

University of Minnesota Women's Club
Board Meeting Minutes
April 6, 2021
Virtual Meeting via Zoom at 10 a.m.

Attendees: Barbara Burleigh, Barbara Cohen, Elizabeth Brady, Marian Champlin, Connie Cundy, Kathy Callinan, Carol Cantrell, Barbara Cady, Sandy Gale, Liz Grimmer, Catherine Holtzclaw, Fran Holmsten, Susan Hopp, Georgia Heisserer, Maggie Hoover, Nancy Kluver, Pat Luhmann, Susan Madison, Bonnie Marten, Nancy Meyers, Georgia Nygaard, Carole Senty, Diane Schweizer, Barbara Swadburg, Dorothy Waltz, Millie Woodbury, Rolaine Wright, Diane Young

Call to Order and Establishment of Quorum at 10:04 a.m. – Georgia Heisserer, President

Georgia stated that she is feeling optimistic about our Club. Scholarship donations are up, memberships up slightly and the sections grow and provide quality speakers.

Approval of Minutes

Maggie Hoover made a motion seconded by Diane Schweizer to accept the minutes as amended.

Directory Editor – Dorothy Waltz

- Last year we delayed the deadline for mailing the annual Directory until early September, almost a month later than the customary deadline. Dorothy asked for direction as she plans the Directory schedule, since the pandemic is still with us. Do we publish the directory as if there will be no pandemic? Last year the Directory was planned to be mailed in mid-September, but the printer finished it in 5 days, and it was mailed the end of August.
- Do we accelerate the schedule this year or postpone by one month, so that it is received early September?
- The consensus of the Board is to delay the Directory, the same as last year. In May Dorothy will contact Section chairs as to who will provide information for the Directory. Section information due date is in July.

Board Report of the Vice President for Scholarship Fund Raising – Marian Champlin

- Through April 1, 2021 we have \$95,972 from 160 contributions. In that figure are 21 Named Scholarships. It seems incredible that to date we have \$20,497 more than at this time last year.
- While the statistics are incredible, they reflect the caring and compassion of our membership. That caring and compassion is fueled by the astute leadership of President Heisserer during this Covid year. Her cheer-leading on the website and in e-mailed messages, her touching base with section heads and busy volunteers and her presence at almost every zoom meeting made all of us feel wanted, important and recognized. Sincere thanks to Georgia from all of us.
- Due to the burgeoning fundraising success much time has been spent looking at ways to reduce the workloads of the Treasurer's office and the Scholarship Fundraising Committee. Leadership has been looking at ways to lighten the loads and there are several options available.
- Diane Young will be our new VP for Scholarship Fundraising, beginning July 1, 2021 at the start of a new fiscal year. Having led the UMWC's fundraising efforts for 10 years I have seen it grow from \$17,000 per year to this year's \$95,972. It has been a fantastic trip and I've loved every minute of it. And this transition will allow more time for me to focus on our Named Scholarship initiative.
- A question was asked about Marian's report listing \$95,000 in scholarship contributions and the Treasurer report listing \$82,000. Approximately \$12,000 was received April 1 and 2 after the Treasurer's report had been completed.

Report of the Corresponding Secretary Marian Champlin

- To date Thank You notes, and tax receipts have been sent for 160 scholarship contributions.
- We have one death to report, that of Kay Blair in early March. She was a 50-year UMWC member and a Music and Vagabonds Section member. A condolence note was sent to her family.

- There have been no requests for get well notes. A member reported that Ardella Norenberg's husband Curt had a stroke in mid-March.
- Next year we will have a new Corresponding Secretary who will compose and send out all the get well and condolence notes. Scholarship donation receipts and thank-you notes will continue to be handled by the Scholarship Fundraising committee.

