the Rutland Mixer. FCBPW also hosted their first Annual Calcutta which was a success. Installation of Officers and Awards meeting will be held in June.

ST. JOHNSBURY BPW : Deborah A. Williams, President, reported that in August 2012 their local scholarship winner, Janet Graham, had been awarded a Career Advancement Scholarship from BPW FOUNDATION in the amount of \$1,000. Janet is also a BPW member. The September meeting featured the unveiling of their new website and also welcomed a new member. Members walked in the annual Colors of the Kingdom Parade on September 15th. In October the Local provided the food concession and raffle at St. Johnsbury Rotary's Super Bingo. This fundraiser takes place twice a year. Carol Westinghouse, President of Informed Green Solutions in Lyndonville was the keynote speaker. Four members attended the Fall Board Meeting in Colchester with one member working with CAMP BPW. Several local volunteer organizations were recognized at the January meeting. A mixer was held in February to introduce BPW to prospective members. This mixer was funded with a grant for BPW/VT Programs Grant Fund. Also in February a "Meet & Greet" to allow voters of St. Johnsbury the opportunity to hear from candidates running for the select board. The 3rd Annual Professional Development Workshop was held in March. Also at the March meeting, Emilie Lariviere was announced at this year's Young Careerist. 2013 "Woman of the Year" is Elaine Noyes. Emilie Lariviere, a BPW member, received the annual \$1,000 Educational Incentive Scholarship at the April meeting. Installation of Officers will be held at the May meeting.

WESTSHIRE BPW: Ellie Smith, President, reported that in August Kim Bina and Ellie Smith waked in the "Race for the Cure" in Manchester. Meetings are held on the second Thursday of the month at various locations in Rutland. Donna Rae Heath and Pearl Gilbert, Lori McVeigh and Ellie Smith attended the Chamber Business Expo. The State Spring Board Meeting was held in Rutland.

Meeting adjourned at 6:00 pm.

Respectfully submitted,
Diane Brockway, Secretary