

University of Minnesota Women's Club
Board Meeting Minutes
September 15, 2020
Virtual Meeting via Zoom at 10 a.m.

Attendees: Barbara Cohen, Marian Champlin, Joy Chaput, Connie Cundy, Barbara Cady, Sandy Gale, Susan Hopp, Georgia Heisserer, Maggie Hoover, Nancy Kluver, Pat Luhmann, Bonnie Marten, Nancy Meyers, Georgia Nygaard, Millie Woodbury

Call to Order and Establishment of Quorum at 10:05 a.m. – Georgia Heisserer, President

- In opening remarks, Georgia has been thinking about influence when watching TV commercials where millions of dollars are paid to influence us. Influence is a value we carry around with us. It is the reason we are here. Someone influenced you, made you feel funny or smart, and gave you a way to serve. We react to our surroundings and someone made us feel capable and we volunteer. A conversation we might have will influence someone. Your positivity going forward is important and, in a pandemic, it is huge deal. Thank you for your personal attributes that you bring to our Club. Particularly this year when we are looking to:
 - ✓ Maintain memberships
 - ✓ Maintain friendships
 - ✓ Maintain this great organization

Thank you for the influence you continue to exhibit.

Approval of Minutes

- Quorum was established.
- Lynn has given her resignation and Bonnie Marten has agreed to remain as secretary.
- A motion was made by Marian Champlin and seconded by Maggie Hoover to accept the minutes as distributed. Motion passed.
- Question was asked as to why a Nominating Committee was not listed in the directory. The club is working on assembling a nominating committee and the chair of the committee will be announced at the November meeting. The committee fills open positions as well as positions for 2021-22.

Vice President for Scholarship Fundraising Report – Marian Champlin

- Because of funds raised last fiscal year, the club was able to award only 42 scholarships for this fall. That compares with 54 scholarships last year. Blame it on COVID-19! Although contributions from UMWC members were the largest in our history, about \$81,800, the income from our Endowed Funds, managed by the Foundation, were down for two reasons: the economy has been affected by the pandemic along with the loss of the large gift of \$12,000 received annually from a recently deceased club member.
- But we are off to a good start this year. To date we have \$9,258 from 25 contributors, including one funded One-year Named Scholarships. Two more are pledged. Last year at this time we had about \$3,000 and 28 contributions. We hope that this year's appeal letter, with its new look, will produce a bumper crop of gifts.
- Our new, larger scholarship Fundraising Committee has met twice this new fiscal year--both meetings were virtual--one via email and the latest, on Zoom, which was hosted by our newest member, Diane Young. At the Zoom meeting the committee approved the draft for the November annual appeal communication. The draft incorporates ideas put forth in our August meeting. The ideas include a push for a scholarship gift of any size from every UMWC member. Appeal will cite

the 129 scholarship applications we received along with the small number, 41, that we were able to fund.

- Discussion took place that some members of our club cannot contribute to scholarships and to be aware of the tone of the letter. President Georgia and Marion Kierchner discussed two schools Kierchner built in Africa. Kierchner believes you don't necessarily have to ask for donations if you tell the story and bring up the benefits of giving.
- Marian Champlin is working on an appeal letter that includes those concepts.
- The committee was delighted to have Susan Hopp rejoin the group.
- Invited guest, Nancy Kliver, spoke to the committee regarding the three videos the club will produce and how they will be used by the club and the Scholarship Fundraising Committee. One of the scholarship winners, Rosa was featured in the newsletter.
- Marian will pass on to President Georgia, the thank you letters from scholarship recipients.
- Marian was contacted by the son of a former deceased president, Janet Weiss (1997-98) whose husband died. In the estate plan there is \$10,000 for the UMWC Scholarship Fund.

Corresponding Secretary Report – Marian Champlin

- Thank You notes and tax receipts have been sent to 38 scholarship donors for gifts made through September 4, 2020.
- A speedy recovery note was sent to Maggie Hoover on July 9, following foot surgery.
- In July UMWC members were saddened to learn of the May 1, 2020 death of long-time UMWC member, Gladys Turnquist. A condolence note was sent to her family.
- As an addendum to the report, Sandy Gale stated that she received thank you notes from the two organizations the UMWC supported after the protests.

Vice Presidents of Programming – Barbara Cady and Carol Cantrell

- Compared to everyone else, the Programs Committee has been basically inactive since all large group activities were suspended in March due to the pandemic.
- Plans to solidify our change of venue from Becketwood to Midland Hills has been put on hold and the venues are themselves on hold. The club will continue their relationship with the venues. The uncertainty of when life will return to "normal" is frustrating and will most likely not occur until an effective vaccine becomes widely available.
- While other committees continue to function in modified ways, we stand ready to spring into action and start making plans once again when it is safe to do so.
- Discussion as to whether an outdoor spring 2021 event would be a possibility in a covered shelter. A page in the directory states the UMWC will follow the MN Department of Health guidelines. Currently those guidelines are 25 people for outside events and 10 for indoor events. If sections want to plan events that meet the guidelines, the board will not discourage that. UMWC can change the "rules" as state health mandates change. We may not see an increase in membership until we can go back to in person events. It is the Comradery at events that keeps the organization going.
- We will monitor attendance. We may find we have higher participation at the online programs, since some members have transportation issues.

Treasurer – Sandy Gale

- The treasurer gave her report. See addendum for details.

Auditor's Report – Pat Luhmann

- In August, Pat completed an audit of the University of Minnesota Women's Club financial statements and accounting records prepared by Sandy Gale, UMWC Treasurer. The scope of the

review included the Operations account and the Scholarship Fund account for fiscal year July 1, 2019 through June 30, 2020. Pat thanked Sandy for the good job she did as treasurer.

- The audit was conducted according to generally accepted auditing standards and accounting principles. They guide the audit to determine a reasonable assurance about whether financial reports are free of any material misstatement and accounting records are complete and accurate. The audit includes examining evidence supporting the amounts in financial statements.
- In the opinion of Pat, the financial reports and records are an accurate picture of the financial position of the University of Minnesota Women's Club.
- Sandy Gale will electronically file the federal tax-exempt organization forms with the IRS and the MN Nonprofit Corporations renewal filing with the MN Secretary of State Office before the end of 2020. Timely filing each year is essential to maintain our organization's active non-profit and tax-exempt status.

Conversations Report – Ingrid Lund and Maggie Hoover

- Because the members of the Conversations Committee cannot be sure of how the talks will be presented in February and April 2021, or what the venues will be, we are not planning to lock in speakers until later this year (2020). But we are putting together a working list of candidates who can address current issues.
- Meanwhile, Nancy Kluver is working with our November speaker, Kris Erhesmann, on a virtual production of her talk.

Historian's Report – Bonnie Marten

- The suite in 250 McNamara where our UMWC office is located will be renovated. The University requested that the UM Retirees Association (UMRA), the UM Volunteer's Association (UMVA) and the Women's Club share a space. Judy Cox, a member of UMRA and UMRVA, is the lead on the renovation for the 3 groups and will sign off on the design plan.
- A floor plan has been approved and the University is in the bid process. This project may require Regents approval. It looks like the move will not take place until January 2021.
- UMWC has few items left in the office, so moving will not be difficult once we get the word to move.
- There are 3 framed photos in the office of past presidents and a photo of the Hiking group. The dates when these women were president range from 1954 – 1994. There is no room in the new office for the photos, so the board will need to decide what to do with the pictures.
- President Georgia was mailed a \$25 check that was found by the renovation team. Treasurer Sandy stated that the \$25 check was from August of 2018. She contacted the writer of the check and a new check was received.

Membership Chair – Joy Chaput

- The membership committee reports that one new member has joined the club.
- The committee will be working on sending dues reminder/late letters out to members whose dues are not received by October 15th. The letters will go out before the end of October.

Newsletter Editor – Nancy Kluver

- The September-October newsletter was posted online Monday, Aug. 31, and sent to U of M printing services Wednesday, Aug. 26. Due to a variety of circumstances, including reduced operations at the print shop, a holiday weekend and the fact that they don't always have a postal clerk or a truck to take printed materials to the USPS, the newsletters were not in the mail until Tuesday, Sept. 8. They admitted that our newsletter "fell through the cracks" but promised to be speedier next time. Nancy has not had problems with them previously and feels confident that this won't happen again.

