

# Vermont Federation of Business & Professional Women

## Winter Conference Call

### Minutes of Meeting

**Date:** January 27, 2014

**Location:** n/a – meeting held via conference call

**Members Present:** Staci Smith, Carolyn Frazier, Deborah Williams, Gina Clark, Stephanie Hainley, Danielle Martel, Donna Heath, Kim Bina, Jacqui Hood-Lefebvre

**Call to Order:** Staci Smith, President, called the meeting to order at 7:06 p.m.

#### Old and New Business:

Staci Smith stated that the Local Reports are in the Vermont Working Woman newsletter which is available on the website. Staci asked did any of the Local Presidents have anything else they would like to mention that was not in their report? Carolyn Frazier, Champlain Valley BPW, reminded everyone that February 28, 2014, is the deadline for Woman of the Year and Employer of the Year nominations. Carolyn also mentioned she had been contacted by High Peaks Resort in Lake Placid, NY, to come and check out the resort as a possible location for our convention next year--which she did. Donna Heath, St Johnsbury BPW, mentioned that she is setting up a booth at the NEK Veterans Program being held at Lyndon State College on Saturday, March 15, 2014, from 8:30am to 4:00pm. Kim Bina, Westshire BPW, thanked the State for the funding grant which they used to setup their website; she said the website while not completed, is up and working. The website address is [www.westshire.org](http://www.westshire.org). Staci said she will update the State website to include a link to it.

Staci mentioned that the minutes from the 2013 Fall Board Meeting were in the Vermont Working Women newsletter and asked if everyone had taken time to review them.

**Motion:** Danielle Martel, Franklin County BPW, moved to accept the minutes from the 2013 Fall Board Meeting; seconded by Carolyn Frazier, Champlain Valley BPW. Motion Carried with Stephanie Hainley abstaining.

Staci Smith asked if anyone had any questions on the Profit & Loss Statement she provided via email.

Kim Bina asked did we want to do any advertising for Camp BPW? Danielle Martel thought it might be good but wondered how we should go about it---should we be advertising for girls to participate or for sponsorships? Danielle also mentioned they have close to \$3,000 already collected and set aside for Camp BPW. After discussion, it was decided that it might be more beneficial to publicize Camp BPW after this year as a lead in for next year.

**By-laws:** Staci Smith will email to Donna Heath, as a member of the Bylaws Committee, by-law changes she would like to have considered this year.

**Nominating Committee:** Chair, Donna Heath, said she needs to get the committee working on nominations for next year's officers.

March 17, 2014, is the next deadline for the Vermont Working Women newsletter.

**Finance Committee:** Chair, Donna Heath, said she spent a day with Gina Clark updating the information in our 501(c)(3) application. Donna said according to the IRS they had no record of our submission so we need to resubmit and she will try to get it out this week with a return receipt requested this time. The check sent with the original application has not yet been cashed.

**Camp BPW:** Staci Smith said she plans to attend and her idea for having it separate from Fall Board was to allow for everyone to help out. Jacqui Hood-Lefebvre indicated they will need help with the reality store. She also mentioned she needs the materials for the reality store and asked if anyone had a copy of the manual. After much discussion on who might have a copy or how we might obtain one, Kim Bina said she found her copy and would email it to Jacqui and Danielle. Jacqui stated this year the program start at 8:00 a.m. beginning with the workshop and reality store; pizza party will be at lunch; speaker will be at second half of lunch; dress for success in the afternoon; at end will be cake and certificates.

**State Convention:** Staci Smith said she does not want to do any advertising for convention this year due to the difficulty she has had the past couple of years in getting the locals to participate and also the lack of payments for some ads. She mentioned that the expense of convention keeps coming up as an issue and this year we also have a number of locals struggling with membership numbers. The estimated cost for this year's convention should be cheaper than last year; meals for Friday night, Saturday, and Sunday breakfast should be \$115 including tax & gratuities; rooms for a single & double are the same price around \$92/93 including tax. Staci would like to use money from the undesignated funds instead of advertising. Most everyone on the call liked the idea. A discussion on other ways of reducing the cost followed such as Carolyn Frazier's suggestion that perhaps the convention book be put on a travel disk rather than printing; Staci suggested trying to offset the meals expense which based on average attendance of 25 at \$115 would be \$2,875; another suggestion made was to discount the registration fee or offer no registration fee to the first 50 members who RSVP.

**Motion:** Deborah Williams, St Johnsbury BPW, moved to set aside \$3,000 from the state undesignated funds to offset expenses for convention this year and to allow the convention committee to decide how best to apply it; seconded my Stephanie Hainley, Burlington BPW. Motion carried.

Staci Smith mentioned the Burlington and St Johnsbury locals were in crisis mode regarding membership; also two chairs were lost at the state level—Staci will ask Marilyn Grunewald if she would fill the now vacant position of Legislative Chair since we will have Equal Pay Day coming up in April; someone mentioned the date is April 8<sup>th</sup> and Jacqui Hood-Lefebvre volunteered to help with Equal Pay Day if needed.

Following up on Fall Board, Staci Smith said she received notes from all but groups 2 & 5 and asked is anyone knew who was responsible for those groups; it was thought that Pearl Gilbert was responsible for group 2 but no one seemed to know about group 5.

Email was received from a lady in South Burlington looking for a way to help a freshman at Middlebury College; Julianna Childs of Middlebury Entrepreneurs, a not-for-profit organization, selling unique baked goods from a wagon and looking to give back. Stephanie Hainley asked that the email be forwarded to her that she has a contact with a small business association.

Jacqui Hood-Lefebvre mentioned she received an email asking for names of our state employer of the year recipients; Staci Smith said she already took care of responding. It was suggested we should come up with a list of past recipients for all awards at the State level.

Meeting adjourned at 8:09 p.m.

Respectfully submitted,  
Deborah Williams, Secretary



