



**Call to Order** Vice-president Danielle Martel called the meeting to order at 7:05 pm.

**Roll Call** Present: Carolyn McLean-Frazier, President, Danielle Martel, Vice-President, Alice Kitchel, Secretary, Kathy Butler, Treasurer, Pearl Gilbert, Leslie Germain, Donna Heath, Marilyn Grunewald, Lisa Grunewald, Jacqui Hood-Lefebvre  
Absent: Staci Smith, Stephanie Hainley, Molly Ryan, Jackie Hawkins, Kim Bina, Shelley Maloney

President Carolyn McLean-Frazier established a quorum. The president reviewed the teleconference protocols. There were no objections to the protocols

Marilyn Grunewald made the motion to accept the agenda as changed. The motion passed.

**President's Report** Carolyn McLean-Frazier reported that the awards forms and deadlines with year changed are now on the state website. The state awards, Alice Paul, Woman of the Year, Berl Morrill, and Employer of the Year award forms need to be returned to Carolyn McLean-Frazier or Alice S. Kitchel. Their addresses are also on the state website. The deadline for sending forms for the awards is April 3, 2016. Presidents of locals need to pass this information on to the membership.

The Call to Conference deadline is also April 3, 2016. All registration forms, schedules, bylaw change requests, and budgets need to be sent by that date.

The President's Challenge date has also been changed on the state website. President McLean-Frazier noted that the St. Johnsbury and Franklin chapters have submitted forms for points. She reminded the board that a heart-healthy program in February and a women's history event in March earn points.

**Vice President's Report** Danielle Martel reported that she has received membership lists from Franklin, St. Johnsbury and Westshire groups. Burlington's list is missing, and Champlain Valley sent a check without a list.

Two grants have been awarded, both to St. Johnsbury, one for a member recruitment mixer and one for participation in the veteran's summit. Carolyn McLean-Frazier reminded the board that the grants are for increasing membership and that there are funds available.

**Secretary's Report** With one correction, changing the spelling of McLain to McLean, the secretary's report was accepted with changes. Motion made by Danielle Martel. The motion passed.



**Treasurer's Report** Pearl Gilbert asked whether the \$24, 208.12 amount noted on the Balance Sheet dated January 31, 2016 is in a checking account. Kathy Butler answered that it is in a checking account at People's United. A discussion followed about whether to transfer some portion of the funds to a Certificate of Deposit or a Money Market Fund. Carolyn McLean-Frazier asked board members to research institutions, amounts of interest paid, and financial vehicles and provide this information to Kathy Butler or Donna Rae Heath before the next board meeting on March 1, 2016. Donna Rae Heath also noted that we could not transfer more funds to our existing MM account because the organization had voted to keep the amount in that fund the same as the amount of designated funds. A vote at convention would be needed to change this.

Donna Rae also noted that on the Balance Sheet dated January 31, 2016 the name of one line item had been voted changed from "project fund" to "membership grant".

Carolyn McLean Frazier inquired where the \$403.00 raised in the live auction at the 2015 convention is noted. Kathy answered that it is in 2015's profit/loss column. The audit committee will consider how to transfer this amount to the funding for this year's convention.

**Bylaws** Any updated bylaw changes need to be sent to Leslie Germain by March 1, 2016. These need to be submitted in writing. The current bylaw must be clear as well as the proposed change and the rationale for the change. These changes will be considered at the March 16, 2016 board meeting.

**Communications** Staci Smith will make the website changes of year update, and new deadline dates.

**Finance** Donna Rae Heath received a bill for general liability for \$268.00 that she will send to Kathy Butler.

The Yankee Candle fundraiser brought in \$164.00. Whether or not to have a spring fundraiser with Yankee Candle will depend on the amount raised by the convention fundraiser. This will be decided at the March 16, 2016 board meeting.

Donna Rae asked whether the convention budget should be separate for the state budget. Pearl Gilbert noted that she has not seen the profits and losses for last year's convention. Marilyn suggested that the budgets should be separate. It was decided that Kathy and Donna Rae would consider this and make a recommendation at the March 16, 2016 board meeting. Pearl Gilbert will share copies of the separate convention budget from past years with Carolyn McLean Frasier.

Danielle Martel and Donna Rae are working on a draft of the 2017 budget.



**Historian** There will not be a scrapbook for the president this year. Lisa Grunewald is working on 90 years of VT/BPW for this year's convention. Marilyn Grunewald and Lisa will send notes to the local chapters requesting material. The deadline for material is April 3, 2016. Lisa's email address is [lisa.grunewald@aol.com](mailto:lisa.grunewald@aol.com).

**Individual Development** Anyone who has completed a module for the Individual Development Speak-off should let Shelley Maloney know as soon as possible. There will be a recertification workshop for facilitators at the New England Business and Professional Women meeting either April 23 or April 30, 2016. Jacqui Hood-Lefebvre will check on the date of the meeting.

**Legislation** Marilyn Grunewald announced that Equal Pay Day is April 12<sup>th</sup> at the Vermont Capitol. There will be a ceremony with the governor from 9:30 to 10:00 A.M. in his ceremonial office. Senator Christopher Bray will jointly present an equal pay resolution in the legislature. More information on our participation will be forthcoming. Marilyn encouraged participation and noted that Vermont BPW started this event and now partners with the Vermont Commission on Women.

**Young Careerist** The form to apply to be a Young Careerist is available at the state website. There is one speech topic this year. The deadline for submission including a photo, bio, and essay is April 30, 2016. As Jacqui Hood-Lefebvre is a mentor for the Young Careerists this year, each local chair of the YC's will hold a conference call with Jacqui to manage the process. Each local needs to send Jacqui the local YC chair's information.

**Camp BPW** The executive board decided not to pursue holding a Reality Store event at this year's Future Business Leaders of America conference this March at Lake Morey. There is not enough time to assemble the resources. Alice Kitchel is charged with contacting Sarah Emery, the executive director of FBLA, to decline the invitation for this year and to suggest that we offer the program next year requesting that we receive information next fall. FBLA also asked for volunteers to judge student's projects at this year's conference.

**Nomination** The deadline for submission for the slate of officers is April 3, 2016. Most slots are filled, only the position of secretary is still open. The two members needed for the audit committee have been solicited but have not accepted yet.

**Vermont Commission of Women** Danielle Martel will link the weekly email "View" form the Vermont Commission on Women and "Change the Story" from Vermont Works



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for Women to the state website. She will also send “Change the Story” to the board members.

**Women Joining Forces** Donna Rae Heath announced that the Veteran’s Summit will be March 12, 2016 at Lyndon State College. The event lasts all day. Last year there were about 200 attendees and 50 exhibits. St. Johnsbury BPW will have an exhibit this year. Also some locals, Franklin County and St. Johnsbury, are assembling care packages for homeless vets. Donna Rae has also found some photographs of WW II soldiers including eight women in the Waterford Vermont archives.

**91<sup>st</sup> Annual Conference and Convention** Jacqui Hood-Lefebvre explained two fundraisers for the convention. There will be a gas raffle. Each local chapter will receive a booklet of 20 tickets for each member. There will also be a fudge fundraiser. Local members will take orders and then deliver the fudge.

A conference committee meeting will meet at the Hampton Inn at a date to be determined.

### Local Reports

**Burlington** There was no report.

**Champlain Valley** There was no report.

**Franklin County** The chapter now meets all twelve months of the year and rotates meetings among various restaurants, meeting two consecutive months at each restaurant. The Calcutta is scheduled for March 19, 2016. All Vermont BPW members are invited with many offers of places to spend the night in the St. Albans area. Tickets are \$125.00 per couple including dinner and dancing.

**St. Johnsbury** The chapter held a December holiday party. At the January meeting the chapter heard about the St. Johnsbury Community Restorative Justice Center. In March the chapter will exhibit at the Veteran’s Summit and will also hold a fundraiser and celebration of women’s history month.

**Westshire** There was no report.

**Members at Large** There was no report.

**Unfinished Business** The board will continue the work on the Policy and Procedures Manual at the March 1, 2016 meeting.



Business and  
Professional  
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Carolyn McLean Frazier adjourned the meeting at 8:31 p.m.

**Announcements**

**Women We Can! Conference is April 30<sup>th</sup>. Registration for the event is at [www.womenwecan.com](http://www.womenwecan.com).**

**Information about the deadlines for Vermont Act 46 is available at [www.education.vermont.gov](http://www.education.vermont.gov).**

**Respectfully Submitted** Alice S. Kitchel, Secretary