

BPW/VT Full Board Meeting Minutes
December 20, 2017
Teleconference (1-515-739-1032 and password 445699)

CALL TO ORDER: 7:00 pm

ROLL CALL: Danielle Martel, Alice Kitchel, Michelle Tarryk, Michelle Thibault, and Diane Brockway

QUORUM: A quorum was not met.

MINUTES: Danielle will send an email to the Full Board requesting a vote on the November minutes and approval of these December minutes.

EXECUTIVE COMMITTEE UPDATES:

PRESIDENT: Danielle Martel, President, is working on the “Call to Action”. She has received many responses. The “Call to Action” requires a lot of editing. Please let Danielle know if there is any additional information you would like included.

PRESIDENT ELECT: Alice Kitchel, President-Elect, said she is working with the Convention Committee, Donna Rae Heath and Cheryl Chandler from St. Johnsbury BPW. Alice is talking with potential speakers. Alice said she needed to be on the Bank Account for the Convention and needed Danielle as a co-signer. Danielle said that it is not necessary as the money for the convention comes from the State. There was a question as to the amount of funds designated for 2018 Convention. Michelle Thibault, Treasurer said that the Budget did not indicate the amount of funds. Michelle said there should be a line item (ie, amount for Speakers, Awards, etc). Danielle will send out an email to the Board for a vote to include Convention to the Budget.

Michelle Thibault suggested as a possible speaker, a woman she knows who discusses Sexual Harassment with the Military. Alice will consider. Alice discussed plans for this year's Annual Convention, which is only a one-day event. Friday evening is a “fun night”. Saturday morning will include Registration, a Buffet Breakfast, followed by a “Renew and Review”, Aspire (Women Entrepreneurs from the North East Kingdom) and Cafe (work in groups to discuss why we joined BPW and ways to work on the Mission). Break for Lunch (announcement of Awards). The Business Meeting would be held after lunch. A reception to follow the Business Meeting. The Pre-Convention Meeting and Post-Convention Meetings would be held by teleconference. Due to the shortening of the Convention, Alice did not see how the Young Careerist Program could be included. There was much discussion about keeping the Young Careerist Program with the Convention.

Next month, January, Alice would like to visit the local organizations. She needs the meeting dates. She will check FACEBOOK to find the date for Burlington BPW. Danielle also suggested the State web site.

VICE PRESIDENT: Jackie Hawkins, VP, was not present. Danielle stated that there have been no Grant requests at this time.

TREASURER: Michelle Thibault, Treasurer, reported a Money Market balance of \$7,345.24 as of 11/30/2017 and checkbook balance of \$10,504.77. Michelle stated she had received a Membership form with member information from Champlain Valley BPW. She will forward the forms after she receives them on to the Executive Board.

SECRETARY: Diane Brockway had no further report.

LOCAL ORGANIZATION UPDATES:

BURLINGTON BPW: No report.

CHAMPLAIN VALLEY BPW: Emily Owens, President, was not present, but submitted her report to Danielle. The Annual Christmas Auction was held on Tuesday, December 5. A sincere thank you to Debbie White and Jackie Hawkins for attending. The January 23rd meeting will celebrate Champlain Valley BPW's 70th Anniversary with a dessert meeting at Uno's. The Book Club will meet on February 6 at the home of Vicki Marking, VP.

FRANKLIN COUNTY BPW: Debbie White, President, was not present. Danielle reported that there would be a "Caroling Christmas" at the home of Jacqui Hood Lefevvre and then to two local Nursing Homes. The next meeting will be held at "The Room" in St. Albans, VT on January 16th.

St. Johnsbury BPW: Alice Kitchel reported that the St. Johnsbury would be holding their Holiday Party at the Cider House in Newport. The January meeting will be held at the Board Room in the Union Bank in St. Johnsbury. They are alternating their monthly meetings between Newport and St. Johnsbury.

Westshire BPW: No report. Note: Westshire is no longer a chapter.

Member at Large: No report.

COMMITTEE UPDATES:

MEMBERSHIP: Jackie Hawkins, VP, not present.

BYLAWS: Alice Kitchel asked if the Auction held at the Convention is the only fundraiser or is there another fundraiser? Danielle will put on the Agenda to make a change to Bylaws to include a fundraiser to be held at Convention (Action taken).

FINANCE: Donna Rea Heath, Chair, was not present. No report.

INDIVIDUAL DEVELOPMENT PROGRAM: Shelley Maloney, CT, not present. No report.

LEGISLATION: Marilyn Grunewald, Franklin County BPW, not present. Danielle reported that the Commission Meeting was cancelled. Diane had no report for NY.

YOUNG CAREERIST: Danielle said that all information is on the web site and have been sent

to Local Organization Presidents.

COMMUNICATIONS: Danielle had no further report.

CONVENTION: Alice Kitchel gave her report with her President-Elect report.

WEBSITE: No report.

NEPSP: Shelly Maloney. MAL, CT, No report.

VT COMMISSION ON WOMEN: Kim Bina, Westshire, not present.

WOMEN JOINING FORCES: Donna Rea Heath, St. Johnsbury BPW, not present. Danielle stated that the next meeting (January) will be held at Veteran's Summit.

NEW BUSINESS:

AUDIT COMMITTEE: Michelle Tarryk, St. Johnsbury BPW, submitted her final report to Danielle Martell, President. Michelle Tarryk, Diane Brockway and Michelle Thibault met on December 8. The journal entries that are needed will be presented to the full board by Michelle Thibault for approval prior to her making them in Quick Books. Michelle Thibault presented the bank statement and it was confirmed to match Quick Books, Michelle Thibault confirmed that she now has the support documentation for the money paid out at the 2017 Convention and the money deposited back into the account. The Audit Committee consider the audit for period ended 6/30/2017 to be complete with recommendations. Danielle will send an email to the full Executive Board requesting a vote to approve the Audit Report.

FINANCIAL POLICIES: Michelle Thibault, Treasurer, requested that "be specific" be added to the Financial Policies regarding copy of check. Danielle will have this submitted and this will be voted on at the January meeting.

AWARDS: Danielle will be accepting the nominations for the Berl Morrill and Alice Paul Award. The deadline for the Berl Morrill and Alice Paul Award is March 30, 2018. Membership Awards for Local Organizations (gains and retaining membership) and the President's Challenge Award will be announced at the Annual Convention. See the web site.

MEETING ADJOURNED: 7:50 PM.

RESPECTFULLY SUBMITTED,

Diane M. Brockway, Secretary

APPROVED: