



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

Board Meeting Minutes

June 15, 2016 @ 7:00 p.m.

Teleconference (1-712-432-0926 and passcode is 445699)

Call to Order was declared by President Danielle Martel at 7:01 p.m.

2016-17 Action #13 (Taken)

- President Danielle Martel appointed Immediate Past State President Carolyn Frazier to take the official minutes in the absence of Recording Secretary.

Roll Call indicated:

- Present:
 - 8 Voting Members: Danielle Martel, Alice Kitchel, Michelle Thibault-Hatch, Shelley Maloney, Diane Brockway, Emily Owens, Kim Bina, Denise Spink-Morin
 - 1 Non-voting Member: Carolyn Frazier

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.

Corrections were made to the 05.22.2016 Full Board Meeting – delete the word “All” after the teleconference number and password -- change wording in action item #5 to read we do not appoint

2016-17 Motion #3 Shelley Maloney moved to approve the distributed 05.22.2016 Minutes as amended.

Alice Kitchel seconded. No discussion or more corrections. **Motion Carried.**

(Original minutes corrected and sent to website for member access.)

2016-17 Motion #4 Michelle Thibault Hatch moved to accept the President's appointments of Emily Owens as Young Careerist Chair and Leslie Germain as Convention Co-Chair.

Alice Kitchel seconded. There was no discussion. **Motion Carried.**

President's Report

Several members asked for information on National Business Women's Week. This is the website to view: <http://bpwfoundation.org/about/national-business-womens-week-2/>

Local Organization/Standing/Special Committee Reports

- None

Unfinished Business

- Checklist for Local Presidents (see attached) –No changes were made.

2016-17 Action #14 Carolyn Frazier will add it to the Took Kit portion of the Policy and Procedures.

- Convention Final Budget Report (see attached)—It was noted that next year we must be clear about what award winners and guests we pay for as well as point out the policy that even if you attend for one event, you must go through the registration process.

2016-17 Action #15 The Convention Financials were filed for audit.

- Endowment Fund –President Danielle had been in contact with Carol Greenough about guidance in setting up this endeavor. She recommended we look at: What are we looking to accomplish? FYI - 501c3 goals and bylaws may need to be changed, and we need a Financial Advisor.

Carolyn Frazier explained briefly how that Endowment works.

2016-17 Action #16 It was agreed that research into this endeavor continue and that President Martel send out an e-mail blast to all members requesting anyone with financial advice background contact her as a possible member on the committee. The Finance Committee should take this endeavor under their control as part of this year's goals.

- Policies and Procedures Updates (see attached) was discussed.

2016-17 Action #17 The Finance Committee needs to check if our policies cover the BPW owned property.

2016-17 Motion #5 Alice Kitchel moved once the model numbers are added to the document, Carolyn Frazier should add it to the Policy and Procedures document and send to website.

Shelley Maloney seconded. No discussion or changes to document. **Motion Carried.**

Members were asked to ignore the President's Challenge attachment as it was not the correct file. It will be put on the next meeting agenda.

New Business

Fourth of July Parade will occur in Williston at 10:00 a.m. Line up is 9:30 a.m. Our float theme will be Women in Non-traditional Fields. Float riders will be actual women who have non-traditional jobs or members dressed as women in non-traditional jobs. We will give out membership information with a possible map as to where our locals are located.

2016-17 Action #18 Members who would like to walk with our state float or ride on it, should contact Danielle Martell for directions to Andre and Patricia Martell's farm.

Adjournment

As there was no motion to accept the agenda, a motion was needed to adjourn.

2016-17 Motion #6 Kim Bina moved to adjourn the meeting.

Denise Spink-Morin seconded. **Motion carried.**

President Martell declared the meeting adjourned at 7:47 p.m.

