



Woman's Club of Palo Alto

Friendship, Self-Improvement, Community Involvement

Board Meeting Minutes January 3, 2018

Call to Order: 5:01p.m.

Present: Sue Krumbein, Carolyn Pierce, Meg Monroe, Cathy Kroymann, Judy Creek, Lisa Sten, Margo Ogus, Ellen Rosenblum, Carol Diamond, Lolly Osborne, Annette Ross

Absent: Mary Griffith, Jenny Stone

We reviewed the minutes from the December meeting and Meg made a motion to approve the minutes, Judy seconded them and all were in favor.

Treasurer's Report:

Cathy gave her report and noted that the budget reflects some categories are over or under the budget. Part of the reason is that rentals are not as robust as expected, and the role of the house manager is more costly than expected. The Board discussed the effectiveness of Marie-Jo, the house manager and we are happy with her role and performance, we will continue to develop her job description as it has grown since we hired her. All-in-all the balance sheet is looking good.

We discussed the line item for Philanthropy Grants: Designated Donations for Philanthropy Grants are approximately \$7,000. Cathy will let the committee know the exact number when we close the books in March.

Finance Report:

Meg led us through her report. She explained that certain funds were reallocated based on not having used them. We reviewed and discussed the changes in expense allocations proposed for the remainder of Fiscal Year 2017-2018. A motion was put forward by Judy, seconded by Ellen, and approved by all to approve the Adjusted Budget for the remainder of FY 17-18.

We discussed and approved the reallocation of \$100 from the Sunshine budget line, into Philanthropy as is our policy when a member passes away (Marilyn Lavezzo).

Online Payments - Trial Period

Carolyn Pierce introduced the topic of using an online payment system for an upcoming event on February 13, 2018 when Katya Grineva, a pianist will perform at the Club. Using an online payment system will help us better understand attendance for this (and potentially other) event(s). Carolyn recommended TicketTailor as the vehicle for online payments. They charge a nominal monthly fee, and we will not be locked into any type of contract with TicketTailor. Other options for online payment were previously researched and TicketTailor is the best option at this time for the Woman's Club.

A motion was put forward by Meg, seconded by Judy and all were in favor to use TicketTailor for the February event and as an interim payment processing vehicle. The motion passed.

We discussed other ways that TicketTailor could potentially be utilized in the future. This could include: tickets for museum days, dues, ticketed Club events, gifts/donations, and rentals. We will explore an approval system in the future if we continue to use an online payment system. This would facilitate training with Marie-Jo and Andres the Webmaster, and a secure website, should it come to fruition.

A motion was put forward by Meg, seconded by Margo and all were in favor, to have a committee of Marie-Jo, Andreas, and Cathy Kroymann to explore developing a secure website.

Committee Reports

Digitizing Archives:

Margaret Feuer sent a report explaining that the Woman's Club joint application with the Palo Alto City Library to California Revealed has been accepted. The Woman's Club is one of 81 institutions that will have their archival materials digitized by the California State Library and then uploaded to their California Revealed website. That is great news! The digitization is expected to take about a year. A request was made to install locks on the Archival cabinets in the office. The locks will be paid for by the History Committee budget.

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President Sue Krumbein will discuss the cabinet lock project with Margaret and report back to the Board.

Not for Profit Rentals (NFP):

A local A Cappella group has requested the use of the Club House at a reduced or no cost "rental." Judy volunteered to connect with them to understand whether they are a 501c3 organization, and she will also explore whether the A Cappella group would be willing to have their event on a designated Club Day (thus not interfering with a potential rental). Judy will keep Sue informed.

By-Laws Report:

President Sue Krumbein reported on the proposed By-Law changes regarding Article V (Officers and Directors), Article VI (Executive Board) and Article XI (Nominations and Elections). Sue will send a Membership-wide email by 8pm on January 3, 2018 notifying the membership that these By-Law changes will be introduced by Julie Jerome at the January luncheon, and the membership will be asked to vote on the changes.

A motion was put forward by Meg, and seconded by Carol, and all were in favor to approve the changes as they are written.

Wilbur Properties Contract as Emergency Contact:

The Wilbur Properties contract is being re-evaluated by Marie-Jo, Wynne Furth (of House and Grounds), Shelley Sweet (of Rentals) and President Sue. The group will discuss pros and cons of the current contract, and will bring findings to the next Board meeting.

Nominating Committee:

Carolyn Pierce, First Vice-President, submitted a list of members who will be serving on the Nominating Committee to recruit next year's Board. This members of the Nominating Committee will be approved at the January luncheon. They are: Margo Ogus, Christine Shambora, Doris Sukkienicki, Kathy McMahon, Ellen Rosenblum. Alternates are: Jean MacDonell and Louise Rising. Annette put forward a motion to approve the members on the Nominating Committee, this was seconded by Cathy, and it was approved by all: the motion passed.

The New Year's Eve Party:

Congratulations were extended to Annette who spearheaded the party. Annette will sit with the committee and conduct a "post-mortem" to evaluate the successes and areas for improvements for the party. 110 people attended and it was a great success! We all agreed that the caterers were terrific, and we would love to host this party again.

Meeting adjourned at 6:55p.m.

**Next Meeting: Wednesday February 7, 2018
5:00pm at the Clubhouse.**

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