



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
- Emily Owens, Young Careerist Chair
- Executive Committee, Communications Chair

Special Committees/Non-Voting Members

- Leslie Germain, Convention Chair
- Staci Smith, Website Chair
- Jacqui Hood-Lefebvre, Past State President Liaison
- Staci Smith, 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
- Molly Ryan, Champlain Valley
- Jackie Hawkins, Franklin County
- Michelle Tarryk, St. Johnsbury
- Kim Bina, Westshire
- Denise Spink-Morin, Members At Large

Nominating Committee

- Leslie Germain
- Molly Ryan
- Nancy Werner

Auditors

- Diane Brockway
- Michelle Tarryk

Full Board Meeting MINUTES

July 20, 2016 @ 7:00 p.m.

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

(ALL UPDATED MINUTES ARE IN BOLD ITALICS)

- Call to Order: 7:03 P.M.**
- Appoint Minute Taker – *Pearl Gilbert volunteered***
- Roll Call – *Danielle Martel, Alice Kitchel, Michelle Thibault-Hatch, Pearl Gilbert, Jacqui Hood Lefebvre, Lisa Grunewald, Shelley Maloney, Marilyn Grunewald, Emily Owens, Donna Rae Heath, Denise Spink-Morin***
- Establishment of Quorum: *Yes***
At Least: 6 members of the Full Board, 2 Local Organizations, and 2 of them are Executive Committee.
- Approve Minutes from 06.15.2016 Full Board Meeting (attached)**
Shelley Maloney Moved to accept minutes as published, seconded by Alice Kitchel, Motion Carried
- Executive Committee Updates**
 - President
Danielle Martel is having the State Website updated and any Locals please send information to her.
 - Vice President
Alice Kitchel reported MAL's sent checks she received to Treasurer. Asked when she would be receiving an updated Membership list. President Danielle has requested all updates be completed and sent in by September 1, 2016. All Locals need to identify their VP who are also State Membership Chairs and send the list to Alice.
 - Treasurer
Michelle Thibault-Hatch asked Kathy Butler, Past Treasurer when to do the Audit. Delayed temporarily due to Personal Home health issues for Kathy. Michelle has received two checks from Patricia Stoll and Shelley Maloney MAL. Unable to purchase laptop, printer and software due to turning records and accounts over from Kathy. Michelle has found a HP site for automatically ordering Ink Cartridges for \$10/month.
- Local Organization Updates**
 - Burlington - ***No one on the call***
 - Champlain Valley – ***Emily Owens nothing for this month from Molly Ryan***
 - Franklin County – ***A party was held at Debbie Whites home hosted by President Jackie Hawkins. August meeting is an Open House Mixer meeting at One Federal Restaurant***
 - Members At Large – ***Denise Spink-Morin nothing to report***

-St. Johnsbury - *Alice Kitchel for Michelle Tarryk, plans being put in place for a summer party.*

-Westshire – *No one on the call*

□ **Committee Updates**

Emily Owens, Young Careerist, noting to report to date

□ **Endowment Fund**

No one was present from Finance Committee to discuss, tabled until next meeting

-Does the wording allow for MAL's to use?

-How much will we move from the general fund to this fund?

-Bios for Investors to manage this fund?

-When to start the bid process for managing this fund?

□ **Insurance Policy**

-What does it cover? Money in the bank or property as well? –

Donna Rae Heath said our policy is in Force until 3/2017 for Liability ONLY. Covers Hotel Reservations.

Michelle Thibault Hatch was going to check into quotes from 123 Insurance Jeff Mongeon and one other Company – pricing for Liability and Directors Liability

□ **Fall Get-Together**

Denise Spink-Morin invited us to join the Rhode Island Past Presidents meeting for 9/24/16 And include IDP Modules. Cost and distance were discussed and it doesn't seem possible at This time but Danielle will speak with her Executive committee and get back with Denise.

□ **Audit**

No Auditors were elected at Convention. Danielle will check with Executive committee on 501C3 status – presently Donna Rae Heath's name is on the paperwork. A copy will be mailed to Diane Brockway, CVBPW our Finance Chair and see if we need to update the 501C3 papers.

□ **Policies and Procedures Updates?**

We also need look at the Policy and Procedure for updates and wording on 501C3.

□ **New Business**

Denise and Shelley asked us to remember a recent Connecticut Member – Marguerite Rollinson, Current Treasurer of NEPSP Group. There was to be a Celebration of her Life of 82 years and recognize her many Contributions over the years to BPW.

□ **Adjourn**

Jacqui Hood made a motion to adjourn the meeting at 7:47 PM, seconded by Denise Spink-Morin, Motion Carried.

Respectfully submitted,

Pearl M. Gilbert, Parliamentarian