



Vermont Business and Professional Women's Club, Inc.

Post Convention State Board Meeting Minutes May 18, 2014 – Card Room, Lake Morey Resort, Fairlee, VT

Call to Order: 9:05am

Roll Call:

- ▶ Board Members Present (voting): Carolyn Frazier, Pearl Gilbert, Danielle Martel, Kathy Butler, Staci Smith, Jacqui Hood-Lefebvre, Alice Kitchel, Kim Bina, Donna Rae Heath, Lou DiLorenzo, Lisa Grunewald, Marilyn Grunewald.
- ▶ Board Members Present (non-voting): Laurie Beth Putnam
- ▶ BPW/VT Members Present (non-voting): Trisha Woodward, Shelley Maloney, Barbara Swinton, Patricia Nowak

Establishment of Quorum: Yes, 12 voting members were present and at least 2 Executive Committee Members.

Presentation of President's Gift to Board: Carolyn gave out pearl lanyards with a thumb drive to the Board instead of a Board Book. She will be sending us documents to be downloaded over the summer, and throughout the year.

Unfinished Business:

- ▶ Staci Smith, Immediate Past President, read a congratulatory letter to Carolyn Frazier on becoming President of BPW/VT.
- ▶ Acceptance of Committee Positions not approved at pre-conference:
 - A motion was made by Staci Smith of St. Johnsbury to appoint Kim Bina as Chair for the Vermont Commission on Women Committee, and this was seconded by Jacqui Hood-Lefebvre of Franklin County. No discussion. Motion carried.
 - A motion to start a fundraising committee and to appoint Diane Chanowsky from Champlain Valley as Chair was made by Pearl Gilbert of Franklin County, and this was seconded by Kim Bina of Westshire. No discussion. Motion carried.

New Business:

- ▶ Election of Nominating Committee
 - Jacqui Hood-Lefebvre nominated Staci Smith, who approved this nomination. Pearl Gilbert nominated Lou DiLorenzo, who approved this nomination. Carolyn Frazier nominated a member of Champlain Valley which will be determined at their next local meeting. A motion to approve the nominating committee was made by Pearl Gilbert of Franklin County, and was seconded by Lou DiLorenzo of Westshire. No discussion. Motion carried.
 - ▶ Board Book Updates: Carolyn Frazier verified the contact information for board members, and Danielle Martel will send Franklin County President's, Kim Bina to send Westshire President's, and Barbara Swinton & Patricia Nowak will inform Carolyn Frazier of the new Burlington President's Information. Carolyn Frazier went over the program for the year, including Convention next year. Which will be May 1-3, 2015 at the High Peaks Resort in Lake Placid. Make sure each Local send their updated membership list and dues by 07/20/2014 and within 10 days of each new member joining. Policy & Procedures Manual will be updated by section at each board meeting. A copy of the updated bylaws will be sent to us as well.
 - ▶ Protocol for Teleconference Meetings: Mute when not talking, identify self and local before speaking, start with roll call, call-in before the scheduled time, etc. Kim Bina will send out teleconference protocol. Jacqui Hood-



Lefebvre will forward the e-list for every board meeting, which records the phone number and call time for each person calling in.

Actions needed:

- ▶ **Locals:** Books for the Local Presidents to take for the new book club. Also, packet of information for hotel and attractions for next year's Convention in Lake Placid.
- ▶ **Finance:** Draft has been started for financial guidelines, and this will be updated throughout the year. Also, this committee must follow-up on the motion made to check into the need for insurance. These will be addressed at the next board meeting.
- ▶ **Legislative:** before August 1st obtain and distribute the flyer for Senator Leahy's Conference on Sept. 20th. BPW has secured a table at the event again this year.
- ▶ **Membership:** A motion was made to transfer \$400 from undesignated to help expand membership throughout locals by Pearl Gilbert of Franklin County, and was seconded by Alice Kitchel of St. Johnsbury. It was discussed that this money is intended for the use of the state to build membership, and is not allowed to be used by the local organization. Motion carried. Also, need to find the names/contact info for the Local's Membership Chairs, and draft a plan of action for the state.
- ▶ **Historian:** Add to Committee: Barbara Swinton and Patricia Nowak have a lot of books. By next convention we would like to give a book to members or have them available for sale. It is our 90th Convention.
- ▶ **PR:** Media coverage on election of officers, state YC winner, employer of the year, woman of the year, Berl Morrill recipient, and Anne Shelansky recipient.
- ▶ **Young Careerist:** Form a committee and meet with last year's committee for feedback. Emily Owen wishes to be on this year's committee, and please ask other participants from this year to participate. Coordinate with Emily for the Regional Event.
- ▶ **Camp BPW:** St. Johnsbury to pick chair and date before 8/1 – training to follow
- ▶ **President's Challenge-** Carolyn Frazier went through and discussed the list of challenges for each Local. Then she, Carolyn Frazier of Champlain Valley, stepped down and made a motion to transfer \$500 from undesignated funds for the event on 08/23/2014 so that members could attend free of charge. The room at the venue has not yet been determined, and the expected cost is \$400 but could vary slightly. This was seconded by Lou DiLorenzo of Westshire. Discussion: Kim Bina brought up the idea that since there were 100 seats, we could open the event up to other organizations or the public. Alice Kitchel suggested offering to potential new members. Jacqui Hood-Lefebvre brought up the idea of offering only a few of the workshops to the public and charging \$5/person for those workshops. Here is an overview of the workshops so far: Lou DiLorenzo of Westshire - Quickbooks, Champlain Valley - Chocolate Festival, Jackie Hawkins of Franklin - Calcutta, Patricia Nowak of Burlington – How to Get Elected to Local Office, and also one on Women's History Projects for Women's History Month in March.
- ▶ **Other committee notes:** There is no newsletter chair, so Carolyn Frazier will do in the interim. Any ideas regarding the nominations and awarding of awards, please give it to an Executive Committee member for it to be covered at the board meeting in June. Also, if the Treasurer could keep track of how much money people are putting into each event for information purposes for future events and budgeting.

Adjourned: 10:28am

Respectfully Submitted: Danielle Martel, Secretary 2014-2015