Co-Vice Presidents of Programs Barbara Cady & Carol Cantrell

- We are currently anticipating our coming year with the vaccine being rolled out and making plans for 2021-2022.
- We have established dates for the coming year and are in communication with our vendors.
- September 14, 2021 Board meeting via Zoom
- The plan for our first in person meeting is scheduled for our Fall Welcome and Scholarship Meeting.
 - We have confirmed the reservation with Doubletree in Roseville for Tuesday October 5th, 2021 10:00 a.m. to 3:00 p.m. 10:00 a.m. is set up, 11:00 a.m. Registration, sign up, 12:00 Luncheon.
 - A meeting is scheduled for tomorrow. No contract is signed yet. Last year we were let out of our contract.
- Other Meetings scheduled are:
 - November 9th, 2021 Board Meeting and Conversation Luncheon at Midland Hills and they will send a menu and price list. Due to pandemic preparations, there are extra charges now until fall.
 - Christmas tea to be determined.
 - February 1, 2022 Board Meeting and Conversation Luncheon at Midland Hills. Sandy Gale asked that the date for the board meeting be moved to allow time to complete the Treasurer's report. Barb, Carol and Sandy, and Susan Hopp will meet to decide the date.
 - April 5, 2022 Board Meeting and Conversation Luncheon at Midland Hills.
 - May 10, 2022 Annual Meeting at Town and Country. Not confirmed as they are still not open. Messages have been left for them.
 - June 7, 2022 Business Meeting at Midland Hills
- Menus, prices, and contracts are yet to happen as staff are still on a limited basis and some working from home yet. Carol and I will continue to work on this.

Treasurer – Sandy Gale

Tax Preparation

- Sandy Gale made the following motion seconded by Pat Luhman I move that the UMWC hires a tax professional to complete and file the annual tax form with the IRS for our Scholarship Fund. Discussion: It is too much work to ask a volunteer to file the taxes and should be done at a professional level. Marion Chaplain has gotten a quote, but members who may have information about a tax accountant should contact Sandy.
- Motion passed.
- See appendix for Treasurer reports.

2021-22 Budget

- The budget will be voted upon in May. The budget will be sent to all members via Mail chimp.
- Income from dues is based upon a conservative estimate of members-305. Current membership is 299.
- Meeting and luncheon expenses are estimated as the same as last year.
- Technical Support expense has been doubled from \$1000 to \$2000. The extra \$100 will be used to create videos of scholarship winners. This expense will be taken out of the Scholarship Fund. Non-profits can spend up to 12% of donations on fundraising. Typically, the UMWC spends less than 1%.
- See budget report in the appendix.

Conversations Committee Report – Ingrid Lund and Maggie Hoover

- Our speaker today is Samantha Eisenstein Watson, founder of the Samfund, a national non-profit organization to provide support for young people who are cancer survivors.
- Barbara Swadburg has graciously offered to co-chair, and Ingrid Lund and Marion Kershner will continue as members.
- We will meet in late April to plan next year's roster of speakers and we look forward to working closely with the Program Committee to coordinate the Luncheons.
- Meanwhile, we are updating our job description of the Conversations Committee.

Historian's Report – Bonnie Marten

- As I reported before, I needed to remove the 6 framed photos from the walls of our office in McNamara in preparation for the move. The UM Archives gratefully accepted all the photos. There was a large, framed photo of UMWC presidents ranging from 1958-1990. There were 2 framed photos of the hikers Club from 1993. And a framed article from the 1914 Minneapolis Journal with the heading, Department heads of Univ. Faculty Women's Club.
- In addition, there was an original watercolor painting by Jo Lutz Rollins, 1972 entitled View of the West Bank.
- Josephine "Jo" Lutz Rollins (1896–1989) was a Minnesota artist. She is best known for her lengthy teaching career at the University of Minnesota from 1927 to 1965 and for founding of the Stillwater Art Colony.[1] Rollins also co-founded the West Lake Gallery in Minneapolis. She was a member of the Faculty Women's Club was one year in 1929. I submitted the artwork for the Art Section Art Show.
- I found a scrapbook of publicity from 1952-53. It contains announcements of meetings and section events printed in the Minneapolis and St. Paul papers.
- I also came across a scrapbook that Flossie Caldwell put together from 1968-70. In there I found photos of the wives of past University presidents, Hasselmo, Yudof, and Moos. I also found a photo of the wife of Hubert H. Humphrey at one of the UMWC events. As you know the wives of UM presidents are honorary members of the UMWC.
- I want to thank Mary Furman who provided additional snapshots from Flossie Caldwell year as President.
- There were also a few old photos of Eastcliff and the Coffman Ballroom. In total there were 69 snapshots delivered to the Archives.
- All the scrapbooks and photos were delivered to the UM Archives.
- I received update about the status of the UMWC office move. They are anticipating final approval of the project in the next 7-10 days. Once that happens, they will store our boxes and demolition will start.

