

**University of Minnesota Women's Club
Board Meeting Minutes
September 3, 2019
Becketwood**

Call to Order and Welcome at 10:03 a.m. – Barbara Swadburg, President

- Barbara sees the role of president as someone who facilitates the work of the Club. Officers and board members will communicate the work they have done.
- There is a new process for access to Eastcliff. An application must be filled out to request access for an event. The scheduling of events at Eastcliff depends upon whether University of Minnesota President Joan Gabel or her husband are available to welcome guests. Our Club was fortunate to reserve Eastcliff for the December Holiday Tea. A member of the president's staff will stand in for her as host.

Approval of Minutes

Fran Holmsten made a motion seconded by Carol Cantrell to approve the June 4, 2019 minutes as distributed. Minutes were distributed electronically by Mary Abuan and Kathi Treston.

Treasurer's Report – Sandy Gale

- Operations Account for the period of July 1, 2019 through August 31, 2019 shows income of \$2800 income and dues. Last year it was \$3000 at this time. Operations Account Balance is \$23,660.
- Scholarship income July 1, 2019 – August 31, 2019 is \$3,133.32.
- 2019-20 Scholarships awarded in August of 2019: \$149,582 distributed to 55 scholarships. Total scholarship donations from the UMWC including 15 One-Year Named Scholarships amounted to \$79,332.
- Treasurer's Report was filed for audit.

REPORT OF COMMITTEES

Fundraising Vice President – Marian Champlin

- Last year was a record-breaking campaign year which yielded \$152,742 and 54 scholarships. We start this fiscal year with 20 gifts that total \$3,133. We have pledges for three One-year Named Scholarships.
- Letters have recently gone out to the donors of 15 One-year Named Scholarships that were awarded for this fall. The letter advises the donor the name of her scholarship recipient and her major and the opportunity to sit by her at the Scholarship luncheon. At the Fall Scholarship Luncheon, we will hear the scholars tell their stories.
- The HATS OFF TO THEE tea held last May. It proved to be a wonderful way for all the scholarship contributors to gather for visiting, sipping tea and listening to three past scholarship recipients praise the work we are doing. The event is being evaluated as to whether it will be offered again. It took lots of planning, and the time of many volunteers to make it happen. Also, because it was underwritten several members, we would not want to quickly "go back to the well."
- The Fundraising Committee has begun to prepare the fall appeal letter. This year we will feature Heather Stimac, a Music Therapy major who has twice received the Ella Goehring Steinberg Music Scholarship -- one of our One-year Named Scholarships. Heather, a mother with three children ages 3, 14 and 18, has found our scholarships vital. She went back to school after a 14-year hiatus.
- The Fundraising Committee has been expanded by two. To Ginny Hanson and Marcie Wallace we've added retiring treasurer Pat Luhmann and Susan Hopp who is the daughter of Dorothy Hopp our president from 1978-1980.

Program Vice Presidents – Carol Cantrell and Barbara Cady

- As a new season gets under way our program dates, deadlines, venues, speakers, costs and reservationists have been set with only one exception. The speaker after the 2020 Annual Meeting at Town & Country has yet to be determined.
- The date of Dec.10th of our Annual Holiday Tea at Eastcliff has finally been confirmed. Although President Joan Gabel will not be available due to a prior commitment, Katie Stuckert, Senior Assistant to the President, will be our host for the event.
- Our thanks once again to Ruth Jones for engaging notable speakers for the three Conversation Luncheons. Soon Barbara Cady and Carol Cantrell will be working with Chef Brandon to plan the menus for these events.
- The Radisson where we hold our Fall Scholarship Luncheon is now a newly renovated DoubleTree by Hilton (as of two weeks ago), and we are working with a new catering manager.
- Maggie Hoover has replaced Carol Lowe on the program committee and Diane Glynn will provide the table centerpieces for our Fall and Annual Meeting Luncheons.
- We are anticipating things running smoothly this year with Sue Zuriff filling the role as official liaison with Becketwood.
- The Fall Luncheon is four-weeks from today and reservations are due in three weeks. Interest Group Chairs were asked to remind members to send in their reservations.