Distribution:

Minutes transcribed: June 15, 2016

Minutes sent to President for review and distribution to board: June 15 2016

Minutes approved as is or amended:

Minutes sent to website for posting:

Carolyn Frazier

Carolyn Frazier, Acting Recording Secretary

Attachments:

Checklist for Local Presidents

Convention Final Budget

Addendum to Policy and Procedures

Annual Suggested Checklist for Local Presidents

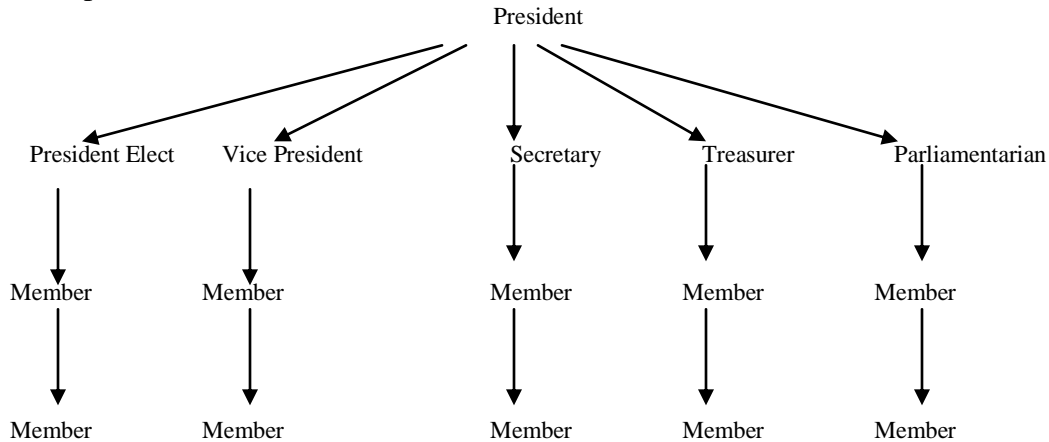
After installation:

- Make plans to attend the Annual State Conference for the entire weekend. Important information is disseminated throughout the weekend and it is an excellent opportunity to speak/network with other members on successes they have had and that you can replicate. The Post Conference Board meeting is equally important to obtain information for setting your local goals.
- Ensure that information needed for the State Conference has been sent to the State President or designee, such as memorial information, auction items, etc. Find out what task your local is responsible for and get members to fill the task needs.
- Bring local banner, sign, etc. to State Conference for display.
- Get all local president materials and property handed over to you. Don't wait for the outgoing president to come to you. Offer to meet and listen to what that president wanted to accomplish but didn't have time to or what went well from that president's perspective. Your job is to listen, not judge.
- Look at local policies, do you need to sign signature cards for the local finances.
- Work with your Membership Chair and Treasurer to facilitate the dues renewal process so that state dues can be sent to the State Treasurer by July 1. Make sure the Treasurer has a process to send dues in each month in order to keep members on the state email blasts and eligible to vote at any state meeting (other than Board Meetings) that might be held.**
- Read over Bylaws and Policy and Procedure documents for both your local and state to familiarize yourself with organization. It doesn't matter if you have done this before. Familiarize yourself with the local, state and foundation websites, facebook pages or other technically driven modes for communicating to your membership. If you, as local president, have to administer one of these modes, get passwords or authorizations changed.
- Send an anonymous survey to each member asking for their input on what has gone right or wrong in the past year. They of course can identify themselves if they wish, but research indicates if a person is more likely to be honest with their views and opinions if they feel safe from retaliation of any kind. Compile this information for future use when setting goals. It is important to note that if just one person mentions something, it should not be dismissed but brought up to the group as an idea to think about. Perhaps others

have that opinion but didn't write it down. If the majority of the group disagrees with the idea, don't pursue it.

- Set up a telephone tree for emergency contact of all members.

Example:



And so on, until all members except the president has to call just one other member. Be sure to include home, cell and business numbers under each name. A telephone tree works really well if inclement weather mandates a need cancel a meeting at the last minute.