UMWC newsletter editor report to the board – Nancy Kluver

- The March-April newsletter was posted online Monday, March 1, and was sent to U of M Printing Services February 26 to print and mail.
- The issue included an invitation to the April 6 Conversation with a Woman Leader meeting featuring Samantha Eisenstein Watson and a delightful column from President Georgia Heisserer about an eventful dogsledding trip.
- We included a new feature (recommended by Millie Woodbury) entitled Caught in the Web designed to drive more traffic to the website by including a story that is found only on the website. The issue also contained a story about scholarship recipient Karly Beaumont and an announcement about this year's art show, along with guidelines for participants. Section News included a summary of Robert Waltz's presentation to the Women's Health Issues section about autism. Our Online Extra story featured member Liz Brady, who has had some wonderful experiences and continues to live life to the fullest.

- Looking ahead, the deadline for the May-June issue is Monday, April 12. That issue will feature profiles of the women who have agreed to take on leadership responsibilities in the coming 2021-2022 season.
- Thank you to all members who submitted articles and photos for this issue. This is the last issue for the season but expect an email in the summer.

Membership Chair – Carole Senty for Joy Chaput

- The success of using Zoom for Sections events is a driver for membership. Recruiting 10 new members in a pandemic year is a good number. Zoom meetings are a good way to introduce potential members to our Club.
- A question was asked as to how to recognize the husband of the University President. His role has not yet been established. A bylaw change could include that the spouse of the University President is a member of our Club.
- Our Club has a liaison to the University President - Kate Stuckert, Senior Assistant to the President
- On an upcoming agenda, the Board should discuss allowing men into our group or making them an honorary or auxiliary member. A question on the Big 10 Women’s Club survey asked if men are allowed membership.

Records and Dues Officer – Nancy Myers

UMWC Records and Dues Report as of April 6, 2021

UMWC MEMBERSHIP

	@6/30//2019	@6/30/2020	@4/6/2021
TOTAL ACTIVE MEMBERS	359	353	300
Renewal	300	308	288
New	44	34	10
Carryover	14	9	0
Complimentary	1	2	2
Deceased in current year		2	0
Deceased / Discontinued	52	43	64
TOTAL DUES COLLECTED	\$12,145	\$12,040	\$10,431

‘Carryover’ designates members who joined in March through June in the prior fiscal year.

The list of new members & directory changes is always available, if anyone needs it.

Scholarship Committee Report – Georgia Nygaard

- Communication with the Office of Student Finance and specifically with Nate Rosckes has begun. We are looking at the Named Scholarship donors and their targeted areas of interest to ensure that these particular colleges are informed of the UMWC Scholarship opportunity. Our committee will do our best to match the donors wishes with the applications that we receive.
- Applications for this year’s UMWC Scholarship opened April 1, 2021 and will close June 1, 2021. Last year we as a committee received 129 applications.
- We have added three new individuals (Abby Marier, Patricia Kirchner, and Joni Mitchell) to our committee in preparation for this year. The Scholarship Committee includes the following individuals:

Mary Johnson

Sue Gilbertson

Abby Marier

Patricia Kirchner

Joni Mitchell

Sue Nelson

Marilyn Olson

Margaret Rowser

- We look forward to an exciting year.

UMWC Website Liaison

- The March - April newsletter was posted on the website and emailed to all members on the list. The President's April message was posted on the Connecting page and emailed to members. Updates were made to the Quick Updates page on the website.
- I have updated the job description for the website liaison position and sent it in. It has expanded.
- I have scheduled and hosted Zoom meetings for the Board. Zoom invitations have been emailed to all members for the Conversation Program via Mailchimp and to the Board, Section Chairs and those interested in the business meeting. I continue to update the contact list for Mailchimp. (Thank you, Nancy, for the information.)
- I have spoken with Fred Waltz about posting the Art Show on the website. I have received the entries for the Art Show and forwarded them to Fred Waltz.
- I have emailed with TeamDynamix at the University of Minnesota and believe the problem members were experiencing with the website has been resolved.
- Please refer to Quick Updates for new information, corrections, or updates and schedule changes. Send an email to have information posted on the website.
- Thank you for using the website to keep other members up to date!!

Section Reports

Around the Campus

- There is a change in time (1 p.m.) for the April 20 protecting pollinators program via Zoom. The program is open to all members. Contact Rolaine Wright to receive the Zoom link.
- The May meeting has been postponed to Nov. 16 since the speaker wants to meet in person.
- Thank you to Barbara Swadburg for recommending CFANS as a source for programs.

Women's Health – Kathy Callahan

The May program on the topic of osteoporosis has not yet been confirmed.

A meeting is planned to set programs for next year.

