



Woman's Club of Palo Alto

Friendship, Self-Improvement, Community Involvement

Board Meeting Minutes September 6, 2017

Call to Order: 5:03p.m.

Present: Sue Krumbein, Carolyn Pierce, Carol Diamond, Cathy Kroymann, Lolly Osborne, Judy Creek, Lisa Sten, Margo Ogus, Mary Griffith, Annette Ross, Ellen Rosenblum, Jenny Stone

Absent: Meg Monroe

The June 7, 2017 minutes were approved.
The June 19, 2017 minutes were approved.

President's Report:

Sue stated that we must report to the members that some of the June 2018 construction budget was allocated into the 2017 budget.

The Minutes of the Board Meetings should be posted to the WCPA website.

We reviewed (from the Board Retreat):

1. Criteria for Board Decision Making
2. Ground Rules
3. Plan for Implementation

Caroline Willis's resignation from the Board was discussed. At the June 19, 2017 Special Board Meeting, Caroline objected to moving forward with the Summer 2017 construction project. A few days later, Caroline called Sue to resign from the Board.

Carolyn made a motion that we regretfully accept her resignation, Seconded by Judy, all in favor.

President Sue Krumbein polled other members of the Board, and it was decided to not replace Caroline Willis's Board position. We are now a Board of 13 members.

Committee Reports

Treasurer's Report: Cathy explained that our accountant, Jack Morton, will go through our books and officially close the fiscal year.

Cathy explained that the books for the 2016-2017 dues look a "little odd" because of the fact that some membership dues were deposited in May, and others were held for deposit in June. In the future we will deposit Membership dues in the year for which they are submitted. We almost covered our operating expenses with our Membership dues and other income. Most of the rentals income went to savings and the Building Construction project. The new House Manager, Marie Jo is a joy to work with; she is very detailed. At this point, we do not have all the invoices from Cody Brock regarding the construction project.

Club Days: Mary Griffith reported the Grand Opening would be Tuesday September 12, and the New Members Reception will be on Wednesday September 13. Mary complimented Sue K on her email to the 45+ women who head committees and groups.

Membership: Margo spoke of the New Member Reception on Wednesday 9/13; she explained the revised (from prior years) floor plan for the event - where new members will be oriented, and where committees will have their tables to entice women to new groups and committees. A skit will be performed at the beginning of the evening for all to enjoy. Margo encourages that the meeting be inclusive and also board members should connect and welcome the new members.

New member, Karen Kienzle is the Director of the Palo Alto Art Center. Karen is contributing six (6) free tickets to the Candlelight Cocktails event. Candlelight Cocktails, is the annual pre-sale and cocktail party in the Great Glass Pumpkin Patch, at the Art Center on Thursday, September 28th, 5.30 – 8.30 p.m. Sue and Mary agree to attend. Margo has created a list of other artists in the Club, such as: Terry McMahon, Adele Selzer and Kay Culpepper. Annette suggests that we offer an in-kind or like donation to reciprocate this offer.

We discussed WCPA membership: Three on the waitlist. We re-read the By Laws - "...shall be limited to 225 members." We do not count Honorary members in the total count. Currently we are 229, which includes six honorary members.

Margo spoke of membership being more than "attending a luncheon" - we want to encourage participatory, active membership! Carol suggested that we create a flyer / brochure for the Club and to aid recruitment. We may add a special "membership" email address to the website. We will look at the by-laws to review membership procedures, e.g. does a new member need to be interviewed, sponsored? Lisa put forth a motion to explore doing a paper brochure, Seconded by Sue, all in favor. Lisa would work on graphics, Annette would be the editor. Timeframe: not established.

House and Grounds: Wynne had sent her report earlier as she is out of town. It focused on Wilbur Property Management starting to provide our emergency services and the state of the Garden. Sue wants the Landscaping specialist to get going again, as the grounds don't look too good.

Website / Webmaster: We discussed that Donna Bohling had been the webmistress for the last eight years and we are now considering working with an outside source. A Webmaster named Andeas Winsberg has submitted an ongoing service agreement, after having completed some work for us in the near past. The agreement would be for three months, ten hours a month, at \$30.00 / hour. Judy put forth a motion to go forward with the Service Agreement, Seconded by Annette, all in favor. Kathy commented that some of his time could be charged to Rentals, and we discussed that Andreas could also help facilitate the option to do Membership renewals online. The agreement would start 9/6/17, and be re-evaluated at the November Board Meeting - we will then discuss extending the service until May 2018. Shelly and Sue will oversee Andreas.

Not-for-Profit Rentals: Judy noted that she has received three requests for not-for-profit (NFP) rentals, and she encouraged the Board to give her names of any groups we would like to offer a gratis rental to for the next year. Our commitment is to offer the Clubhouse four times a year to a not-for-profit group. We need to advertise this more to our members to expand our offerings of who receives this "gift." Judy presented her draft proposal regarding Not-for-Profit rentals. Judy put forth a motion to approve the NFP Program, seconded by Lolly, all in favor, with the addition of #5 in Eligibility: "The not-for-Profit group must be recommended by a member." The NFP rental must meet the following criteria: Monday - Thursday, NFP pays the caterer, NFP pays the insurance, WCPA pays for the house rental, and WCPA pays for the cleaning. Judy will create an application form for the NFP to state their basic information, and purpose of activity.

Currently there is one group waiting for a response. It is the Paly (Palo Alto High School) Boosters. They were recommended by Kathy Torgerson. The Paly Boosters would like to host their Holiday Boutique at the WCPA on Thursday November 30, 2017. Kathy put forth a motion to "provisionally approve" this NFP rental, seconded by Carolyn, all in favor if the Paly Boosters pass all rentals criteria. Sue would like to see their application.

Other: We discussed that all Board Members should read all the Bylaws. We may make some changes to the Bylaw's policies and procedures, but we will look more closely at them in the Spring of 2018.

Meeting adjourned at 7:00p.m.

**Next Meeting: Wednesday October 4, 2017
5:00pm at the Clubhouse.**

**Minutes prepared by:
Lisa Sten, Recording Secretary**