

University of Minnesota Women's Club
Board Meeting Minutes
September 6, 2022
Midland Hills Country Club at 10 a.m.

Board of Directors: Linda Boss, Barbara Burleigh, Barbara Cohen, Carol Cantrell, Catherine Holtzclaw, Georgia Heisserer, Nancy Kluver, Jane LaFroth, Bonnie Marten, Nancy Meyers, Joan Mitchell, Georgia Nygaard, Marilyn Olson, Carole, Diane Young

Section Chairs: Patti Cohen, Carole Senty

Standing Committee Members: Barbara Cady, Sandy Gale, Maggie Hoover, Susan Hopp, Carole Senty, Millie Woodbury

Call to Order and Establishment of Quorum at 10:02 a.m. – President Catherine Holtzclaw

Approval of Minutes: June 7, 2022

Carole Senty made a motion seconded by Diane Young to accept the minutes as distributed. Motion passed.

Reports

President – Catherine Holtzclaw

- Catherine is excited for the year ahead with the blazing out of COVID, many new members and activities planned for this year.
- The next meeting is the scholarship luncheon. Encourage your friends to attend. Deadline to register is October 3. A Zoom meeting will be held soon to finalize plans for the luncheon.

President Elect – Linda Boss

- Since my election to the office of President Elect, I have focused on learning as much as possible about the Club and the Members. In that regard, I have:
 - Reviewed documents related to the history, governance, and structure of the Club.
 - Attended meetings of standing committees and selected ad hoc committees and
 - Attended social gatherings.
- At the President's request, I have researched and made recommendations related to Club insurance and been in regular contact with the president regarding other issues affecting the Club.
- Linda submitted the following report on liability insurance
- My primary focus during the year is to learn about the workings and membership of the various Interest Sections of the Club. I have scheduled an in-person gathering of the heads of all interest sections for later this month and I plan to attend at least one or two meetings of every Interest Section during the remainder of my term.

Vice President for Scholarship Fundraising – Diane Young

- The Scholarship Fundraising Committee met most recently on August 25, 1:00pm-2:30pm with a full agenda.
- Sue Madison and Diane Young met over the summer to craft a FY23 (*July 1, 2022-June 30, 2023*) spending plan settling on \$4000, an amount held back in the Scholarship Fund to cover expenses. FY22 was the first year for a "spending plan", the idea being to identify what is being spent to "raise-a-dollar", SOP in fundraising. FY23 will be a second year of capturing expenses. At the end of FY23 we will have two years of data on spending expenses to "raise-a-dollar". The SF Committee will make a decision regarding creating a budget or continuing with the spending plan concept.
- Planning for the 2022-23 Annual Appeal, under the direction of Ginny Hanson with Lynn Slifer and Diane Young as support, is underway. A letter drop is planned for late October. Estimated cost of the annual appeal including the printing of letters, envelopes, addressing and mailing is \$715. The first draft of the letter is under review and will be sent to a focus group for comment soon.

- Scholarship Chair Georgia Nygaard requested consideration of raising the amount of the UMWC Scholarship from \$3500 to \$4000. Discussion followed with emphasis on how this might impact the One-year Named Scholarship. It was agreed that available resources from endowment earnings and the annual appeal would support an increase. A staggered increase was suggested with the scholarship award being increased to \$4000 for the cohort to be selected in 2023. The One-year Named Scholarship donation would stay at \$3500 for FY23 (July 1, 2022-June 30, 2023), then increase to \$4000 for FY24, beginning July 1, 2023 . VP Young drafted a proposal for board consideration at this meeting.
- Other year-long projects in the works for FY23 include: 1) Ways to Give Brochure (Lynn Slifer, Marian Champlin, Ginny Hanson, Diane Young); 2) Development Communications Plan (Lynn Slifer will draft a plan to bring to the committee); 3) Where Are They Now? (Marian Champlin and Georgia Nygaard will take the lead and reach out to Michelle Lian-Anderson at UMF and report back to the committee); 4) Online giving option is on hold.
- Next meeting is in early November.

Proposal regarding increasing the UMWC scholarship award.

On September 1, 2022, Diane Young sent the following proposal to the board regarding increasing the UMWC scholarship award.