Scholarships – Georgia Nygaard

- This summer the Scholarship Committee received 100 UMWC student scholarship applications from the Office of Student Finance that were eligible to receive a scholarship. This is the largest number of applications that the committee has ever received.
- Our initial UMWC Scholarship Fund for 2019-20 totaled \$152,110. This fund includes gifts from UMWC members, the endowed UMWC accrued funds, an anonymous donor, and the gifts secured through the One Year Named Scholarships. The One Year Named Scholarships alone provided us with \$45,000.
- During the scholarship process, Georgia requested and received an additional \$1332 that enabled us to provide 54 UMWC Scholarships. Georgia needed the money to complete two scholarships; the other option being to return the money to the endowed funds. Our treasurer forwarded the money to complete the scholarships. With the additional money received, the monetary distribution of the UMWC Scholarship funds totaled \$153,442. (Two students became ineligible for the full amount and received only \$2300 each.)
- It was a very successful year. As a UMWC organization, we are grateful for the many contributions to the Scholarship Fund.
- A listing of the various scholarship funds and the University of Minnesota UMWC Scholarship recipients for 2019-2020 with their area of study is available.
- The Scholarship Committee members include: Elizabeth Foley, Mary Johnson, Sue Nelson, Marilyn Olson, Margaret Rowser, and Georgia Nygaard, Chair

Records and Dues – Nancy Myer

- Renewals are beginning to come in. The Club ended the year with 359 members. UMWC membership statistics are as follows:

	@6/30/2018	@6/30//2019	@8/31/2019
TOTAL ACTIVE MEMBERS	370	359	114
Renewal	299	300	73
New	56	44	7

Carryover*	14	14	9
Honorary	1	1	0
Deceased / Discontinued	60	52	
TOTAL DUES COLLECTED	\$12,415	\$12,145	\$2,800

*Carryover: members who joined in March through June in the prior fiscal year.

- New members and directory changes as of 8/31/19: Of the five members who joined in July, four are in the directory. 2 members joined in August. Four directory changes were received in August (2 street addresses and 2 email addresses.)

Membership – Joy Chaput

- There have been 7 new members registered since the June board meeting. The total new members for the fiscal year that ended June 30,2019 is 44. The previous year brought 56 new members.
- New members receive a welcome letter to introduce the Club. In a separate mailing they receive a directory, name tag, and information sheet on the Club and additional information describing the Interest Sections.
- A letter went out to the new members who have joined since March 1 telling them that their paid club dues will carry them through the 2019/2020 fiscal year.
- An article for the next newsletter was submitted reminding members about payment of annual dues by October 1. Members whose dues are not received by October 1 will get a reminder letter. Those letters will be sent out October 10.
- A second article was submitted to the newsletter about the New Member Coffee event that was held in spring. The membership committee is in the process of coordinating a date for the 2020 New Member Coffee to be held next spring at Eastcliff.
- The UMWC tri-fold membership brochure has been updated to correct inaccurate information. The brochure will see a possible redesign this year, depending upon budget. Brochures are available for section chairs to distribute to their members. 350 brochures were printed at a cost of \$370.
- Guest Quest will be continued to encourage members to invite friends to experience our activities and programs. A reminder regarding the program was placed in the September newsletter.

Newsletter – Nancy Kluver

- The September-October newsletter was published Friday, Aug. 23, online and was in the mail Monday, Aug. 26. In addition to many of our standing features, the issue included information about the Fall Welcome and Scholarship Day Luncheon and Interest Fair as well as the list of our most recent scholarship recipients.
- I would like to thank all the members who submitted articles, with a special thank you to Dorothy Waltz for her help in designing the issue and to Connie Cundy for her help in publishing the issue online.
- Following our discussion at the last board meeting about publishing the newsletter exclusively online, I am proposing that we continue to publish and mail a printed version of the newsletter but also direct people to the website, where we will begin to feature longer stories—with photos—about scholarship recipients, members and possibly donors.
- In addition to encouraging more people to use the website, I hope this approach will continue to focus everyone on our mission.

Website – Connie Cundy

- The new website went online Monday afternoon, August 12. The new site is easy to navigate, useful to members and informative to women who are seeking information about the University of Minnesota Women's Club.
- Thank you to the website team: Millie Woodbury, Ginny Hanson, Marian Champlin, Nancy Kluver, and Dorothy (and Fred) Waltz. That team realized the importance of an improved, easy to use site and worked to design it. Laura Mazuch from Printing Services was wonderful to work with and continues to provide support when needed. Thank you to Barb Swadburg and the board for realizing that having an up to date website is important to the future of the club.
- Many people access the website on their phones and the new site works much better than the previous one on a cell phone. The new site makes it possible for a person without IT training to make changes and add information; that was not possible before.
- Quick Updates has information about recent changes. Business Meetings dates and addresses are listed along with minutes of past meetings. There is a complete listing of Interest Sections with meetings and contacts. The current newsletter is on the website as are past editions. Printable forms are available for reservations, donations, dues and name tags.
- One incident was reported from the Membership Committee. Under the Join Us section of the website was a dues form. A membership application was needed instead. Dorothy Waltz made a form and it went online September 2.
- When looking for more information, go to our website at www.umwc.umn.edu. To ensure you don't miss anything, be sure to add this address to your computer's address book.
- There is the potential to have reservations online, but that is currently not planned.

