

BPW/VT Pre-Convention Meeting Minutes
May 16, 2018
Teleconference (1-515-739-1032 and password 445699)

CALL TO ORDER: 7:06 pm

ROLL CALL: Danielle Martel, Alice Kitchel, Debbie White, Donna Rae Heath, Michelle Thibault, Marilyn Grunewald, Lisa Grunewald, Kim Bina, Shelley Maloney, and Diane Brockway

QUORUM: A quorum was met.

EXECUTIVE COMMITTEE UPDATES:

PRESIDENT: Danielle Martel, President, did not have a report.

PRESIDENT ELECT: Alice Kitchel, President-Elect, reported that she does not have a Convention site or date for the 2019 Annual Convention. Alice said she will work with Jackie Hawkins to have a tentative venue by the Saturday Business Session on May 19th. It was suggested that the Convention be held during the third week of May 2019 (May 17-18,2019).

VICE PRESIDENT: Jackie Hawkins, VP, not present.

TREASURER: Michelle Thibault, Treasurer, reported that as of April 30, 2018 the checkbook balance was \$11,281.87. The Money Market account balance is \$7,347.09. Michelle said she has given the checkbook to Donna Rae Heath for use at the Convention. Michelle will not be able to attend the Annual Convention.

SECRETARY: Diane Brockway, Secretary, had no report.

**Motion: Motion made by Shelley Maloney, MAL to accept the April 18, 2018 Minutes.
Seconded by Alice Kitchel, St. Johnsbury BPW. Motion Carried.**

PROPOSED BUSINESS AGENDA:

Call to Order

Appoint Page & Floor Tellers

Registration Report and Confirmation of Credentials

Accept Agenda

Accept Meeting Rules of Order

Accept Minutes from Pre-Convention Board Meeting

Executive Committee Reports

President – Danielle Martel

President-Elect – Alice Kitchel

Vice-President – Jackie Hawkins

Treasurer – Michelle Thibault

Secretary – Diane Brockway

Committee Chair Reports (including Nomination Committee)

Issues Management – Danielle Martel

Membership – Jackie Hawkins

Bylaws – Danielle Martel

Finance – Donna Rae Heath

Individual Development Program – Shelley Maloney

VT Legislative – Marilyn Grunewald

NY Legislative – Diane Brockway

Young Careerist – Danielle Martel

Communications – Danielle Martel

Convention – Donna Rae Heath and Cheryl Chandler

Website – Staci Lantagne-Smith

Past State President Liaison – Jacqui Hood-Lefebvre

VT Commission on Women – Kim Bina

Women Joining Forces – Donna Rae Heath

Immediate Past State President – Danielle Martel

Local Organization Reports

Burlington BPW

Champlain Valley BPW

Franklin County BPW

Members at Large

St. Johnsbury BPW

Westshire BPW

Appoint Nominating Committee for Next Year

Appoint Auditors

Proposed Bylaws

Proposed Budget

Policies and Procedures

BPW/VT Call to Action

Vote in Executive Committee

Unfinished Business

New Business

Adjourn

Motions to be presented at Business Meeting: Diane Brockway suggested that all motions be presented in writing as it is easier for recording and accuracy. Marilyn Grunewald said that although Friendly Motions did not require to be written, she felt they should also be in writing. Danielle will print Motion forms to be included in Convention booklet.

Convention Committee Updates:

Policies and Procedures: Danielle Martel, President, asked Donna Rae Heath, St. Johnsbury BPW, to be the Point of Contact since she is also the Finance chair. Donna Rae agreed.

President's Gift to Board: Danielle asked when she should present her gifts. After a brief discussion, it was decided that Danielle will present the gifts after the Awards on Friday night.

Review Assignments and Convention Schedule:

Franklin County BPW will be conducting the Emblem Ceremony.

Champlain Valley BPW will be conducting the Memorial Service. Names have been submitted to Emily Owens, Champlain Valley BPW.

A planning discussion of the Business Meeting and Awards ceremonies was held.

A reception will follow the Installation on Saturday.

Check-in for the Hotel is 4 pm. Alice will call the hotel to let them know that members will be checking in early. Members should call the hotel to let them know if they will be checking in early. Check-out is 11 am. Marilyn questioned if this could be checked as well.

PHOTOS: Debbie White, Franklin County BPW, asked if there would be group photos. Alice said that no formal photos would be taken, but there would be informal photos taken.

NEW BUSINESS: No new business.

MEETING ADJOURNED: 7:28 pm

RESPECTFULLY SUBMITTED,

Diane M. Brockway, Secretary

APPROVED: