



Vermont Business and Professional Women's Club, Inc.

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**Teleconference Number: 1 712 432-0926 Code 445699 VT/PBW State Board Meeting, 04.27.2016**

**Call to Order** Carolyn McLean-Frazier called the meeting to order at 7:01 p.m.

**Roll Call** Present: Carolyn McLean-Frazier, President, Danielle Martel, Vice-President, Alice Kitchel, Secretary, Kathy Butler, Treasurer, Leslie Germain, Pearl Gilbert, Lisa Grunewald, Jackie Hawkins, Donna Rae Heath, Jacqui Hood-Lefebvre, Marilyn Grunewald, Molly Ryan

Absent: Kim Bina, Stephanie Hainley, Shelley Maloney, Staci Smith

President Carolyn McLean-Frazier established a quorum. The president reviewed the teleconference protocols. No one requested that they be read.

Danielle Martel made the motion to accept the agenda with two additions. The motion passed.

**President's Report– Carolyn Frazier**

- Deadlines for conference book *May 1, 2016, e-mails accepted for Conference book*
- Deadline for Presidents Challenge *May 10, 2016*
- Memorial Service *May 1, 2016 will be in Conference book*
- Auction Items *May 10, 2016 please report all donations by this date. Items can be brought to Convention for Friday evening and turned in with bid information at Registration Table at the Hampton Inn & Conference Center*
- **Helen Ricco BPW/NY E-mail regarding purchasing BPW Pins & Key chains – consensus was to Not purchase the pins and key chains from BPW/NY. Jackie Hawkins, FCBPW requested Carolyn to send the e-mail contact for Helen as she may try to purchase them for FCBPW.**
- **Better Business Bureau endorsement for Vermont Trophy & Engraving – VT Trophy sent an e-mail asking for our support/endorsement for them to the Better Business Bureau. Many commented on their excellent service to BPW/VT and Locals and Danielle Martel will send a letter of endorsement on our behalf.**



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**Vice President's Report – Danielle Martel –**

- Membership - *reported 96 paid Members including MAL, this did not include BTV/BPW as they have not sent in their Membership list or payment for the year. Danielle has notified them that this must be done prior to Convention convening or they would not be eligible for voting.*
- *President Carolyn notified Danielle that the Membership Grant report is part of her responsibilities as Membership Chair/Vice President.*
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**Secretary's Report – Alice Kitchel**

- Minutes of March 16, 2016
- Motion needed to accept *as amended* Maker: *Danielle Martel, Second: Leslie Germain*
- Minutes of March 29, 2016
- Motion needed to accept as published or accept with changes Maker: *Donna Rae Heath*
- *Second: Jackie Hawkins*

**Treasurer's Report - Kathy Butler**

- Financial Statement
- \$500 transfer to Convention – *Kathy has made this transfer from undesignated funds*
- Presidents Pin motion – *Motion to move funds from undesignated to Past Presidents pin line item for accounting purposes. Motion: Danielle Martel, Seconded: Donna Rae Heath – Motion carried.*
- Look at where we stand for expenses for the remainder of the year vs. anticipated income
  - (Mileage expenses for chairs) *to be discussed Pre-convention meeting*
  - *A bill came in from Web Site Host after Kathy's published report in the amount of \$185.77*

**91<sup>st</sup> Annual Conference and Convention – Jacqui Hood Lefebvre, Jackie Hawkins**

- Conference Fundraiser sent out – *encourage member participation – Jackie Hawkins said she had requested updates from all Locals on status of Fudge and Gas Raffle status. To date no responses. President Carolyn stated we need weekly reports so we have some idea of funds raised going into convention. Jackie will contact ALL Locals again and ask for weekly reports.*
- Locals responsibilities-check in



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### **Unfinished Business**

- Continue Policy and Procedures Manual update - we will be addressing text in “red”. If you don't have a color printer, try to read from screen. Please be prepared to make changes by reading ahead of time. We still have some parts not written and our goal is to finish at this meeting with a motion to approve the entire document as it stands tonight. This is a living document that will change in the future based on board actions)
- *After a thorough review of Policy and Procedure Manual with updates/corrections a Motion was made to accept as corrected/published by Danielle Martel and Seconded by Leslie Germain. Motion Carried.*
- Undesignated Funds
  - Investing – *President Carolyn suggested we bring ideas to convention on Face Book media and who will maintain updates etc.*
  - Fellowship idea - *Discussion on what to do with our large amount of funds in checking account to get a better return on the money. Carolyn will attempt to bring information on Fellowship Foundation/Scholarships for Convention and current CD rates will also be discussed.*

### **New Business**

- None

Adjournment: no motion needed if Agenda was accepted at beginning of meeting  
*Meeting adjourned at 8:04 pm*

### **Announcements:**

Pre Conference Board Meeting – approval of next year's conference site, next year's board members and items that need to be completed to impact Convention only. Other business should be for Post-Conference Board Meeting.

*Respectfully submitted jointly,*

*Alice Kitchel, Secretary and Pearl Gilbert (due to technical difficulties)*