BACKGROUND: For several years, the UMWC Scholarship award has been \$3500. Scholarship Chair Georgia Nygaard, identifying a need to increase the size of the scholarship. An increase in the scholarship award was discussed at the August 25, 2022 meeting of the Scholarship Fundraising Committee. It was agreed there are sufficient funds to increase the award size considering the resources available from the earnings of the 6 endowment funds managed by the U of M Foundation (UMF) plus the generosity of members contributing to the UMWC annual appeal. Impact of increasing the scholarship award on the One-year Named Scholarship initiative was discussed. One-year Named Scholarship chair, Marian Champlin, noted there are already commitments for three One-year Named Scholarships at \$3500 for FY23 with additional scholarship discussions in the pipeline. The Scholarship Committee Chair confirmed that the committee would be able to manage two award sizes, one at \$4000 and one at \$3500, for one year. There was discussion regarding how best to inform the membership. It was agreed that the Scholarship Fundraising Committee will need to develop a plan to promote both increases.

A vote was called. It was unanimously agreed to propose to the UMWC Board of Directors that:

1. The amount of the UMWC Scholarship be increased to \$4000 for the cohort to be selected in 2023.
 2. The donation required to create a One-year Named Scholarship for FY23 (*July 1, 2022-June 30, 2023*) remain at \$3500.
 3. The donation required to create a One-year Named Scholarship for FY24 (*July 1, 2023-June 30, 2024*) and beyond be increased to \$4000.
- Diane Young made a motion seconded by Linda Boss that effective for the cohort to be selected in 2023, scholarship award will be increased from \$3500 to \$4000. Motion passed.

Corresponding Secretary – Barb Burleigh

No notes have been needed since the last meeting. Connie Van Valkenburg passed away. She was the UMWC photographer for many years. She was at St. Anthony Home and told relatives and friends that she was “ready to go.”

Vice Presidents for Programs – Jane LaFroth and Carol Cantrell

- Jane LaFroth is the new programming chair with Carol Cantrell and she gave the following report.

- In August we met with Kirsten Lunde at the Double Tree Hotel to choose a menu for the October 11, 2022 luncheon and discussed details.
- A Zoom meeting is set for September 8 at 1:00 p.m. with the Weisman Art Museum on the U of M campus to firm up the December Holiday event. Several UMWC board members are involved.
- The plan to establish an online Payment option with PayPal has been tabled. There will be further discussion and other options possibly considered.
- Along with Dorothy Waltz Carol created new reservation forms for the directory. There is an increase in price for all five luncheons but added up it is only an increase of \$18 to total increase for the year.

Co-Treasurers – Joan Mitchell and Sandy Gale for Sue Madison

Scholarship Fund Account - \$218,800 was awarded in scholarships.

Operations Account - \$5000 of the \$9113.15 special operations gift has been approved to be spent.

Operations Account Budget for July 2022 – June 2023: The video and board insurance proposals have been budgeted.

Reports included in the addendum.

Auditor's Report – Peggy Tang (not in attendance)

Audit was accepted by the board on principal.

The auditor's report is included in the addendum of this document.

Conversations – Barbara Cohen

Send Barbara ideas for speakers.

Historian – Bonnie Marten for Liz Grimmer

Liz has picked up the mail several times this summer.

Liz is finishing filing late reports from last year.

Membership Chair – Georgia Heisserer

- Membership is picking up. (Details in Records and Dues Report.) Our committee met during the summer to discuss long range plans for autumn and the coming year. The efforts by the Marketing Committee continue to help UMWC be more of a visual presence in the Twin Cities community. Georgia thanked the Marketing Committee for their work. New member brochures were printed up this past summer and are ready to be distributed. Our Vice Presidents for Programs are helping us line up the details for the Fall Welcome and Scholarship Luncheon October 11. We usually get new members at that event. The Section kiosks with sign-ups and our Membership booth generate lots of enthusiasm that day. Mary Abuan is taking reservations right now. Invite a friend!
- The Membership Committee and Board leadership are looking at hosting a New Member Coffee in November, and in the spring in order to be more immediate with our welcome. Our spring event at Catherine Holtzclaw's home brought everyone together on two different days in the span of one week. With Covid protocol changing, we can now get small groups of our new members together sooner. They seemed to like meeting one another in a small setting.
- Membership Dues need to be in by October 1, and we want to thank those of you who have sent them in already. A friendly reminder with a return envelope will be mailed to those who have forgotten. Make a note to yourself to get that done, if you haven't already.
- Once again, we want to thank each of you for making a point of being friendly and welcoming as you attend events. We have been isolated, and it seems to take more energy to engage some days. Whether you bring friends or come by yourself, smile and introduce yourself to others. It's so good to see people coming back! Doesn't it feel good to have our Women's Club here and ready to go? You make it all happen. Your efforts matter..
- Carole Senty had the following materials for board members to pick up as needed:
 - New member brochure
 - Calling cards

- Sections card
- Stationary (8-1/2 x 11)
- Note cards
- Refreshed identity cards for board name tags

Newsletter Editor – Nancy Kluver

- The September-October 2022 newsletter was posted online August 31 and went to the printer August 23. This issue included an invitation to the Fall Welcome and Scholarship Day luncheon as well as President Catherine Holtzclaw's column highlighting summer activities and looking at the busy season ahead.
- As always, the September-October issue included the names of our 67 scholarship recipients as well as information about the work of the Scholarship Committee. We also featured stories about UMWC's participation in the U of M's Age-Friendly University Day event in June and the art show in May.
- Section News was all about the year ahead, with information about upcoming events for the Movie, Art, Around the Campus and Out to Tea interest groups. Member Elizabeth Weber was the subject of our Online Extra story, and we remembered Tracy Moos, who died in June.
- The deadline for the November-December issue is October 14.

Directory Editor – Nancy Kluver for Dorothy Waltz

- The following UMWC 2022-23 Directory Annual Report from Dorothy was read.
- I requested that 450 copies be printed to be since we scrambled to find enough Directories last year due to more new members joining than we had expected.
- The 2022-2023 Directory was printed and mailed to 314 members early in the third week of August.
- Seventy copies were delivered to Diane Schweizer of the Membership Committee.
- Extra copies were delivered to President Catherine Holtzclaw, President-Elect Linda Boss, Past-President Susan Hopp, Membership Chair Georgia Heisserer, Records and Dues Treasurer Nancy Myers, Historian Liz Grimmer, Editor Dorothy Waltz, and a few other members.
- Directory costs were estimated to be \$2,400.00 for printing and binding, and \$250 for addressing and mailing.
- Thanks are due to all the officers, committee chairs, and section chairs who were so good about submitting information for the Directory, and carefully proofreading their material.
- Special thanks are due to Barb Burleigh and Nancy Kluver for their expert and detailed proof-reading of the complete Directory. Special thanks are also due to Nancy Myers for working so patiently with us to ensure accuracy in the Membership Listings. Additional thanks should go to Honorary Member Fred Waltz, who provided his usual technical expertise.
- Webmaster Connie Cundy updated the Directory information on our web site: umwc.umn.edu

Records and Dues Officer – Nancy Myers

Nancy stated that 66 of the 250 renewals are in and that is outstanding.

UMWC Records and Dues Report as of September 6, 2022

UMWC MEMBERSHIP

	FY 2019-20 @6/30/2020	FY 2020-21 @6/30/2021	FY 2021-22 @6/30/2022	FY 2022-23 @9/6/2022
TOTAL ACTIVE MEMBERS	353	301	313	66
Renewal	308	288	259	44
Resumed	-	-	9	0
New	34	11	39	6
Carryover	9	0	4	14
Complimentary	2	2	2	2
Deceased in current year	2	0	1	0
Deceased / Discontinued	43	64	34	-
TOTAL DUES COLLECTED	\$12,040	\$10,466	\$10,930	\$2,470

'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

- This year 2022-2023, the Scholarship Committee received 125 UMWC Financial Aid Scholarship applications and again, we were impressed with the quality of the applications and the intense desire of the students to have the opportunity to earn an education. UMWC was able to award 67 scholarships and 80% of the students received the full \$3500 award. There was a wide range of academic areas of study with major interests being Law, Sociology, Psychology, Nursing and Biology. Newer areas of interest were Anthropology, Speech Pathology and Sports Management.
- An interesting note this year is that the amount of scholarship money available for UMWC Scholarships was greater than the financial need by the UMN students. Rationale for this "reduced need" by the students had to do with many students already having "full scholarship packages" through other scholarship opportunities. Determination of financial aid at the OSF is made in June before the OSF receives all of the information from other scholarship sources that contributes to the UMN students' total package.
- I want to digress for a moment and review the scholarship process. The deadline for receiving the applications at the OSF was June 3rd. The OSF reviews the financial aid need for each student application. Those student applications that are eligible to receive financial aid are sent to the Scholarship Committee. This year it was 125 applications. We read and rate the applications based on the criteria established.
- Then I look at the Spending Plan provided by the UM Foundation who manages our 6 endowed funds for us at UMWC plus, I also add the 1-yr named scholarship fund monies available and the General UMWC fund donations. This year was an exceptional year monetarily.
- The total UMWC Scholarship Spending Plan for 2022-2023 was \$274,900. Last year it was \$191,500 and we gave 59 UMWC Scholarships last year. I looked at the money available - \$274,900 - and

thought we could possibly provide 78 full scholarships this year. The increase in the money available this year is in part due to the generous Ruth Vickroy Jones Endowed gift with \$92,000 available from this one fund alone for scholarships.

- The next step in this process is for me to send the names of the students to Nate at the OSF that we determined should receive a scholarship and I did send Nate (OSF) about 84 names. I received a return note from Nate telling me that I could only give 68 scholarships due to the reduced financial need by the students. As a Scholarship Committee, UMWC spent \$218,800 out of the \$274,900 available and banked or returned \$56,100 to the various UMWC Scholarship Funds. I strongly encourage increasing the UMWC Scholarship Award from \$3,500 to \$4,000. Even if the need is reduced again next year, the eligible scholarship recipients will benefit from the extra \$500 in their financial aid pkg.
- When asked why the UMWC could not award more scholarships, Georgia explained the process.
 - Scholarships are determined through financial determined through the FAFSA form.
 - Then PEL grants are awarded.
 - Then President's Scholarships are awarded.
 - The UMWC scholarship fills the gaps for applicants who still have financial need and are not at their limit for scholarship awards.
 - Applicants must meet the UMWC criteria which includes the following.
 - A GPA of 3.2.
 - Student must be a MN resident and attending school full time taking 12 credits.
 - Student must be attending Twin Cities campus or Rochester campus.
 - Student must have evidence of financial need.
 - UMWC could expand the prospect pool by lowering the GPA qualification. This could assist first generation scholars.
 - Committee will review criteria and partner with U of MN Student Financial Services to see if more can be awarded in the future.
- As a Scholarship Committee, we are indebted to our members and friends, to the UMN Foundation and to the OSF for all their assistance. The Scholarship Committee for 2022-2023 includes: Sue Gilbertson, Mary Johnson, Patricia Kirchner, Abby Marier, Joni Mitchell, Sue Nelson, Marilyn Olson, Margaret Rowser and Georgia Nygaard, Chairperson

Website Liaison – Sandy Gale for Connie Cundy

- The September-October newsletter was posted on the website and emailed to all members via Mailchimp.
Information on the Website was updated for the 2022-2023 Club year.
Information was posted and updated on the Quick Updates page on the website as requested.
- The Ad Hoc Technology Committee made the decision to postpone the Board decision to implement PayPal on the website until it has been further researched.
- Please refer to Quick Updates for new information, corrections, or updates and to 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!!

Tech Services Committee Report to the Board – Sandy Gale for Connie Cundy

- At the Special Board Meeting on May 2, 2022, the Board passed the motion that \$2000 was to be used to set up PayPal for online reservation registration. The committee's decision was based on the use of PayPal by UMRA and a general acceptance of PayPal. When it was discovered that UMRA was not going to use PayPal but was moving to Stripe, the committee decided not to go ahead with it. UMRA had various reasons for changing companies which could also apply to UMWC since the memberships are similar. PayPal changed the process to check out as a guest. It changed to require an account.
- The committee will continue to research a better solution and take time to reach a more considered decision. The Tech Services Committee asks tech savvy members to join the committee.