- This issue featured our new design and included stories about our 2020-2021 season and coping with pandemic challenges, along with a wonderful column from President Georgia Heisserer about working with her bees. We also featured our fundraising and scholarship efforts, section news, a dues reminder, and a list of our scholarship recipients. Our Online Extra story was about writer Janet Graber, and we had a special tribute to long-time member Ruth Jones.
- Looking ahead, the deadline for the November-December issue is Monday, Oct. 12. The Help Wanted column can be revived, since positions will need to be recruited for 2021-22.
- Thank you to all members who submitted articles and photos. And a special thank you to Fred and Dorothy Waltz, Susan Hopp and husband Karl Schweikart, Georgia Heisserer, Connie Cundy, Marian Champlin and Robert Waltz for their work in creating, approving, and implementing our new design.
- Nancy provided an update on the approval and budget for production of 3 videos. Two videos are for the scholarship luncheon. Recipients of scholarships were asked to produce a 30-second video and 40 have been received. A video about the history of the club will include interviews with President Georgia, Marian, and scholarship winner Rosa Ruiz Mendez. A videographer is editing those interviews and the committee should be able to see them early next week. The videos will live on You Tube and be linked on the website.

Publication Chair’s Report - Dorothy Waltz (Dorothy not in attendance but her report was read)

- Dorothy thanked all the members who contributed to producing the 2020-2021 UMWC Directory, especially during the pandemic. There are too many to name individually, but the Directory could not be published without their help. Two members provided extraordinary help in creating this year’s Directory. Barb Burleigh proofread the entire Directory (except for the membership list) twice! And Fred Waltz was the technical expert that made everything fit, as well as proofreading each member listing with me.
- 450 Directories were ordered. 353 Directories were mailed to our members. 50 Directories will be delivered to Diane Schweizer for the Membership Committee. Additional Directories will be distributed to President Georgia Heisserer, Past President Barbara Swadburg, Records and Dues Treasurer Nancy Myers, Membership Chair Joy Chaput, Historian Bonnie Marten, and Directory Editor Dorothy Waltz.
- Committee is receiving requests for nametags. Since all our other “communications tools” have been re-designed, Dorothy will be working with the Communications Team and the Membership Committee to choose a new nametag design. The redesign included rebranding with a more modern typeface.
 - A question was asked as to why we need new name tags. Carole Sentry stated that new members need name tags and requests come to the committee for replacement nametags.
 - Susan Hopp stated that members have nametags of different designs depending upon when they joined UMWC. A consistent design is needed to show a professional image. Susan and Dorothy will come up with a plan as to how to get the newly designed name tags to members.

Records and Dues Officer Report – Nancy Myers

| | @6/30/2019 | @6/30/2020 | @9/14/2020 |
|-----------------------------|-------------------|-------------------|-------------------|
| TOTAL ACTIVE MEMBERS | 359 | 353 | 102 |
| Renewal | 300 | 308 | 125 |
| New | 44 | 34 | 1 |
| Carryover | 14 | 9 | 0 |

| | | | |
|---------------------------------|-----------------|-----------------|----------------|
| Honorary | 1 | 2 | 2 |
| Deceased in current year | | 2 | 0 |
| Deceased / Discontinued | 52 | 43 | - |
| TOTAL DUES COLLECTED | \$12,145 | \$12,040 | \$3,500 |

Renewals of 125 are the same as last year at this time.

Carryover: members who joined in March through June in the prior fiscal year. In 2019, there were 9 new members in March through June. In 2020, there were none. I expect this is a direct result of the pandemic. However, we have already had a new member in September! The list of new members & directory changes is always available if anyone needs it.

