

Business and Professional Women/VT Inc.

Post Convention State Board Meeting
May 3, 2015 – High Peaks Resort, Lake Placid, NY

Call to Order 8:01 A.M. EDT by Carolyn Frazier, President

Roll call completed by Alice S. Kitchel. Secretary, please see attached Roll Call Report.

Quorum established by Carolyn Frazier: All current board members present, only a St. Johnsbury representative and current bylaws chair absent.

A motion to accept the rules of order as written was made by Danielle Martel, seconded by Jacqui Hood-Lefebvre. Motion carried.

A motion to change the agenda and add State Conference under unfinished business was made by Pearl Gilbert, seconded by Barbara Swinton. Motion carried.

Unfinished Business

A motion to name Pearl Gilbert as Parliamentarian for 2015-2016 was made by Diane Brockway, seconded by Jacqui Hood-Lefebvre. Motion carried.

State Conference

A motion to pay this year's conference keynote speaker's fee of \$600.00 from the unused membership funds in the general operating funds was made by Kim Bina and seconded by Barbara Swinton. Motion carried.

A motion to hold the 2015-2016 State Conference at Hampton Inn, Colchester, Vermont May 20-22 was made by Pearl Gilbert, seconded by Danielle Martel. Motion carried.

There needs to be more fundraising for next year's State Conference.

- At this year's conference the live auction made \$714.00, the silent auction made \$177.50, and the raffle made \$875.00 less expenses.
- Only the live auction monies can be budgeted for next year's conference, budgeted to cost \$1,750.00. About \$1,000.00 must still be raised.
- Carolyn tasked Donna Rae Heath, Chair of the Finance Committee to find ways to raise \$1,000.00 for next year's conference.
- It was suggested that the fundraising occur in the fall.
- Give any suggestions for fundraising ideas to Donna by the Officer's Training Meeting on August 15, 2015.
- There was discussion on raffling off a free ticket to next year's conference to members during winter-spring 2016 possibly for \$10.00 per ticket and also to create fun assignments for first-time conference attendees.
- Carolyn tasked the Conference Committee to develop this raffle and find fun tasks for first-time attendees.

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Policy and Procedures Draft

During each state board meeting this coming year, the board will work on sections of the Policy and Procedures Draft started by Donna Rae Heath. The purpose is to create a clear, precise toolkit for Vermont BPW tasks, events, and officer's duties.

A motion to accept a BPW/VT sample letterhead and add it to our Policy and Procedures document, and in addition, if passed, update all BPW/VT forms was made by Pearl Gilbert, seconded by Danielle Martel. Motion carried.

A motion to require two signatures on any check over \$250.00 with all expenses approved by the president either electronically or in person was made by Danielle Martel and seconded by Pearl Gilbert. Motion carried.

The motion to require all reimbursement requests be submitted to the President within 30 days of the event or program, or by the end of the fiscal year was made by Danielle Martel and seconded by Lisa Grunewald. Motion carried.

A discussion on awards considered whether to continue or change the collection of \$10.00 from each past president for the Anne Shelanski award. The consensus was to leave the policy as it is. The president reaffirmed that each local may interpret and make awards individually, but the state awards have requirements that must be met for a recipient to be considered.

- Donna Heath was tasked with checking to see that the wording in the Policy and Procedures Document matches the wording in the award description documents.
- Membership awards will be added to the duties of the Finance Committee.
- Ideas for making membership awards can be brought to the August Training.

A discussion on the use of the revenues from the silent and live auction considered whether to maintain the current split between one designated for this year's conference expenses and one designated for the BPW/VT operating budget or combining the revenue from both. In the past, Pat Nowak suggested the split because there was more than enough revenue to pay for that current conference. The board decided to continue the split because of the cyclical nature of conference numbers and costs, some years had a surplus, some years a deficit.

The board considered raising the state dues.

- The Bylaws Committee was tasked with considering whether to bring this item to annual meeting at the conference in 2016 as this change would require a vote by the membership to change the bylaws.

The board decided to add to the description of the Post-Conference Board Meeting that any member may attend the meeting in a non-voting capacity.

The board discussed the difficulty for the treasurer of creating a membership list.

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- The president tasked Kim Bina with finding a membership/dues remittal form. This should be sent to Kathy Butler and Danielle Martel by July 15.
- The wording “all dues must be accompanied by transmittal form” may be considered.
- There was the suggestion that each local chapter send a membership sheet using Excel format. No action taken on this.

The president brought attention to the lack of clarity in the description of the duties of the auditors.

- Kim Bina is tasked with asking Ellie Smith to write a paragraph on the duties of an auditor for the Policy and Procedures Document.

The board agreed to move the paragraph starting “The audit” from page 7 of the Policies and Procedures Draft May 2015 document to page 6 immediately before the section entitled “Insurance and Bonding.”

New Business

Membership Grant Money

The amount of \$941.29 remains in this year’s fund.

The motion to award the Champlain BPW Chapter a \$350.00 grant for membership recruitment was made by Jacqui Hood-Lefebvre and seconded by Alice S. Kitchel. Motion carried.

The motion to increase the amount in the fund by \$1,408.71 to \$2,000.00 by a transfer from the Undesignated Fund to the Project Fund was made Daniel Martel and seconded by Lisa Grunewald. Motion carried.

The motion to change the name of the Project Fund to Membership Grant was made by Kim Bina and seconded by Diane Brockway. Motion carried.

Because of lower membership, the board agreed to the President’s request that the duties of recruiting new members become one of the vice president’s duties and not those of a separate committee.

- The President tasked Danielle to put in writing the criteria for receiving a membership grant, how the request is to be submitted, and to review the information on the website and update it.

Camp BPW

As it stands now the \$2,394.96 designated for hosting a Camp BPW is to be divided equally among the five locals so that each local can begin the process with the same amount of money. The board discussed that at the state level there may be a BPW Reality

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Store activity at the “Girls Can Do” Conference by Vermont Works for Women. Should money be available for statewide Camp BPW events as well as local Camp BPW events? If so, how should the total amount be divided? The board decided not to act now, Jacqui Hood-Lefebvre will keep in communication with Vermont Works for Women about having a BPW Reality Store event at the girl’s conference. As Camp BPW events arise the board will address financial requests and needs.

August Training

The officer’s and state committee training will take place on August 15, 2015 at the La Quinta in St. Albans. This will be a good time for committees to form for the year. The funding will come from the second line item of the State Speakers and Membership Funds for \$500.00. It was suggested that information on Generation Y and their job or career expectations be added to the description of the event.

President Carolyn Frazier adjourned the meeting at 10:28 A.M.

Respectfully Submitted, Alice S. Kitchel, Secretary 2015-2016