

**University of Minnesota Women's Club**  
**Board Meeting Minutes**  
**September 21 2021**  
**Midland Hills Country Club at 10 a.m.**

Attendees: Barb Burleigh, Carol Cantrell, Barbara Cohen, Barbara Cady, Sandy Gale, Janet Graves, Catherine Holtzclaw, Fran Holmsten, Susan Hopp, Georgia Heisserer, Nancy Kluver, Bonnie Marten, Nancy Myers, Georgia Nygaard, Diane Schweizer, Barbara Swadburg, Millie Woodbury, Rolaine Wright, Diane Young

**Call to Order and Establishment of Quorum at 10:10 a.m. – Susan Hopp, President**

**Approval of Minutes** – Georgia Nygaard made a motion seconded by Carol Cantrell to accept the minutes as distributed. Motion passed.

**Reports:**

**President – Susan Hopp**

- We're here! looking at each other face to face!
- The summer has been very busy - and I thank you all in this room for the behind-scenes work that has made this year possible.
- This is my first time running a board meeting so I could really use your help - to keep me on task and to keep the meeting efficient. Sandy Gale is my parliamentarian - so you'll see me look at her with panic in my eyes.
- There are a couple new business items that will make a bit of time at the end, but I hope to keep meeting moving and kept to an hour or so. And then afterwards, we can linger and chat. We have the room until noon.
- I'd like to give a big thank you to Barb Cady and Carol Cantrell for setting up venues - beginning with this new Midland Hills.
- We are - hopefully all - looking forward to the Oct 5 Fall Welcome and Scholarship Day at Doubletree Hotel.
- Once that's behind us I look forward to getting on with other projects that come to mind - such as Bylaw's Review, setting up a Communications Committee, producing a new Membership Brochure, and working on establishing a more formal relationship with the U of M. Let me know if you have projects to bring to my attention as well.

**President Elect- Catherine Holtzclaw**

- It is exciting to see your faces. I am enjoying the introduction to my year as President Elect.
- I have made some visits to Section events.
- Susan is my mentor so I will be ready to go when it is my turn as President.

**Vice President for Scholarship Fundraising – Diane Young**

**Gift Report, as of Sept. 20, 2021**

- Number of gifts: 46
- \$ 14,903.32

Breakdown

- Annual Gifts = 30
- Memorial/In-honor Gifts = 13
- One-year Named Scholarships = 8
  - Funded = 3
  - Pledged = 5

**Projects underway**

Thank-you Process

- Carole Senty: gifts under \$200.
- Marian Champlin: gifts of \$200+, memorial gifts, in-honor gifts

2021-22 Annual Appeal

- Coordinated by Ginny Hanson

- Participating: Marian Champlin, Diane Young
- Focus Group:
- Next Steps
  - TBD: To addressing and mailing
  - TBD: In mail Mailed to homes:

#### One-year Named Scholarships

- Chaired by: Marian Champlin
- Staying in touch activity throughout year: conversations with perspective donors, thank yous, updates to current donors, and more
- Introduction of 2021 scholarship recipients to donors

#### October 5<sup>th</sup> Scholarship Luncheon

- Display table, coordinating with Scholarship Committee

#### Special project: Management of and Access to Information

- Taking the lead: Lynn Slifer
  - First phase: identifying needs within SFC and UMWC
  - Second Phase: identifying options
  - Third phase: Proposal for board discussion

#### Organization and Operations, Scholarship fundraising Committee (SFC)

Context: With a change in leadership, 2021-22 is a transition year for the SFC

Working Group members: Marian Champlin, Ginny Hanson, Pat Luhman, Carole Senty, Lynn Slifer, Marcie Wallace

- Gift Reporting: Sue Madison
- Thank you process: Carole Senty and Marian Champlin
- Annual Appeal: Ginny Hanson
- One-year Named Scholarships: Marian Champlin
- Researching needs for and ways to manage and access information and data: Lynn Sifer
- Recording secretary for SFC meetings: TBD
- Data Recording: TBD
- Storyteller to coordinate with newsletter and website: TBD

Ad Hoc Group members: Susan Hopp (pres), Catherine Holtzclaw (pres -elect); Nancy Kluver (newsletter); Sue Madison (co-treasurer) ; Georgia Heisserer (membership); Georgia Nygaard (Scholarships); Sandy Gale (co-treasurer)

#### Goals for 2021-22

1. Working group members have a specific committee role or task
2. Ad Hoc group members advise and comment from their various UMWC perspectives and serve as advocates for the scholarship mission of the UMWC
3. Track cost of operations: estimated at about \$4000.
4. Develop operations manual available in hard copy and digital version
5. Propose ways to manage and access information and data
6. Broaden ownership of and participation in resource development in support of the scholarship mission