Publications – Dorothy Waltz

- **Publication of 2019-2020 UMWC Directory:** Dorothy thanked the 26 members who contributed to producing this year's Directory. There are too many to name individually, but the Directory could not be published without their help.
- As agreed upon, 475 Directories were ordered. 364 Directories were mailed to our members. 55 Directories were delivered to Diane Schweizer for the Membership Committee. Additional Directories will be distributed to President Barbara Swadburg, President-Elect Georgia Heisserer, Records and Dues Treasurer Nancy Myers, Membership Chair Joy Chaput, Historian Peggy Tang, and Directory Editor Dorothy Waltz.
- Thanks to Ginny Hanson for updating the membership brochure.
- **Preparation for the UMWC Scholarship Luncheon:** The Scholarship Luncheon is rapidly approaching. I'm scheduling my tasks so that everything is finished on time. Below is my list of responsibilities based on previous luncheons. Please review it and contact me if you have questions or want to make changes.
 - ✓ Make Lighted Sign for Doubletree lobby.
 - ✓ Make Programs with Scholars listed on back side.
 - ✓ Make Interest Section, Reserved Tables, New Member Sign-up, registration signs.
 - ✓ Make Place Cards: Head Table, Donor Table, Scholar & Guest Tables.
 - ✓ Make Dietary Tents: as requested by Mary Abuan.
 - ✓ Make Name Tags: Guests, U of MN Staff, New Members, Scholars.
 - ✓ Make Sign-up Sheets: Sections, Blanks.
 - ✓ Make pink donation slips for Marian Champlin, change Rosalinda sentence.
 - ✓ Make Guest Quest certificate.
 - ✓ Set up computer with our new Website for demonstration (Fred Waltz).
- A question was asked about the deadline for luncheon reservations. The policy has not changed. If a member's reservation is received after the deadline, the member is told they cannot attend.

Corresponding Secretary – Marian Champlin

- Thank You notes and tax receipts have been sent to 5 scholarship donors for gifts made through September 3, 2019. 20 gifts have been received as of September 2.
- Condolence notes have been sent to the families of four of our members who we lost over the past few months:
 - **Barbara Challman** died April 17th. A memorial service was held at Temple of ECK on April 27, 2019.
 - **Barbara Granath**, a long-time member of the Modern Literature Section, died on June 23, 2019. Her funeral was held on June 28 at Bradshaw Mortuary in Minneapolis.
 - **Vandora Linck**, another long-time member died on May 9, 2019. From Minnesota to Colorado she was known for her volunteerism and her interest in the education of young women. A memorial service was held on June 10 at Incarnation Lutheran Church.
 - **Kathryn Moen**, a former UMWC member, died this past year at age 99.
- Honoring Gifts to the Scholarship Fund:
 - For John Tester by Joyce Tester
 - For Robert Voigt by Marian & Keith Champlin

Section Reports – Report of changes since publication in directory

- Out to Tea section date change of November 18. Place is TBD.

Old Business -Section Chair Breakfast – Georgia Heisserer

- A section chair breakfast will be held September 17 at 9 a.m. at the home of Barbara Swadburg.
- The purpose of the breakfast is to discuss the role of section chairs and planning for the displays at the Fall Luncheon on October 1.

New Business – 2019 Auditor’s Report of Joan Mitchell, Auditor

- Joan Mitchell was unable to attend, so Maggie Hoover read the report.
- “I have audited the treasurer’s, Patricia Luhmann, financial statements. I’ve conducted a review of both the operating bank account and the scholarship bank account for the period of July 1, 2018 through June 30, 2019.”
- “I conducted the audit according to generally accepted auditing standards. Those standards dictate that I plan and perform the audit to obtain a reasonable assurance about whether the financial statements are free of any material misstatement. An audit includes examining the evidence supporting the amounts in the financial statement.”
- “It is my opinion that the financial reports are an accurate picture of the financial position of the University of Minnesota’s Women’s Club.” -Respectfully submitted, Joan Mitchell, UMWC Auditor

Adjournment: 10:43 a.m.

Respectfully Submitted: Bonnie Marten