Vagabonds -Barb Curleigh

A Friday April 16 session about Argentina has been added. Contact Dorothy Waltz for the Zoom link.

Hikers – Nancy Kluver

Hope to be back together soon.

Art Section – Susan Hopp

The virtual Art Show should be available on the website tomorrow. Thank you to Fred Waltz for putting together the presentation.

Old Business

Nominating Committee Report to the Board

The Nominating Committee members are Barbara Swadburg, Chair, Maggie Hoover, Co-Chair, Georgia Heisserer, Susan Hopp, Nancy Kluver and Georgia Nygard. The Committee met for several sessions during February and March, and interviewed potential candidates for the slate of recommended candidates for the Board in 2021-2022.

The Slate of candidates for elected officers is:

President Elect, Catherine Holtzclaw

Vice Presidents for Programs, Barbara Cady and Carol Cantrell

Vice President for Scholarship Fundraising, Diane Young

Recording Secretary, Bonnie Marten

Treasurers, Sandy Gale and Sue Madison

Records and Dues Officer, Nancy Myers

The Committee requests approval of the Board for the Slate.

- Barbara Swadburg made a motion seconded by Connie Cundy to accept the slate of elected officers. Motion passed.

In addition, Officers of Appointed Positions are as follows:

Auditor, Peggy Tang

Newsletter Editor, Nancy Kluver

Directory Editor, Dorothy Waltz

Website Liaison, Connie Cundy

Corresponding Secretary, Barbara Burleigh

Historian, Liz Grimmer

Standing committee Chairs and co-Chairs are as follows:

Conversations, Maggie Hoover and Barbara Swadburg

Finance, Sandy Gale and Sue Madison

Scholarship Fundraising, Diane Young

Named Scholarships, Marian Champlain

Membership, Georgia Heisserer

Programs, Carol Cantrell and Barbara Cady

Scholarship, Georgia Nygard

Website Liaison, Connie Cundy

We sincerely thank the members for their hard work, and especially those who have graciously and generously stepped forward to volunteer for election and appointments to the offices.

New Business

Job Descriptions Report – Bonnie Marten

- I am working with Susan Hopp to assemble the job descriptions for board members and section chairs, so we can make them available on the website. The bylaws state that the outgoing board member or section chair update their job description if needed and submit to her successor and the president. She will dispose of her copy of the Job Description at the end of her term. There is no

one place where all job descriptions are stored, and this leads to searching each year for the most current job description.

- I propose that the bylaws be changed so that the review takes place each year, but any changes needed are made by the Secretary who then submits them to the website for re-posting. This will ensure that we can always find the most current job descriptions.
- The project is almost complete so I hope the job descriptions can get posted on the website by May and all updates completed by the June Joint Business Meeting.
- Unless there is objection to this plan, I will move forward. (There are plans for a thorough review of the bylaws, so this change would be made at that time.)
- Sandy Gale recommended that paper copies of job descriptions be stored in the Archives and the bylaws changed to reflect that.

Introduction of New Board Members:

- President Georgia introduced Barbara Burleigh, Catherine Holtzclaw, Diane Young, Sue Madison, and Liz Grimmer.

Adjournment: 11:27 a.m.

Maggie Hoover made a motion seconded by Fran H. to adjourn. Motion passed.

Appendix

**University of Minnesota Women's Club
Operations Account (Federal Tax ID 41-6021447)
February 1, 2021 through March 31, 2021**

	Actual 2019-20	Budget 2020-21	YTD 2020-21	Current Period
<i>Beginning Balance as of July 1st</i>	\$20,860.20	\$20,133.60	\$20,133.60	
Income				
Dues	\$12,040.00	\$12,075.00	\$10,396.00	\$175.00
Meeting and Luncheon Income	\$8,337.00	\$15,800.00	\$0.00	\$0.00
Other Income - Replacements-Name Tag/Directory	\$5.00	\$0.00	\$5.00	\$0.00
Total Operating Income	\$20,382.00	\$27,875.00	\$10,401.00	\$175.00
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	\$100.00	\$50.00
Printing/Addressing/Postage/Copying/Mailing	\$5,430.34	\$6,500.00	\$5,367.14	\$499.78
Technical Support	\$4,990.00	\$1,000.00	\$6,672.34	\$0.00 (1)
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	\$21.45	\$21.45
Total Operating Expense	\$21,108.60	\$26,950.00	\$12,160.93	\$571.23
Net Operating Income / Cash Flow	(\$726.60)	\$925.00	(\$1,759.93)	(\$396.23)
Operations Account Balance	\$20,133.60	\$21,058.60	\$18,373.67	

(1) Formerly Website and Computer Resources. Budget assumed this item includes computer support resources for virtual meetings.

