



Business and Professional Women/VT Inc.

Legacy Members of Business and Professional Women Foundation with members in Vermont, New York, Connecticut, Massachusetts, Rhode Island, and Pennsylvania

2016-2017 State Board

Executive Committee

Danielle Martel, President
Alice Kitchel, Vice President
Michelle Thibault-Hatch, Treasurer
Pearl Gilbert, Parliamentarian

Standing Committees/Voting Members

Executive Committee, Issues Management Chair
Alice Kitchel, Membership Chair
Jacqui Hood-Lefebvre, Bylaws Chair
Jackie Hawkins, Finance Chair
Lisa Grunewald, Historian
Shelley Maloney, Individual Development Chair
Marilyn Grunewald, VT Legislation Chair
Diane Brockway, NY Legislation Chair
, Young Careerist Chair
, Communications Chair

Special Committees/Non-Voting Members

, Convention Chair
, Camp BPW Chair
Staci Smith, Website Chair
, Past State President Liaison
, Past State President Club President
Kim Bina, VT Commission on Women
Donna Rae Heath, Women Joining Forces Chair
Carolyn Frazier, Immediate Past State President

Local Organization Presidents

Stephanie Hainley, Burlington
, Champlain Valley
Jackie Hawkins, Franklin County
, St. Johnsbury
, Westshire

Nominating Committee

Leslie Germain
Molly Ryan
Nancy Werner

Auditors

Diane Brockway
Michelle Tarryk

**Post Convention Board Meeting Minutes
May 22, 2016 @ 8:30 a.m.
Hampton Inn & Suites, Colchester, VT**

Call to Order was declared by President Danielle Martel at 8:46 a.m.

2016-17 Action #1 (Taken)

- President Danielle Martel appointed Immediate Past State President Carolyn Frazier to take the official minutes in the absence of Recording Secretary. Agenda and President’s Challenge draft were immediately sent by email to facilitate this process.

Roll Call indicated:

- Present:
 - Danielle Martel, Alice Kitchel, Michelle Thibault-Hatch, Pearl Gilbert, Jacqui-Hood Lefebvre, Jackie Hawkins, Donna Rae Heath, Lisa Grunewald Marilyn Grunewald, Diane Brockway, Kim Bina, Carolyn Frazier (via technology)
- Excused:
 - Shelley Maloney
- Observers:
 - Patricia Woodward

President Martel declared a quorum -- A quorum of the Board of Directors shall be one-third (1/3) of its members, provided they represent at least one-third (1/3) of the Local Organizations of the Federation, and provided that two (2) of those present shall be members of the Executive Committee.

Executive Committee Reports

President’s Report:

There are several open positions on Danielle’s leadership team:

2016-17 Action #2 (Requested) BPW/VT Recording Secretary – No one was elected at the State Convention. Board Members were asked to continue looking for someone to fill this position. Until then, the President will appoint someone to assume duties as they come along.

2016-17 Action #3 (Requested) Young Careerist Chair –names were discussed for a chair and or co/chairs. President Martell will approach Emily Owens and Jen Way

2016-17 Action #4 (Requested) Communications Chair –This chair handles PR work, FaceBook page, and state website. As Staci Smith will continue with the website, duties will be adjusted. It was thought that a member who is interested in technology might want to be approached for this position by board members and names given to President Martel for consideration.

2016-17 Action #5 (Requested) Convention Chair – President Martel will appoint someone in the future

Camp BPW Chair – Not necessary to fill unless a statewide CAMP BPW is being held

Danielle also requested the names of leadership positions that we do not appoint:
New England BPW Past State President Liaison – Jacqui Hood-Lefebvre
Past State President Club President -- Stacy Smith

2016-17 Action #6 (Requested) Champlain Valley President—unknown. President Martel will contact Molly Ryan for name

St. Johnsbury President -- Michelle Tarryk
Westshire President-Kim Bina

President Martel noted Board Approval was needed for Shelley Maloney as Individual Development Chair.

2016-17 Motion 1: Alice Kitchel moved to approve Shelley Maloney as BPW/VT Individual Development Chair.

Jacqui Hood Lefebvre seconded. Discussion occurred. **Motion Carried**

2016-17 Action #7 (Requested) Danielle revealed her theme for the year was Unity and a symbol and business cards had been developed for her use. With the theme in mind, a revamping of the website will occur to facilitate more unity throughout the state organization

2016-17 Action #8 (Requested) A discussion indicated Board Meetings will be held the third Wednesday of each month. Leadership team members should mark their calendars now.

June 15, 2016 – Teleconference @ 7pm

July 20, 2016 – Teleconference @ 7pm



August 17, 2016 – Teleconference @ 7pm
September 21, 2016 – Teleconference @ 7pm
October 19, 2016 – Teleconference @ 7pm
November 16, 2016 – Teleconference @ 7pm
December 21, 2016 – Teleconference @ 7pm
January 18, 2017 – Teleconference @ 7pm
February 15, 2016 – Teleconference @ 7pm
March 15, 2017 – Teleconference @ 7pm
April 19, 2017 – Teleconference @ 7pm
May 17, 2017 – Teleconference @ 7pm

The number to call for teleconference meeting is: 1-712-432-0926 and passcode is 445699

A fall face-to-face meeting will occur with perhaps ID modules presented. It was noted that we stay away from September 24th as that will be the regional young careerist competition. It was noted that this might be a time to take the Board Meeting on the Road to Rhode Island to support our YC.