After State Conference:

- Start considering goals for the year based on what path the state is taking and your local interests based on the survey input. Meet with your local organization officers to do this – work as a team.
- Present your goals to the entire membership through a meeting or technology. Ask for their input. If members don't feel part of the process, they won't participate in the goal.
- Once goals have been set, start setting up committees to work on the goal. This is important to do in June and July –even if the goal isn't worked on until March. The committee members can then work throughout the year to facilitate speakers, sponsors, materials needed, finance requests, etc. It is very stressful to through things together on month to month basis. Also some of those committee chairs sit on state committees based on the Bylaws so they may have other time commitments to meet.
- Send the chair name and contact information of every local committee to the State President by July 15 at the latest.**

- Try to have informal meetings throughout the summer, even if they are only committee meetings. Summer planning helps you more than you know to focus on the mission and vision of BPW. Working women's issues do not take the summer or in the case of the harsh Northern weather in the winter.

- Set up a calendar with dates of meetings at local and state levels. Include due dates for tasks as well as suggested start dates. This will help you to meet deadlines without stressing. **Make sure to include a note to pass this checklist on to the next President when they are elected.**

BPW/VT 91st Annual Convention
Hampton Inn and Suites, Colchester, VT – May 19 to 21, 2016

<u>Income</u>	<u>Proposed</u>	<u>Actual</u>
Registrations 19 Early Bird @ \$35	\$665	20 @ \$35 = \$700
10 @ \$40 Regular	\$400	7 @ \$40 = \$280
0 @ \$50	\$0	3 @ \$50 = \$150
Fundraising –motion from undesignated due to change over policy	\$500	\$500
Fundraising	\$2401 (net profit)	Gas net profit = \$725 Fudge =\$110 Chinese Auction=\$160 Conference Book Ad=\$40 Total 1456.16
Meals (wash)	\$3800	27 Friday night 43 Saturday luncheon (some comped) 35 banquet \$3290
Bowling Shoes (15 @ \$3)	\$45	9 @ \$3=\$27
Total Anticipated Income	<u>\$7811</u>	<u>\$6403.16</u>
<u>Expenses</u>	<u>Proposed</u>	<u>Actual</u>
Fundraising expenses Danielle Martel	0	40.14
Meals (wash)	\$3800	26 Friday=\$736.20 39 Lunch=\$758.64 32 Banquet=\$1401.46 Total 2896.30
Registration and meeting supplies (name tags, conv. Bk, tickets, envelopes, page forms, etc.	\$600	\$235.95 \$52.30

Joan Luce-bookmarks & candy - meeting survival bag (in kind)	\$50	Total \$288.25
Pre-Convention Brd Mtg	\$0 (water on table)	\$0
Color Guard Donation	\$0 colors will be previously posted	MAL Flags \$29.55
Memorial Service Supplies	\$25	\$15.90
Friday Entertainment and Workshop/Meeting Supplies	\$500	\$164.95 –Alice Paul house \$19.30-National WHP \$95.57-National WHP \$94.12-Amazon \$16.19-Best Buy \$17.02-Dollar Tree \$14.01-Jacqui Hood Total \$421.16
PSP Gathering	\$0 (will be meeting at bowling alley and can buy drinks there)	\$0
Bowling (\$4.79/game pay for own shoe rental \$3.99. If 15 + players, unlimited bowling for \$14.99/pp for 2 ½ hours includes shoes	\$200 (38 games and 15 pairs of shoes @ \$1) \$35 Sacagewea/Susan B Dollar coins	\$165.83 (on Jacqui's charge card) \$35
Key Note Speaker (Sat) Marilyn Blackwell	\$225 (speaker fee and luncheon ticket)	\$25 lunch ticket included in Meal expenses \$200
Luncheon Speaker – Specialist Skylar Anderson	\$25 (lunch ticket)	\$25 included in Meal expenses \$0
Employer of Year -123 Insurance	\$25 (lunch ticket)	\$25 included in meal expenses \$0
2016 WOY of Year (member) Michelle Tarryk	\$0	\$25 included in meal expenses \$0
2016 Alice Paul (non-member)	\$0	\$25 included in meal expenses \$0
2016 Beryl Morrill (member) Donna Rae Heath	\$0	\$25 included in meal expenses \$0
2016 Anne Shelansky (member) Carolyn Frazier	\$0	Not present \$0
Saturday Morning Hot Beverage Station	\$120 (20 @ \$3.00 +)	28 @ \$3+ = \$108.36
Bartender Fees	\$150 (waived if min met)	\$0
Meeting Room Charges	Waived if 60 meals	\$0