Sections Report

Out to Tea – Millie Woodbury

- The October Out to Tea section meeting, *All Things Tea – a Tour at the Minneapolis Institute of Art* - will be held on **Wednesday, October 5th** (not 14th) **at 1:00pm**.
 - The cost is just \$10 per person. Invite a friend and reserve your spot by mailing your check (payable to Millie Woodbury) to Millie by **September 20th**.
 - After the tour, join the group at the **French Meadow Bakery & Cafe** for conversation and tea.
- *Please note the changes (in bold type) made since the printing of the Directory.

Vagabonds – Barb Burleigh

Coffman experienced an increased amount of COVID cases, so the September Vagabonds presentation moves to Zoom

New Business

Report on insurance – Linda Boss

At the request of the President, Catherine, I looked into obtaining liability insurance for the UMWC. Currently, UMWC does not carry any insurance. The topic came up for discussion in 2017-18. At that time the Finance Committee considered the issue and decided against obtaining insurance. I contacted Cox Insurance Agency and obtained the following premium quotes good until October 3, 2022.

Directors and Officers:

The intent of the policy is to protect the organization and covered individuals from personal losses if they are sued as a result of serving as a director or officer of UMWC. It will cover costs of legal fees and other costs of defense and settlements up to the policy limits. It does not cover matters involving willful misconduct. \$1m of coverage for each claim. \$1m in the aggregate. Annual Premium: \$450

General Liability:

The intent of this policy is to protect the Club against third party property or bodily injury claims allegedly caused by the Club. It covers legal fees and costs and payouts if the Club is found legally liable. \$1m of coverage for each claim. \$2m in the aggregate. Annual Premium: \$400

Note: The Indemnity provision of our By-Laws requires the Club to carry D&O insurance. It states:

Section 7: Indemnity: UMWC shall indemnify and hold harmless any member of the Board of Directors and any Section Chair, or any member assisting or training in the work of the Board from any suit, damage, claim, judgement or liability arising out of, or asserted to arise out of, conduct of such person in her capacity as a Board member or officer except in cases involving willful misconduct. Indemnification provided under this Section shall comply with a follow the requirements as provided by statute. The Board of Directors shall have the responsibility to purchase or procure insurance for such purposes. (Emphasis added)

Note: Our Lease with the University of Minnesota requires the Club to carry general liability insurance.

MOTIONS

Linda Boss made a motion seconded by Nany Kluver that the UMWC purchase Non-profit Directors and Officer Liability Insurance for the Club to include \$1,000,000 of coverage for each claim and \$1,000,000 in the aggregate from West Bend Mutual Insurance Company through the locally owned Cox Insurance agency at a premium cost of \$450 for the year. Motion passed.

Linda Boss made a motion seconded by Diane Young that the UMWC purchase Commercial General Liability Insurance for the Club to include \$1,000,000 of coverage for each claim and \$2,000,000 in the aggregate from West Bend Mutual Insurance Company through the locally owned Cox Insurance agency at a premium cost of \$400 for the year. Motion passed.

- **Discussion:** A recommendation was made that since the expenditure is a budgeted item, the motions could be made for an ongoing expenditure rather than for just for one year. Since the premium may change or the company may change it was decided to retain the motion as stated and vote next year to continue the liability insurance.
- **Expenditure:** According to the motions above, the board approved the expenditure of \$850.

Adjournment – Linda Boss made a motion seconded by Georgia Nygaard to adjourn. Motion passed. Meeting adjourned at 11:00 a.m.

Respectfully Submitted: Bonnie Marten, Recording Secretary

Addendum

September 1, 2022

ATTN: Catherine Holtzclaw, UMWC President

CC: UMWC Board of Directors

I completed an audit of the University of Minnesota Women's Club financial statements and accounting records prepared by Joan Mitchell and Sue Madison, UMWC Co-Treasurers. The scope of my review included the Operations account and the Scholarship Fund account for fiscal year July 1, 2021 through June 30, 2022.

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 also is the Audit Notes associated with the audit for your reference.

Respectably Submitted,

Peggy Tang

UMWC Auditor