2016-17 Action # 9 (Requested) President Martel also reviewed the draft of the President’s Challenge (attached). Several suggestions were made to adjust the draft:

- An “early bird” registration made to the Annual Conference/Convention - 1 point for each member
- A women empowerment event - 1 point for each member attending - 2 points if presenting a workshop,
- Partner or participate in a community event -1 point per member

It was also felt that President Martel include a way to equalize small locals versus large local in this challenge

Standing/Special Committees Reports

Immediate Past State President Carolyn Frazier noted her goals for this year were:

- Update the process and guidelines in the Policy & Procedures (P/P) document for the Anne Shelansky award
- Adjusting any wording be it in bylaws or P/P manual to include a Member-at-Large representative to the Board as they are considered a local
- Working on a grant proposal
- Anything else assigned by President Martel

91st Annual Convention Committee Co-Chair Jacqui Hood-Lefebvre reported a tremendous amount of fundraising had occurred this weekend for both this year’s convention and next year’s budgets

- Live Auction \$1,595 (Operating Funds for 2016-17 budget),
- Silent Auction \$162.50 (92nd Annual Convention Funds),
- Chinese Auction \$160 (91st Annual Convention Funds),

- Fudge Sales \$110 (91st Annual Convention Funds),
- Gas Card Raffle \$715 net profit (91st Annual Convention Funds),
- Conference Book Ad \$40 (91st Annual Convention Funds), and the
- Burlington Local Convention Fund turnover \$1600 (91st Annual Convention Fund)

Unfinished Business

The 92nd Annual Conference/Convention will be at Capitol Plaza Hotel in Montpelier, VT. The suggested date is May 19-21, 2017.

New Business

2016-17 Motion 2: Jackie Hawkins moved that a laptop with travel printer and all applications/software needed for the Treasurer be purchased with a cap of \$2,000.

Marilyn Grunewald seconded. Discussion occurred. **Motion carried.**

2016-17 Action #10 (Requested) The motion discussion included that a policy of the laptop use be developed for the Policy and Procedure document and reviewed by the Board at its next meeting.

A clarification was made about changing signatures on bank accounts for the coming year. This is covered in the Policy and Procedures document. President Martel's wishes are that the Treasurer and Finance Chair be the signatures on the accounts. No checks will be written until her authorization as described in the Bylaw and Policy and Procedures documents.

2016-17 Action #11 (Requested) A checklist was developed several years ago for changing treasurers and perhaps one needs to be developed for changing local presidents

2016-17 Action #12 (Requested) IPSP Carolyn Frazier will give contact information to President Martell for a Grace LeGendre Endowment Board member who set up their endowment structure for scholarships/endowment funding. A fact finding meeting could be set up this summer in the Rutland area.

Adjournment at 10:01 am

Distribution:

Minutes transcribed: May 22, 2016

Minutes sent to President for review and distribution to board: May 22 2016

Minutes approved as is or **amended**: June 15, 2016 Teleconference

Minutes sent to website for posting: June 15, 2016

Carolyn Frazier

Carolyn Frazier, Acting Recording Secretary

Attachment #1 Draft of Presidents Challenge

Draft Challenge

Points will be awarded for each of the Challenges listed below, and an award will be given at Convention to the Local Organization with the most points! Local President's should complete the table below and submit via email to BPW/VT President Danielle Martel at daniellemartel@live.com by May 12, 2017.

Challenge Item	How are points awarded?	Points
Hold a summer retreat to review this challenge and develop a plan	Number of Local Members Present	
Attend the IDP Training Event in the Fall	Number of Local Members Present	
Attend the IDP Training Event in the Spring	Number of Local Members Present	
Submit a planned program for the year (not all meetings need a speaker/presentation)	2 points if submitted by Sept. 1 st 1 point if submitted by Nov. 1 st	
Hold a position on the BPW/VT Full Board (can only count a member once)	Number of Local Members Present	
Hold a Membership Recruitment Event	Number of new members recruited	
Post a blog on the State Website	Point per post from any Local Member	
Hold a "Camp BPW" event	Number of Local Members Present	
Hold an event for National Business Women's Week	Number of Local Members Present	
Promote National Business Women's Week	Point per post on Social Media or Press Release	
Hold or participate in a legislative event (cannot be Equal Pay Day)	Number of Local Members Present	
Go to State House for Equal Pay Day	Number of Local Members Present	
Hold a Woman of the Year Event	1 point per nominee submitted 1 point when submitted for the state award	
Hold an Employer of the Year Event	1 point per nominee submitted 1 point when submitted for the state award	
Participate in "Women Joining Forces" Event	Number of Local Members Present	
Hold a "fun get together" (cannot be summer retreat)	Number of Local Members Present	
Hold a Young Careerist Competition	1 point per nominee submitted 1 point when submitted for the state award	
Hold or participate in a health/wellness event	Number of Local Members Present	
Hold or participate in a Women's History Event	Number of Local Members Present	