

**Vermont Federation of Business & Professional Women
89th Annual State Convention
Pre-Convention Board Meeting
Minutes of Meeting**

Date: May 16, 2014

Location: Card Room, Lake Morey Resort
Fairlee, Vermont

Call to Order: Staci Smith, President, called the meeting to order at 5:35 p.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, Danielle Martel, Kim Bina, Barbara Swinton, Marilyn Grunewald, Jacqui Hood-Lefebvre and Pat Nowak.

President's Report: Staci Smith's report is in the Convention Book on Page 37. Staci added she wanted to thank everyone for their help this year.

President-Elect's Report: Carolyn Frazier's report is in the Convention Book on Page 38. Carolyn stated her theme this year is "Communication, Mentoring, and Forward Thinking Strategies". She indicated that she is in need of board appointments; her proposed appointments and committee chairs are on Page 40 in the Convention Book.

Motion: Gina Clark, Franklin County BPW, moved to accept the nominations for the voting and non-voting standing committee chairs.

Seconded by Donna Heath, St Johnsbury BPW.

Motion carried.

Carolyn Frazier mentioned that Staci Smith had found a pin at a garage sale that she was going to use as her Past President's pin but it does not say Vermont.

Motion: Carolyn Frazier, Franklin County BPW, moved that the Board approve \$300 to cover the cost of having a setting made for Staci Smith's pin that would say Vermont. **Seconded by Jacqui Hood-Lefebvre.**

After discussion Carolyn Frazier withdrew her motion.

Motion: Carolyn Frazier, Franklin County BPW, moved to propose to the Convention Floor that \$300 be approved to cover the cost of a setting for Staci Smith's Past President's pin.

Seconded by Jacqui Hood-Lefebvre.

Motion Carried.

Secretary's Report: Deborah William's report is in the Convention Book on Pages 18-27.

Treasurer's Report: Gina Clark's report is in the Convention Book on Pages 32-33. Staci Smith mentioned that there was nothing in the budget for the 501(c)(3) due to the IRS delay which caused the expense to spill over into this year.

Proposed Budget 2014-2015: Carolyn Frazier, President-Elect, presented her budget. Carolyn said she needed to cut quite a bit due to membership numbers being down to 87; she said it was a bare-bones budget. She also commented that we need to work on growing the membership or at some point we will need to draw on the undesignated funds.

Motion: Carolyn Frazier, Franklin County BPW, moved to send the Proposed 2014-2015 Budget to the Convention Floor.

Seconded by Danielle Martel, Franklin County BPW.

Motion carried.

COMMITTEE REPORTS:

Nominating Committee: Donna Heath, Chair, reported the only nominees for the 2014-2015 Slate of Officers were President, Carolyn Frazier, Champlain Valley BPW, and Secretary, Danielle Martel, Franklin County BPW. Nominations for the office of President-Elect, Vice President, and Treasurer will have to come from the floor at the convention meeting.

Convention: Carolyn Frazier, President-Elect reported that next year's State Convention will be May 1-3, 2015, at the High Peaks Resort in Lake Placid, NY; she said negotiations have started and the room rate will be \$129.

Bylaws: Donna Heath, Co-Chair, reported that the proposed changes are in the Convention Book on Pages 28-31 and are the same as discussed in the March 16, 2014, Emergency Conference Call. Some questions were raised regarding the Member-at-Large Amendments. It was explained that the Member-at-Large membership was a way to add new membership by capturing those without a local because of location or travel issues as well as those from states that are disbanding. It was further mentioned that CT is disbanding and there are three women, one each from NH, NY & CT, who are ready to join as a Member-at-Large.

Project Grants: Chair, Mary Eddy, Burlington BPW, not present. Staci Smith reported that some of the money had been used this year by Westshire for their website and by Franklin County for their Calcutta. The balance in the fund is now down to \$841.29.

Finance Committee: Donna Heath's report is in the Convention Book on Page 41. Donna thanked Gina Clark, Treasurer, for all her hard work in getting our finances organized and updated in QuickBooks. Donna also stated that in the third paragraph of the report the 'as of date of April 30, 2014 should be May 15, 2014'. Gina Clark mentioned that any memberships given away by the locals this year, the locals were asked to pay the State dues for those memberships. Donna reported that a letter of receipt was received from the IRS regarding our 501(c)(3) application and that it was in the 90 day review period; she also mentioned that we got a new EIN number per the recommendation of AM Peisch & Company. It was noted that we will need to close out the old EIN number.

Auditors: Staci Smith reported our auditor for this year is no longer a BPW member therefore we will need to elect an auditor for this year from the floor.

Foundation: No report.

Historian: No Report.

Legislative: Marilyn Grunewald's report is in the Convention Book on Page 36. Marilyn also mentioned that Madeleine Kunin was going to be speaking on Sunday, May 18, 2014, at the St Johnsbury Academy in St Johnsbury, and that she will also be the keynote speaker at Franklin County's "Women's 'We Can!' Expo" in St Albans on Saturday, October 18, 2014.

Public Relations: Kim Bina's report is in the Convention Book on Page 35.

VT Commission of Women: Danielle Martel reported there were no updates.

IDP: No report.

Young Careerist: Staci Smith reported three YC candidates will be competing tomorrow; their bios are in the Convention Book on Page 47.

Camp BPW: The report from Danielle Martel & Jacqui Hood-Lefebvre is in the Convention Book on Page 35. Danielle mentioned that the donation from Mylan was lost this year due to the fact that we are not yet a 501(c)(3).

Motion: Danielle Martel, Franklin County BPW, moved to propose to the Convention Floor that \$1,000 be transferred from Undesignated Funds to Designated Funds to replenish the Program Fund budget.

Seconded by Kim Bina, Westshire BPW.

Motion Carried.

Donna Heath mentioned next year the Finance Committee plans to develop financial guidelines.

Local Reports: All Local Reports are in the Convention Book on Pages 42-44.

Meeting adjourned at 6:38 p.m.

Respectfully submitted,
Deborah Williams, Secretary