

**Vermont Federation of Business & Professional Women
2013 Fall Board Conference Meeting
Minutes of Meeting**

Date: October 12, 2013

Location: Comfort Inn
St. Johnsbury, Vermont

Staci Smith welcomed everyone and introduced the speaker, Ann Traverso-Moore, Assistant Director for Recruitment and Admissions at Springfield College School of Human Services. Ann spoke on the topic of "Effective Collaboration" and had everyone breakup into smaller groups to work on an exercise relating her topic to our organization.

Call to Order: Staci Smith, President, called the business meeting to order at 10:30 a.m.

Flag Salute led by Amanda Thomas

Collect led by Donna Heath

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

Diane Brockway was representing Carina Parrow of Champlain Valley; Barbara Swinton was representing Stephanie Hainley of Burlington; and Pearl Gilbert was acting Parliamentarian in place of Pat Nowak.

Members Present: Staci Smith, Amanda Thomas, Deborah Williams, Gina Clark, Alice Kitchel, Pearl Gilbert, Donna Heath, Kim Bina, Lou DiLorenzo, Laurie Beth Putnam, Reneé Kilroy, Jacqui Hood-Lefebvre, Ellie Smith, Barbara Swinton, Lisa Grunewald, Marilyn Grunewald, Danielle Martel and Diane Brockway.

Guests: None

Old and New Business:

Staci Smith stated she did not email the Vermont Working Woman newsletter because it is now available on the State website; hard copies were available at the meeting and Staci mentioned the Local Reports are in the newsletter except for Champlain Valley, which Diane Brockway just handed out.

Donna Heath reviewed the Finance Chair Report she handed out. The audit for 2012-2013 was completed by Lucille Winsor and the books were transferred to our new Treasurer, Gina Clark. The 501(c)(3) application for VT/BPW was submitted to the IRS but no response has been received as yet. A discussion was held on directors and officers insurance and the quotes received; it was decided since we currently do not have any documentation of non-profit status at the State level, Donna Heath and Gina Clark will look into whether or not we can proceed with obtaining the insurance at this time.

Gina Clark reviewed the July-September 2013 Profit & Loss Statement and the 9/30/13 Balance Sheet she handed out. Gina noted that the dues from St Johnsbury and Westshire are not reflected on the report since they were received after 9/30/13. Danielle Martel asked about what we are doing with the \$40,000 balance in the account. Staci Smith said the money will be used for programs and for promoting ourselves.

Staci Smith raised the question of whether the state convention account should continue under the purview of the convention chair or be handled by the treasurer; after discussion the following motion was made:

Motion: Jacqui Hood-Lefebvre, Franklin County BPW, moved to keep the convention finances under local control via the State President and Convention Chair; seconded by Lou DiLorenzo, Westshire BPW. Motion Carried with Gina Clark abstaining.

Staci Smith raised the question about whether we need to require two signatures on checks written at the State Level or whether we can continue as is with two signors but only one signature; after discussing, 'no change/continue as is' was decided by a show of hands.

Staci Smith announced that the new State website was up and running and she reviewed what was covered in the website. The website address is: www.vermontbpw.org.

By-laws: Ellie Smith, By-Laws Chair, reported that Champlain Valley, Burlington and Westshire still need to update their by-laws to be in compliance with the State by-laws.

Staci Smith suggested for consideration the following changes to the by-laws: 1) should the state donation policy be added to the by-laws or be a guideline; after discussion it was decided it should just be added to our guidelines and not the by-laws; 2) current by-laws state the Nominating Committee is chosen at the Post-Convention meeting and she would like to change to have the committee elected during the general meeting; everyone agreed this change made sense; 3) bonding language should be changed since we are not providing it.

Ellie Smith reminded everyone that any changes to the by-laws must be warned therefore the changes will have to go out with the Call to Convention; the changes will be voted on at convention and will require a two-thirds vote of approval. Ellie Smith and Donna Heath agreed to work with Staci on these changes. Staci gave her notes to Ellie and told Donna she will email her a copy.

Staci Smith mentioned that the photographer who was supposed to take the photos at convention apologized for forgetting and offered to edit at no cost the photos we took. Unfortunately that same weekend the photographer's husband died so getting the photos done has been a slow process. Staci said she will email each local their group shot. The convention picture of everyone is on the state website and Facebook page.

Gina Clark reminded everyone the cost for ads in the Vermont Working Woman newsletter is \$10.

Staci Smith brought up the subject of the need for new flag stands. After a brief discussion the following motion was made:

Motion: Lou DiLorenzo, Westshire BPW, moved that we approve buying three new flag stands for our flags as well as the material needed to make the emblems stick; seconded by Danielle Martel, Franklin County BPW. Motion Carried.

Staci Smith asked Diane Brockway to obtain a New York State flag for use in our state ceremonies. Diane indicated she thought she had a resource where she could obtain one at no cost.

Motion: Amanda Thomas, Champlain Valley BPW, moved that if a New York state flag cannot be obtained for free that we approve buying one; seconded by Reneé Kilroy, St Johnsbury BPW. Motion carried.

Staci Smith asked Legislative Chair Reneé Kilroy to also obtain an equal pay day proclamation for New York as well as Vermont.

Regarding IDP, Staci Smith asked Donna Heath to offer our IDP Program to the Lyndon State College Veterans Program.

Staci Smith said she had received one nomination for the Alice Paul Award and that she will present the award this year at annual convention. Staci suggested changing our guidelines to state that the award will be presented at annual convention.

The deadlines for all awards were reviewed.

The state Facebook page is: BPW/Vermont.

Jacqui Hood-Lefebvre mentioned that the New England BPW Past State Presidents group is fundraising for the regional YC and IDP programs and that she had tickets to sell for anyone who might be interested.

Laurie Beth Putnam mentioned that there were two participants in the regional IDP.

Marilyn Grunewald mentioned that Franklin County BPW was hosting a Women's Expo next Sunday, 10/20/13; admission is free and everyone was invited to attend.

Staci Smith handed out brochures on the organization EPW (Enterprising & Professional Women which she said is also affiliated with BPW International). Staci indicated she would like to see us perhaps collaborate with EPW to gain more exposure and more programming. Kim Bina said EPW was discussed at the New England BPW Past State Presidents meeting. Staci said she will do more research on this topic.

Meeting adjourned at 12:00 noon.

Respectfully submitted,
Deborah Williams, Secretary