#### **Corresponding Secretary – Barb Burleigh**

- Since the last Board meeting on June 8, 2021, the following messages have been sent on behalf of the UMWC.
  - Thinking of You Notes:  
Agnes Wolf June 22, 2021

Dorothy Ward. Sept. 20, 2021

➤ Condolence Notes for Deaths :

Family of Jane Ostergaard June 22, 2021

Agnes Wolf (Husband Hugo) July 13, 2021

Family of Cate Edlund August 12, 2021

Family of Marlys Giesecke. Sept. 21, 2021

**Co-Treasurers Report – Sandy Gale (Sue Madison was not in attendance)**

- Tax update – the information to file our 990 tax form has been sent to our tax preparer.
- A co-treasurer has been added and this is our first year of splitting the duties. Sue Madison will be receiving scholarship contributions (from individuals and from financial institutions), depositing the checks and handling the accounting.
- The 37-page Treasurer Procedures Manual was completed in July. It will not be posted online due to confidential data.
- Banking is done through TCF, now Huntington Bank. The current business account does not accommodate access for two users to view information online. We will receive information from Huntington Bank as to how accounts may change. We may have an account with a fee.
- Send information to both Sandy and Sue to keep them informed.

**Auditor's Report – Susan Hopp for Peggy Tang**

- I 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 my review included the Operations account and the Scholarship Fund account for fiscal year July 1, 2020, through June 30, 2021.
- 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.
- It is my opinion the financial reports and records are an accurate picture of the financial position of the University of Minnesota Women's Club.
- Included in the audit is the Auditor Notes associated with the audit.

**Conversations – Barbara Swadburg (Maggie Hoover not in attendance)**

- Since meeting in May, the Conversations Committee has secured speakers for the Conversation Luncheons, as listed in the directory. Ingrid Lund has also recruited Janee Harteau, former Chief of Police in Minneapolis, to speak at a special Zoom Meeting in March 2022.
- We look forward to presenting our Luncheon speakers in person this year.

**Historian – Bonnie Marten for Liz Grimmer**

The UMWC office in McNamara will be ready for move in at the end of September. Once it is ready, Bonnie and Liz will meet for an orientation and to unpack boxes.

**Membership Chair – Georgia Heisserer**

- The Membership Committee consisting of Shirley Hermann, Rolaine Wright, Diane Schweitzer, Carole Senty and myself have met and reviewed our goals during the summer. This is an important time of year for us.
- Carole Senty and President Susan Hopp have continued the transition of printing, as Dorothy and Fred Waltz have refined their focus. We have also redesigned messaging to our new members through name tags and new member information. Club stationery, business cards, tents for luncheon events, invitations, welcome letters, and reminder letters for late dues are also in

transition. This process is ongoing and by no means complete at this time. The technical aspects continue to be refined.

- Membership Committee protocol will continue to contact new members and see that each person is clear about the opportunities afforded them. Our committee has spent a lot of time being sure all members feel ready to immerse themselves in our planned events. The committee realizes that the bulk of the welcome comes from in person experience, but our committee will follow up with welcoming visual messaging.
- Our Scholarship Luncheon is an important event for the Membership Committee. We see that guests receive information about our club and give them an opportunity to join the club that day. Our representatives welcome guests as they check in. Our Conversation with a Woman Leader Guest Quest encourages members to bring friends during whole club events. Also available, our Membership kiosk among the Section Sign Ups is another spot to interact with those seeking more information about membership in UMWC.
- No date or location has been dedicated for our New Member Coffee. This was formerly underwritten and hosted at Eastcliff by the wife of the President of the University of Minnesota. We continue to seek funding and a location for this venue.
- Nancy Myers will address the current membership numbers, paid and unpaid in her report.
- **Conversation with a Woman Leader Guest Quest** - Bring a guest and be our guest. When you bring a guest to one of our luncheons, your name will be automatically entered into a drawing that day to receive a complimentary lunch for one of our yearly events. Bring a potential new member — a neighbor, friend or relative — and you may be a winner.

#### **Newsletter Editor – Nancy Kluver**

- The September-October newsletter was posted online Sept. 1 and the printed copy was in the mail shortly after. This was our scholarship issue, including an invitation to the Fall Welcome and Scholarship Luncheon as well as the list of our 2021-2022 scholarship recipients. We also included several Fun Philanthropy Facts, so members had a better understanding of the strength of our scholarship effort.
- President Susan Hopp wrote a delightful remembrance of growing up near the U of M campus and of her mother Dorothy's love of the club. We encouraged members to sign up for some volunteer opportunities with a new column called Your Turn to Shine, and we highlighted some ongoing section group activities. Finally, in Online Extra we profiled Bonnie Marten, our current recording secretary and outstanding community supporter in and out of the club.
- The deadline for the November-December issue is Friday, Oct. 15. Thank you to everyone who contributed articles and photos and to Robert Waltz for his design work.

#### **Directory Editor – (Dorothy Waltz emailed the report below)**

- Publication of 2021-2022 UMWC Directory: First, I would like to thank the members who contributed to producing this year's Directory, especially during the pandemic. There are too many to name individually, but the Directory could not be published without their dedicated help.
- Two members provided extraordinary help in creating this year's Directory. Barb Burleigh and Nancy Kluver proofread the entire Directory twice (except for the membership list)! And Fred Waltz was the technical expert that made everything fit, as well as proofreading each member listing with me.
- As agreed upon, 400 Directories were ordered. 303 Directories were mailed to our members. 40 Directories were delivered to Diane Schweizer for the Membership Committee. Additional Directories are being distributed to Officers and Committee Chairs who have need for them.
- Please contact me if you have any questions. Dorothy Waltz • 651-917-0930 • waltz.ds@yahoo.com

#### **Records and Dues Officer – Nancy Myers**

- This is renewal season for membership.
- Carol Senty and Nancy Myers will send reminder letters to those who do not renew by October 1.

## UMWC MEMBERSHIP

	FY 2018-19 6/30//2019	FY 2019-20 @6/30/2020	FY 2020-21 @6/30/2021	FY 2021-22 @9/20/2021
<b>TOTAL ACTIVE MEMBERS</b>	359	353	301	133
<b>Renewal</b>	300	308	288	123
<b>New</b>	44	34	11	4
<b>Carryover</b>	14	9	0	4
<b>Complimentary</b>	1	2	2	2
<b>Deceased in current year</b>		2	0	0
<b>Deceased / Discontinued</b>	52	43	64	-
<b>Not yet renewed</b>				178
<b>TOTAL DUES COLLECTED</b>	\$12,145	\$12,040	\$10,466	\$4,480

'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 Chair – Georgia Nygaard

- The UMWC Scholarship Committee had a very busy and very successful year. It was interesting to note the increase in the ethnic diversity and the diversity of the academic majors. For several years Nursing and Education majors were prevalent; today, we see Engineering, Law and Biology with Biology being a pathway to Medicine. These are currently the primary areas of interest.
- We received 137 scholarship applications and were fortunate to provide 59 scholarships to the University of Minnesota undergraduate students. Of the 59 scholarships, fifty students were awarded full \$3500 scholarships and 9 were partial scholarships ranging from \$1300 to \$3400. The total scholarship expenditure was \$192,150. Included in this amount were 21 One-year Named Scholarships and monies from the 6 endowed scholarships that are managed by the University of Minnesota Foundation.
- As a committee we appreciate the generous contributions by our UMWC members and friends. In addition, we are grateful for the genuine supportive assistance given to us by the University of Minnesota Office of Student Finance and the University of Minnesota Foundation. Thank you.
- 18 scholarship winners plan to attend the Scholarship Luncheon and 7 students need transportation to the event.

### Website Liaison – Bonnie Marten for Connie Cundy

- The September October newsletter was posted on the website. The Newsletter was emailed to all members on the list via Mailchimp.
- The new/updated forms were posted on the website; thank you, Dorothy Waltz. An email was sent to all Interest Section leaders informing them of the updates and asking for any needed corrections. I am very pleased that some have reported updates which have been posted. New pictures are welcome.
- Please refer to Quick Updates for new information, corrections, or updates and schedule changes. Send an email to have information posted on the website. [umwc@umn.edu](mailto:umwc@umn.edu)
- The club email is monitored, and emails are forwarded.

## Sections Reports

### **Around the Campus – Fran Holmsten**

- The date in the directory for the first event is incorrect. It is the 3<sup>rd</sup> Tuesday, October 19.
- Section members will be informed that they must abide by University of Minnesota campus rules to wear masks.
- Many buildings are locked so arrive on time or you might not get in.

### **Hikers – Nancy Kluver**

Nancy reported that section members had a good time at the overnight event.

### **Mystery Lovers – Carol Cantrell**

The book club meets in Carol's cooperative where she lives. Section members are asked to wear masks, show proof of vaccination and wear name tags.

### **Modern Fiction – Georgia Heisserer**

Plans are to have three meetings outside and three meetings inside.

### **Nature – Diane Schweizer**

The first event is September 27 – Exploring Nine Mile Creek Watershed.

### **Non-fiction – Millie Woodbury**

Meetings will be over Zoom until the end of the year.

### **Restaurant Ramblers – Janet Graves**

A change in venue was needed for the first event on September 15, since the restaurant changed hours and did not open until 4 p.m. Connie Cundy was contacted and sent out an email regarding the change.

### **Vagabonds – Barb Burleigh**

- October 15 event will be via Zoom at 1:30 p.m.
- The goal was to have some meetings in the evening at 1666 Coffman Social Room.
- The Iceland program will be re-recorded, since Fred forgot to record it on September 17. Members enjoyed the Iceland speaker, Mel Baughman.

### **New Business – Catherine Holtzclaw**

- COVID-19 regulations are evolving.
- Section chairs will be asked to keep a list of participants in case contact tracing is needed.
- Currently CDC guidelines are that masks are not needed outside.
- Students attending the scholarship luncheon will be told that masks are required.
- Catherine distributed the recommended UMWC COVID-19 policy and discussion took place.
  - The sentence under the heading vaccination was modified to read, Full vaccination is required in order to attend any of our events, indoors and outdoors.
  - The sentence under the heading Interest Sections was modified to read, Interest Sections will also follow this requirement and depending on the venue and its policy, may need to require proof of vaccination.
  - Barbara Swadburg made a motion seconded by Fran Holmsten to accept the UMWC COVID-19 Policy as amended.
  - Susan will send the policy to Connie Cundy to send out an email blast to members today. It will be placed in the November newsletter and on the website.
  - The policy will be published on the website and a Blast sent out via email. Email that was sent subsequent to the meeting is included in the addendum at the end of this document.

**Publications – Susan Hopp**

- Samples of most of the following were presented:
- Nametags – Board members picked up a new name tag with the identifier of board member.
- In November the updated list of members will be ready and new nametags will be made for all members.
- Note Cards – there are 2 choices and section chairs can request them.
- Calling Card – has been updated to better state our purpose. Changed from “Make new friends, join interest sections, enjoy conversations with women leaders, support scholarships, and more.” was changed to “Make new friends, discover shared interests, tap into your talents and support women students.”
- Letter head – used for dues reminders and new member letter.
- Business envelope – is generic and can be customized by the membership committee.
- Request was made for a 6” x 9” envelope to send out directories to new members.
- Quest guest certificate needed
- Interest Section Cards.

Adjournment: 11:15 p.m.

Respectfully Submitted – Bonnie Marten

**Addendum:**

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

	Actual 2020-21	Budget 2021-22	YTD 2021-22	Current Period
<b>Beginning Balance as of July 1st</b>	<b>\$20,133.60</b>	<b>\$17,214.09</b>		
<b>Income</b>				
Dues	\$10,466.00	\$10,675.00	\$560.00	\$560.00
Meeting and Luncheon Income	\$0.00	\$15,800.00	\$0.00	\$0.00
Other Income - Replacements-Name Tag/Directory	\$5.00	\$0.00	\$0.00	\$0.00
<b>Total Operating Income</b>	<b>\$10,471.00</b>	<b>\$26,475.00</b>	<b>\$560.00</b>	<b>\$560.00</b>
<b>Expense</b>				
Meeting and Luncheon Expense	\$0.00	\$16,000.00	\$0.00	\$0.00
Conversation Luncheon Speaker Honorarium	\$250.00	\$400.00	\$0.00	\$0.00
Memorials-UMWC Operations to Scholarship	\$200.00	\$500.00	\$100.00	\$100.00
Printing/Addressing/Postage/Copying/Mailing	\$6,196.84	\$6,500.00	\$0.00	\$0.00
Technical Support	\$6,672.34	\$2,000.00	\$0.00	\$0.00
President's Fund	\$0.00	\$300.00	\$0.00	\$0.00
Big Ten Conference	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous Other Expense	\$71.33	\$600.00	\$0.00	\$0.00
<b>Total Operating Expense</b>	<b>\$13,390.51</b>	<b>\$26,300.00</b>	<b>\$100.00</b>	<b>\$100.00</b>
<b>Net Operating Income / Cash Flow</b>	<b>(\$2,919.51)</b>	<b>\$175.00</b>	<b>\$460.00</b>	<b>\$460.00</b>
<b>Operations Account Balance</b>	<b>\$17,214.09</b>	<b>\$17,389.09</b>	<b>\$17,674.09</b>	

