



Woman's Club of Palo Alto

Friendship, Self-Improvement, Community Involvement

Final Board Meeting Minutes October 4, 2017

Call to Order: 5:03p.m.

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

Absent: Carol Diamond

Meeting was called to order at 5:01 p.m.

Corrections to the September minutes were directed; Lisa will amend them and re-issue them to the Board.

With these changes Meg put forth a motion to approve the minutes it was seconded by Jenny, approved by all.

President's Report:

Sue commented that she appreciates all the help from the board and she's very grateful.

Sue noted that the September minutes should reflect that the board approved electronically on Wednesday August 23, that President Sue would send a weekly report of upcoming events at the Women's Club; this would be emailed every Sunday night. This email will replace the monthly newsletter. This format of communication was approved by all Board Members via email.

Treasurer's Report:

Cathy discussed our financial position, and noted that because we meet early in the month not all the numbers from the previous month are on the books; therefore the "books are not officially closed yet." In terms of finances and membership, six people had requested assistance for this year's membership. We discussed that Marie-Jo is awesome. Lolly commented that we should buy some forks and Nancy Alexander is working on that. Those

will be recorded in Kitchen Amenities, line 23. Janitorial, line 22, is where dollars spent for "Club Days" cleaning will be entered.

We discussed a \$350.00 invoice from the Palo Alto Chamber of Commerce. We discussed the pros and cons of membership, and ultimately reaffirmed the prior year's Board's decision to not join the Chamber of Commerce. We will uphold that decision this year as well.

Meg introduced the topic that we need a policy on what to do with the sales of The Club's Material assets, for example the trolley for the piano that was sold through Craigslist. Cathy put forth a motion, seconded by Ellen, approved by all, that we will create a "proceeds from sale of club's material assets" on our balance sheet.

The Summer 2017 remodel of the clubhouse is almost complete. There is a punch list that is being completed, and as a result we have not yet gotten the final bill. We reviewed the fact that the Board approved the final construction budget of \$414,901. Over the period of construction, there have been 7 change orders, including the most recent - a back flow preventer. Our current expenses with Cody Brock are \$413,100. Our cash reserves are higher than we'd anticipated.

We discussed Rentals and the new Lift to the stage. When we rent the club, the renter's agreement will include a statement that any cost to repair the lift will be charged to the renter's security deposit. The renter will be reminded that the lift cannot be used to move equipment, only people. Judy Creek will contact Shelley Sweet about this, and Meg Monroe will contact Marie-Jo Fremont, our House Manager. Cody Brock did a very good job on this project.

Committee Reports

Club Days: Mary presented her report. We had a successful club day with approximately 40 people attending with the speaker Amy (a club member) from Avenidas.

There will be an email that goes out the first of the month which will included an article on Club Days.

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Sue commented and we discussed that only one member is not on email to receive these email blasts.

Rentals Report: Mary presented the report. We are on track and in very good standing.

Not-for-Profit Rentals: Judy gave her report and noted that everything is going well. On November 30, the Paly Boosters will be hosting their holiday Boutique.

Membership: Margo gave her report - everything is going well, and as part of our By-Laws discussions, we will discuss the number of members in our membership.

New business

By-laws: We discussed the by-laws which codify our processes and establish how we do things. At this time, we have three areas we feel need to be changed:

- 1) The first is limits on membership - the current limit is based on a misunderstanding of the number of people who can be on site, per fire regulations.
- 2) The second is the size of the WC Board - it's logical to have an uneven number to avoid a tie vote.
- 3) The third is the operation of the Nominating Committee which must be clarified to move forward. Currently, nominating committees operate differently, depending on what they think they can do. The by-laws must clarify this procedure.

Another topic that came up involved honorary members and how they're selected. We'll address this as well, but not with the by-laws committee.

Sue moved that we send our request for three by-laws changes to the by-laws committee and ask them to present those to the membership by the January luncheon so they can go into effect. Mary seconded the motion. All were in favor.

Annual Report:

Annual Report: We agreed that a goal of board proceedings is to have greater transparency. Meg suggested that an annual report be published in June, with her report on the capital project as an interim report, to go out in November. Both reports could be available on the website. Sue reported that she had approached Christine Shambora about an annual report and she is

interested. Sue moved that we do an annual report. Judy seconded. All in favor.

WCCC (Women's Club Clubhouse Corps): Sue discussed the need to form a committee that knows how to operate all the systems in the clubhouse. That group will be made up of Sue Krumbein, Carol Lippert, Mary Griffith, Lolly Osborne, and Carolyn Pierce. This group will examine all systems, find files with information, and eventually create a binder that can be used by our House Manager to manage these systems.

Annette Ross moved that we formally organize the WCCC; Judy Creek seconded the motion; all voted in favor.

Holiday Party: We discussed the great success of the past Holiday Parties, and also chatted about the challenges of hosting a holiday party around the holidays (in addition to not having a "chair" this year to spearhead the party). We decided to try something different this year. Carolyn put forth the motion to have the party on 12/31/17, it was seconded by Sue K., and Annette will be in charge of coordinating and leading the party posse.

Meeting adjourned at 6:53p.m.

**Next Meeting: Wednesday November 1, 2017
5:00pm at the Clubhouse.**

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