Scholarship Committee Chair Report – Georgia Nygaard

- Out of 129 student UMWC Scholarship applications, UMWC was able to award 42 scholarships to the undergraduate students for this academic year 2020-2021. The value of an individual scholarship was increased from \$3,000 to \$3,500 this year. With the increase in the number of UMWC Scholarship applications, the Scholarship committee voted to increase the size of our committee. Abby Marier is our newest member and we welcome her.
- Our Scholarship Committee was very thankful for the many donations to the UMWC Scholarship Fund through three basic venues: The Endowed Scholarships housed at the University of Minnesota Foundation, the One-year Named Scholarships and the UMWC membership donations.
- In their applications, the students shared their goals and plans for a career in their chosen field. It is always interesting to note the variety of interests and the path students have taken to choose a potential career. Our scholarship recipients are very talented individuals and very motivated in seeking an education that will lead to securing their dreams and aspirations.
- Students have expressed their gratitude for and impact on their year of the UMWC Scholarship through their individual thank you letters expressing the impact the scholarship will have on their education. It has been a difficult year with the onset of the COVID-19 Pandemic and all the factors involved including difficulty in finding a summer job, the loss of a job by their parents, and the overwhelming fear and anxiety for the future. I want to impress upon you their gratefulness to you for providing a scholarship that will assist them in attaining their education.
- Discussion: Marian stated that statistics will go into the appeal letter as to the number of students who applied, but who we could not help. The appeal will be to support more students. 50% of members contribute at a rate of \$5-\$600 per member with the average of about \$100.
- President Georgia stated that judging from other University Women’s Clubs newsletters, most do not provide scholarships. Goals of University Women’s Clubs are service, scholarship and learning. UMWC is a generous group. We have been a leader for the last six years.

Website Liaison Report – Connie Cundy

- The September October newsletter has been posted on the website. The new forms have been posted on the website; thank you, Dorothy Waltz. Please refer to Quick Updates for new information, corrections, or updates and schedule changes. Send an email to have information posted on the website.
- Connie scheduled and hosted several Zoom meetings for the Board. The Newsletter was emailed to all members on the list.
- Connie has spoken to Laura Mazuch, our media specialist from Printing Services at the U, regarding assistance for the Zoom Scholarship meeting in October. She has agreed to help with the meeting.

Her charge will be \$85.00 per hour and she estimates spending between 5 and 7 hours depending on what is necessary. She is willing to do a practice session the week before the meeting. The committee will have one more meeting before the practice session. Laura will be available for the November meeting if needed.

- Thank you to Susan Hopp and her husband, Karl, and the Communications Committee for the new branding for the communication materials. The website has been partially updated.
- Connie receives emails sent to the website and forwards them to the appropriate person/position.

Sections Reports

- Mystery Lovers Interest Section will have their first meeting on Zoom on September 18.

Old Business - none

New Business - none

Adjournment – 11:30 a.m. (Georgia Nygaard made a motion seconded by Connie Cundy to adjourn. Motion passed.)

Addendum – Treasurer’s Report

| University of Minnesota Women's Club Operations Account (Federal Tax ID 41-6021447) July 1, 2020 through August 31, 2020 | | | | |
|--|--------------------|--------------------|--------------------|-------------------|
| | Actual 2019-20 | Budget 2020-21 | YTD 2020-21 | Current Period |
| Beginning Balance as of July 1st | \$20,860.20 | \$20,133.60 | \$20,133.60 | |
| Income | | | | |
| Dues | \$12,040.00 | \$12,075.00 | \$0.00 | \$0.00 |
| Meeting and Luncheon Income | \$8,337.00 | \$15,800.00 | \$0.00 | \$0.00 |
| Other Income - Replacements-Name Tag/Directory | \$5.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Operating Income | \$20,382.00 | \$27,875.00 | \$0.00 | \$0.00 |
| Expense | | | | |
| Meeting and Luncheon Expense | \$8,288.26 | \$16,000.00 | \$0.00 | \$0.00 |
| Conversation Luncheon Speaker Honorarium | \$0.00 | \$400.00 | \$0.00 | \$0.00 |
| Memorials-UMWC Operations to Scholarship | \$400.00 | \$550.00 | \$50.00 | \$50.00 |
| Printing/Addressing/Postage/Copying/Mailing | \$5,430.34 | \$6,500.00 | \$425.00 | \$425.00 |
| Website & Computer Support Resources | \$4,990.00 | \$1,000.00 | \$176.16 | \$176.16 |
| President's Fund | \$0.00 | \$300.00 | \$0.00 | \$0.00 |
| Big Ten Conference | \$0.00 | \$1,600.00 | \$0.00 | \$0.00 |
| Miscellaneous Other Expense | \$2,000.00 | \$600.00 | \$0.00 | \$0.00 |
| Total Operating Expense | \$21,108.60 | \$26,950.00 | \$651.16 | \$651.16 |
| Net Operating Income / Cash Flow | (\$726.60) | \$925.00 | (\$651.16) | (\$651.16) |
| Operations Account Balance | \$20,133.60 | \$21,058.60 | \$19,482.44 | |