Champlain A&B & Library		
Decorations Friday –in kind-Carolyn Saturday Lunch (succulent centerpieces - \$120)	\$120	\$150.79
Installation Ceremony – candles per wish of incoming President –in kind by P. Gilbert	\$50	\$0
Installation Decorations and Post-Installation Party	\$0 (responsibility of incoming presidents locals – FCBPW)	\$0
Photographer	\$0 (using members or presidents camera)	3 hour + 1CD = \$150
Audio Visual Needs (House sound patch - \$25, flip chart and easel - \$45/day hotel only charging one day – Jackie H may be able to borrow) In Kind (use of 2 mikes, 1 podium, 1 CD player, 1 extension cord, 1 power strip and 1 laptop from FCBPW) 1gavel from Jackie Hawkins	\$115	\$43.90
Rooming (two suites for Friday and Saturday night for President and VP –taking place of PE) 1 night hotel room for Convention Co-chair	\$800	\$701.60
In-kind use of HHonors Lounge for Special Mtgs. (note other hotel guests will be granted access)	\$0	\$0
<u>ID Facilitators fees</u>	\$0	\$150
<u>Total Expenses</u>	\$6805	\$5572.18
Designated fund balance	\$1,006 (if fundraising does not meet expectations, line items will need to be adjusted and this net profit will be less) To be added to the \$1000 balance from previous years	91 st Convention Profit – \$830.96 Plus Burlington Funds -\$1600 Plus Beginning Bal.- \$1000 Plus auction funds For 2016-2017 year Silent auction funds -- \$162.50 Designated State Convention Fund line to start the new fiscal year - \$3593.46

Addendum to BPW/VT State Policy and Procedures Document – **Draft #1**

BPW/VT State owned property

List of property to date (need model # and identification data)

- Table top screen
- LCD Projector
- Flag stand
- Flags – American (country), Vermont (state), New York (state)
- Table-top display of each New England state and Pennsylvania (representing state of Members-at-Large)
- Vermont State Banner
- Laptop computer
- Travel printer

State owned property will be stored with the State President or a location of the President's choice. The exception to this policy will be the laptop computer and travel printer which will be stored with the State Treasurer. If a storage fee is charged, the Board of Directors must approve expense before any charges are incurred.

All property will be brought to state sponsored events, such as but not limited to, meetings, convention, workshops, displays etc. for use by board members or guest speakers/presenters.

The screen and LCD projector shall also be available for use by Individual Development Facilitators for presentation of Modules or Facilitator Training. This use must be requested in writing and approved by the Board of Directors.

Local organizations will also have use of all state property with the exception of the laptop and travel printer. This use must be requested in writing and approved by the Board of Directors.

All documents are to be stored on flash drives and not the laptop hard drive. The laptop will only have software/applications stored on it that relate to carrying out BPW/VT business. Any cost associated with memory or updates to software/applications must be approved by the Board of Directors prior to purchase.

Property insurance will be purchased to cover any accidental damage or loss/theft of property. The Finance Chair will seek out policy and charges annually and present to the Board of Directors by December 31st. The Board will approve purchase of the policy most advantageous for the state. Once established this cost will become a line item in the annual operating budget approved by members at the annual convention.

BPW/VT State Property Use Request
Please PRINT/TYPE unless signature line.

Person making request: _____ BPW Position:

Specific property request:

Reason for request:

Date needed: _____

Pick – up site and approximate time:

Return date, location and approximate time:

I certify that all appropriate safety and care will be taken while this property is in my care. Should any damage, loss/theft occur, a detailed report will be sent to the Board of Directors. If it is determined that appropriate care and safety was not taken, I will be responsible for the cost of property replacement.

Requestor's signature: _____ Date:

Send this form to the State President for review by the Board of Directors.