

Vermont Federation of Business & Professional Women
88th Annual State Convention
Post Convention Board Meeting
Minutes of Meeting

Date: May 19, 2013

Location: Pepin II Room, Jay Peak Resort
Jay, Vermont

Call to Order: Staci Smith, President, called the meeting to order at 9:00 a.m.

Roll Call: Deborah Williams, Secretary, took roll and a quorum was met.

Members Present: Staci Smith, Carolyn Frazier, Deborah Williams, Gina Clark, Donna Heath, Kim Bina, Stephanie Hainley, Reneé Kilroy, Barbara Swinton, Lisa Grunewald, Jacqui Hood-Lefebvre (arrived late), and Laurie Beth Putnam (arrived late).

Guests: None

Staci Smith welcomed everyone and said her theme for this year is *Lighting the Beacon*.

Committee chairs were announced. Staci will ask Marie Eddy to be IDP Chair. Carolyn Frazier agreed to do 'Train the Trainer'. Staci will ask Pat Nowak to be Parliamentarian.

Review of Board Book: Staci Smith reviewed the 2013-2014 Calendar that was in the Board Book. It was noted that the New England Past State President's Fall meeting & Regional YC Program is not on calendar; Jacqui Hood-Lefebvre said the date was September 28 and the location was Newport, RI. Stephanie Hainley also noted that Senator Leahy's Annual Women's Economic Conference was not on the calendar. Staci stated the date was not yet known but that once we receive a call regarding reserving a table, the date will be given to us.

Gina Clark said she and Trisha Woodward would get together and then meet with auditor Lucille Winsor in time to meet the required deadline.

Carolyn Frazier said she will work on the Fall Board email.

Staci mentioned all the Award Applications had been updated and were in the convention book on pages 19-22. It was noted that there was not a list of past Alice Paul Award recipients in the book; it was suggested that meeting minutes be looked through to come up with a list of past winners of this award and have the list added to next year's convention book; Michelle Fay and Janet Duprey were mentioned as recent winners.

Staci said she will work with Reneé Kilroy, our new Legislative Chair, to get the Locals more active during National Business Women's Week in October.

Staci stated Camp BPW will be held in March, instead at Fall Board in October, and it will be in St. Albans. To get members more involved in Camp BPW there will be no Spring Board Meeting. Staci also said she was reducing the number of meetings this year.

Everyone liked the convention book this year; Jacqui Hood-Lefebvre suggested next year adding a few blank sheets at the back of the book for notes. Kim Bina inquired about including the Tally Sheet which prompted a discussion on the Tally Sheet and its layout which many felt was confusing. Gina Clark remarked she misses the pageantry the conventions had years ago. Stephanie Hainley stated she noticed the Local membership recognitions were missing this year and Staci responded they were left out on purpose as the correct numbers were not known.

Carolyn Frazier indicated she was working on developing a membership database and will work on new tally sheet/registration form; hopes to have done by Fall Board.

Stephanie Hainley requested information on what each Local's fiscal year was and also their meeting information.

Staci Smith said she will update the list of Officers & Committee Chairs and hand out at Fall Board.

Donna Heath put together a 'General Guide to Activities' which is in the Board book.

By-laws: updates to be discussed throughout the year.

Staci informed everyone that while she will be approving Reimbursement Forms submitted for payment, she will not be signing any checks. Checks issued will need two signatures and Donna Heath and Gina Clark will be the signers.

2014 Convention: Staci Smith informed everyone the 2014 Convention will be at Lake Morey next year this same weekend in May. Estimate on the lodging cost is \$89+tax per night; rooms are on the smaller size. Staci said she will be moving some things around at convention next year, for example she will be moving the Past State President's Tea to a different time. Jacqui Hood-Lefebvre said this tea is usually handled by the Immediate Past State President's Local. Staci asked Jacqui to give her information on exactly what the Past State President's Tea is all about.

Nominating Committee:

Motion: Jacqui Hood-Lefebvre, Franklin County BPW, moved to nominate Donna Heath as Chair of the Nominating Committee; seconded by Kim Bina, Westshire BPW. Motion Carried.

Carolyn Frazier, Champlain Valley BPW, made a motion to contact every Local to have two other members nominated for the Nominating Committee; motion was seconded by Gina Clark, Franklin County BPW. After discussion Carolyn Frazier withdrew her motion and Gina Clark withdrew her second of the motion.

Motion: Carolyn Frazier, Champlain Valley BPW, moved to nominate Stephanie Hainley, Burlington BPW, as a member of the Nominating Committee; seconded by Kim Bina, Westshire BPW. Motion Carried.

Motion: Gina Clark, Franklin County BPW, moved to nominate Jackie Hawkins, Franklin County BPW, as a member of the Nominating Committee; seconded by Carolyn Frazier, Champlain Valley BPW. Motion Carried.

Old Business: Pre-Convention Board Meeting Minutes were reviewed. Stephanie Hainley noted that under the Finance Committee Section it was suggested the Checklist & Guidelines for the Treasurer be reviewed and presented for approval at this Post Convention Meeting. Staci Smith reviewed the Checklist & Guidelines and said she sees it as a work in progress that may need to be tweaked along the way.

Motion: Stephanie Hainley, Burlington BPW, moved to approve and adopt the Treasurer's Checklist and Procedures as presented to be used as a working tool; motion was seconded by Donna Heath, St Johnsbury BPW. Motion Carried.

Motion: Stephanie Hainley, Burlington BPW, moved to amend the 'Local Report' section of the Pre-Convention Board minutes to read "Noted: All Local Reports below are listed in the Conference Booklet but were not read at the meeting"; Motion was seconded by Jacqui Hood-Lefebvre, Franklin County BPW. Motion Carried.

Motion: Carolyn Frazier, Champlain Valley BPW, moved to approve the Pre-Convention Board Meeting Minutes as amended; motion was seconded by Gina Clark, Franklin County BPW. Motion Carried.

Staci Smith informed everyone the photographer, Suzie Hull-Parent, emailed an apology for forgetting to show up last night to take our pictures; Suzie said we can send the pictures we took to her and she will touch them up and date them for free. It was decided to send the group photos to her. Stephanie Hainley suggested we use one file share location to upload all photos taken.

Stephanie Hainley requested a copy of Carolyn Frazier's power point presentation.

Donna Heath gave Reneé Kilroy, Legislative Chair, a copy of the Equal Pay Day Booklet from this year.

Donna Heath thanked Convention Chair Staci Smith for all her hard work and presented her with a thank you gift, the book *The Girls of Atomic City: The Untold Story of the Women Who Helped Win World War II*.

Meeting adjourned at 10:10 a.m.

Respectfully submitted,
Deborah Williams, Secretary