University of Minnesota Women's Club
Scholarship Fund Account (Tax ID 51-0190183)
July 1, 2020 through August 31, 2020

| | Prior Year 2019-20 | YTD 2020-21 | Current Period | |
|---|-----------------------|--------------------|--------------------|-----|
| Beginning Balance as of July 1st | \$99,244.72 | \$90,398.75 | | (3) |
| Income | | | | |
| Scholarship/Memorial Donations | \$74,920.92 | \$8,508.32 | \$8,508.32 | (1) |
| Other Income - | \$0.00 | \$0.00 | \$0.00 | |
| Other Income - | \$0.00 | \$0.00 | \$0.00 | |
| Other Income - | \$0.00 | \$0.00 | \$0.00 | |
| Total Scholarship Income | \$71,470.92 | \$8,508.32 | \$8,508.32 | |
| Expense | | | | |
| Scholarship Awards | \$79,332.00 | \$81,800.00 | \$81,800.00 | (2) |
| Printing/Addressing/Mailing | \$949.89 | \$0.00 | \$0.00 | |
| Other Expense -Luncheon Table Info. | \$35.00 | \$0.00 | \$0.00 | |
| Other Expense - | \$0.00 | \$0.00 | \$0.00 | |
| Total Scholarship Expense | \$80,316.89 | \$81,800.00 | \$81,800.00 | |
| Scholarship Fund Account Balance | \$90,398.75 | \$17,107.07 | | |

| 2020-21 Scholarship Donations YTD: | | | | |
|---|--|------------|-------------------|-----|
| UMWC Scholarship Checking Account | | | | |
| 2 One-Year Named Scholarships | | \$7,000.00 | | |
| Un-Named Scholarship Donations | | \$1,508.32 | | |
| Total Donations at UMWC | | | \$8,508.32 | (1) |
| Donations to UM Foundation from UMWC Members | | | | |
| 0 One-Year Named Scholarship Donated | | \$0.00 | | |
| Anonymous Donor | | \$0.00 | | |
| Total Donations at UMF | | | \$0.00 | |
| Grand Total UMWC Scholarship Donations | | | \$8,508.32 | |

| 2020-21 Scholarships Awarded in August 2020 | | | | |
|--|--|-------------|---------------------|-----|
| UMWC Scholarship Checking Account | | | | |
| 14 One-Year Named Scholarships | | \$49,000.00 | | |
| Un-Named Scholarships | | \$32,800.00 | | |
| Total Scholarships from UMWC | | | \$81,800.00 | (2) |
| UMWC Endowed Funds at UM Foundation | | | | |
| Stephanie R Boddy Scholarship Fund #1237 | | \$27,000.00 | | |
| Frances Shepherd Memorial Fund #1556 | | \$1,700.00 | | |
| Doris Doeden Scholarship Fund #7529 | | \$2,400.00 | | |
| UMWC Scholarship Fund #7530 | | \$21,000.00 | | |
| University Medical Auxiliary Fund #8758 | | \$5,000.00 | | |
| UMWC Educational Pursuit Scholarship | | \$1,200.00 | | |
| Total Scholarships from UM Foundation | | | \$58,300.00 | |
| Grand Total of 42 UMWC Scholarship Awards | | | \$140,100.00 | |

(3) The Beginning Balance for 2020-21 reflects 2 adjustments made in July, but applied to FY2019-20.