University of Minnesota Women's Club				
Scholarship Fund Account (Tax ID 51-0190183)				
July 1, 2020 through June 30, 2021				
	Prior Year	YTD	Current	
	2019-20	2020-21	Period	
<b>Beginning Balance as of July 1st</b>	<b>\$99,244.72</b>	<b>\$90,398.75</b>		
<b>Income</b>				
Scholarship/Memorial Donations	\$71,470.92	\$96,725.92	\$1,187.00	(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	
<b>Total Scholarship Income</b>	<b>\$71,470.92</b>	<b>\$96,725.92</b>	<b>\$1,187.00</b>	
<b>Expense</b>				
Scholarship Awards	\$79,332.00	\$81,800.00	\$0.00	(2)
Printing/Addressing/Mailing	\$949.89	\$711.30	\$0.00	
Other Expense -Luncheon Table Info.	\$35.00	\$0.00	\$0.00	
Other Expense -	\$0.00	\$0.00	\$0.00	
<b>Total Scholarship Expense</b>	<b>\$80,316.89</b>	<b>\$82,511.30</b>	<b>\$0.00</b>	
<b>Scholarship Fund Account Balance</b>	<b>\$90,398.75</b>	<b>\$104,613.37</b>		
<b>2020-21 Scholarship Donations YTD:</b>				
<b>UMWC Scholarship Checking Account</b>				
20 One-Year Named Scholarships		\$70,000.00		
Un-Named Scholarship Donations		\$26,725.92		
<b>Total Donations at UMWC</b>			<b>\$96,725.92</b>	(1)
<b>Donations to UM Foundation from UMWC Members (7530)</b>				
1 One-Year Named Scholarship Donated		\$3,500.00		
Anonymous Donor		\$0.00		
<b>Total Donations at UMF</b>			<b>\$3,500.00</b>	
<b>Grand Total UMWC Scholarship Donations</b>			<b>\$100,225.92</b>	
<b>2020-21 Scholarships Awarded in August 2020</b>				
<b>UMWC Scholarship Checking Account</b>				
14 One-Year Named Scholarships		\$49,000.00		
Un-Named Scholarships		\$32,800.00		
<b>Total Scholarships from UMWC</b>			<b>\$81,800.00</b>	(2)
<b>UMWC Endowed Funds at UM Foundation</b>				
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		
<b>Total Scholarships from UM Foundation</b>			<b>\$58,300.00</b>	
<b>Grand Total of 42 UMWC Scholarship Awards</b>			<b>\$140,100.00</b>	

Hello club members! And welcome back.

As of September 21, 2021, the UMWC Board has approved the following COVID-19 policy. Please read to learn about the steps we are taking to make this year as safe - and enjoyable - as possible for you and your guests.

Thank you,  
Susan Hopp, UMWC President

## UMWC COVID-19 POLICY

### Returning safely

As we resume in-person gatherings for 2021–2022, the health and safety of our members and guests continues to be our top priority. We are guided by optimism, caution and responsibility. The policies



outlined below are subject to change based on evolving city, state and CDC guidelines and will remain in effect until further notice. We will review regularly and change if necessary.

We will keep the membership up to date via emails and website updates so you know what to expect. Thank you for helping us keep our community as safe as possible.

### **Vaccination, mask and conduct policies**

The CDC guidelines currently (September 20, 2021) states that fully vaccinated people can participate in many of the activities that they did before the pandemic; for some of these activities, they may choose to wear a mask.

**Vaccination:** Full vaccination is REQUIRED in order to attend any UMWC events, indoors and outdoors.

**Interest Sections** will also follow this requirement and, depending on the venue and its policy, may need to require proof of vaccination.

We respect your personal decision if you choose not to attend our functions, as we each have a different level of safety comfort depending upon our own health and circumstances. We will miss you but support you in your choices.

**Mask:** All members and guests are REQUIRED to wear a mask that securely covers the nose and mouth while entering buildings, regardless of vaccination status. Masks are strongly suggested indoors except while eating, drinking or speaking. It is your personal choice, but please be aware of others around you who may be affected by your choices. If you need a mask, just ask.

**Foot traffic:** Please stay in the areas we have designated for our events.

**Feeling ill:** Stay home and self-isolate when you feel ill. Be mindful of how you feel, and don't risk exposing others.

**Hand sanitizer:** Will be available.

**Physical distance:** Please be respectful and graciously maintain social distance. It is not possible for us to always create/guarantee a minimum of six feet between you and the person next to you.

**Venues:** Note that we do not have complete control over our venues, but will work with each to ensure that their safety policies are as strictly enforced as possible. We ask that all staff persons assisting us are required to wear masks, regardless of vaccination status. The management will contact us if anything changes on their safety protocol.

### **Disclaimer and Assumption of Risk**

While UMWC is taking the precautions listed above, there can be no guarantee that you will not contract COVID-19.