University of Minnesota Women's Club
Scholarship Fund Account (Tax ID 51-0190183)
February 1, 2021 through March 31, 2021

	Prior Year 2019-20	YTD 2020-21	Current Period	
Beginning Balance as of July 1st	\$99,244.72	\$90,398.75		
Income				
Scholarship/Memorial Donations	\$71,470.92	\$82,022.28	\$13,933.32	(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	\$82,022.28	\$13,933.32	
Expense				
Scholarship Awards	\$79,332.00	\$81,800.00	\$0.00	(2)
Printing/Addressing/Mailing	\$949.89	\$706.95	\$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	\$82,506.95	\$0.00	
Scholarship Fund Account Balance	\$90,398.75	\$89,914.08		

2020-21 Scholarship Donations YTD:				
UMWC Scholarship Checking Account				
17 One-Year Named Scholarships		\$59,333.28		
Un-Named Scholarship Donations		\$22,689.00		
Total Donations at UMWC			\$82,022.28	(1)
Donations to UM Foundation from UMWC Members (7530)				
1 One-Year Named Scholarship Donated		\$3,500.00		
Anonymous Donor		\$0.00		
Total Donations at UMF			\$3,500.00	
Grand Total UMWC Scholarship Donations			\$85,522.28	

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	

University of Minnesota Women's Club					
Operations Account					
Proposed Budget for July 2021 through June 2022					
	4/6/2021				PROPOSED
	ACTUAL	ESTIMATED	BUDGET	VARIANCE	BUDGET
	7/1/20 - 3/23/21	3/24/20-6/30/21	7/1/20 - 6/30/21	7/1/20 - 6/30/21	7/1/21 - 6/30/22
Beginning Balance	\$20,133.60	\$18,395.12	\$20,133.60		\$16,380.12
INCOME					
Dues	\$10,396.00	\$35.00	\$12,075.00	(\$1,644.00)	\$10,675.00
Meeting and Luncheon Income	\$0.00	\$0.00	\$15,800.00	(\$15,800.00)	\$15,800.00 (1)
Other Income - Name Tag/Directory Replacement	\$5.00	\$0.00	\$0.00	\$5.00	\$0.00
Total Operating Income	\$10,401.00	\$35.00	\$27,875.00	(\$17,439.00)	\$26,475.00
EXPENSE					
Meeting and Luncheon Expense	\$0.00	\$0.00	\$16,000.00	(\$16,000.00)	\$16,000.00 (2)
Luncheon Speakers	\$0.00	\$250.00	\$400.00	(\$150.00)	\$400.00
Memorials-UMWC Operations to Scholarship	\$100.00	\$50.00	\$550.00	(\$400.00)	\$500.00
Printing/Addressing/Postage/Copying/Mailing	\$5,367.14	\$1,000.00	\$6,500.00	(\$132.86)	\$6,500.00
Technical Support	\$6,672.34	\$500.00	\$1,000.00	\$6,172.34	\$2,000.00 (3)
President's Fund	\$0.00	\$150.00	\$300.00	(\$150.00)	\$300.00
Big Ten Conference	\$0.00	\$0.00	\$1,600.00	(\$1,600.00)	\$0.00 (4)
Miscellaneous Other Expense	\$0.00	\$100.00	\$600.00	(\$500.00)	\$600.00
Total Operating Expense	\$12,139.48	\$2,050.00	\$26,950.00	(\$12,760.52)	\$26,300.00
Net Operating Income / Cash Flow	(\$1,738.48)	(\$2,015.00)	\$925.00	(\$4,678.48)	\$175.00
Operations Account Balance	\$18,395.12	\$16,380.12	\$21,058.60		\$16,555.12
(1) Meeting venue is changing, but estimate of reservation fees to cover food and non-food costs is not available at this time.					
(2) Estimate assumes luncheon reservation fees will be sufficient to cover luncheon expenses. Also includes expenses for Interest Section Chairs Breakfast, one New Member Coffee event and board meeting coffee service paid with club funds.					
(3) \$5,000 was special expense for scholarship and speaker videos.					
(4) Biennial Big Ten Conference will not be held this year. The \$400 each for up to four members' attendance will not be needed until 2023.					