



AGENDA

BOARD MEETING Minutes Approved

May 2, 2018

FineMark National Bank & Trust, Boca Grande Room

800 Laurel Oak Drive, Naples

Present (21): Maria Lane, Sue Hester, Melissa McClayton, Annalinda Raggazzo, Maryanne Dignan, Marilyn Bartter, Susan Harris, Nancy Taylor, Gigi Stewart, Liz Winebrenner, Suzie Kountz, Joan Lewis, Mary Lou Swartz, Pat Frey, Sally Kellogg, Linda Cleveland, Denise Cazobon, Jane Stone, Karen Lutz, Charlene Barnette, Julie Wade.

Phone (2): Carol Fullerton, Kerry Riner.

Excused (1): Ronda Hill - out of the country

Charlene called the meeting to order at 9:31 AM

We went around the room stating name and position.

Board Orientation

President – Charlene Barnette

Charlene highlighted the items in our packet

- *Principles of Nonprofit Corporation Law*
- Duty of Care – minutes, clarifications, financial matters,
- Duty of Loyalty - confidentiality, CIC disclosures,
- Duty of Obedience – Bylaws, bringing forward new talent
- Board Responsibilities - Board Managers & Leaders
- Fiduciary Responsibilities

- Reviewed *Goals & Objectives*
- Board asked to read with our own job in mind to help craft vision for future planning
- Reviewed Handouts and Forms
- Board List – **update personal info**
- Board Composite of photos– **email another profile photo if you want it updated by Fall newsletter**
- Board Meeting Calendar
- Next meeting will be a conference call
- Decisions Requiring a Vote
- Whistleblower Policy
- Conflict of Interest Policy and Gift Policy – **need to sign, date and return**

TLC Executive Manager – Barrie Conley

Welcome, Barrie, who has been working with The League Club for two months.

- Office Hours: Mon, Wed, Thurs 9-12:00. Other times by appointment.
- Website – your e-mail is username, password can be reset.
- Member Directory and Resources are online. Barrie requests event and committee dates from all Board Members to place on TLC master calendar.
- Charlene needs to see all materials that are going out to the public, Barrie will proof as well. The goal is for all branded collateral and correspondence to be professional and consistent.
- We are allowed to update our member directory photos and contact information. Please limit submitting pictures from events to the few best; some will be culled for social media.
- Top quality letterhead available in the office
- Membership & PR “Step-up” brochures will be updated and stored in office.
- Thank you notes are available in office and more will be printed.
- New property manager requires tenant and guest parking passes that are available in the Manager’s office, first floor by elevator.

Treasurer – Karen Lutz

Karen highlighted the items pertaining to the Treasurer’s role in our packet

- ***Money Handling Guidelines***
- Tax Exempt Certificate will be renewed in September 2018

- Expense Reimbursement Form must be used when requesting personal reimbursements
- Last date to be reimbursed for any event cancellations is the last date to register
- We have a tax-exempt account with Office Depot and purchases will be charged The League Club
- Budget of \$99,600 is higher than last year with dues increase, increased office expenses, etc.
- Statement of Financial Position, Operating Income and Expense Budget vs. Actual, and Fundraiser Income and Expenses will be distributed each month
- There will be a lag of 3 - 4 weeks in reporting monthly financials

Board Orientation Concluded.

May Board Meeting

Charlene called the Board Meeting to order at 10:21 AM

I. President's Remarks – Charlene Barnette

Sincere welcome to a great new board with some returning members, some have been off and returned, and some new faces.
Last year was exceptional with its unexpected events.

II. Approval of Joint Board Minutes, April 4, 2018 – Julie Wade

Add date at Brambles, minutes of *March* meeting were approved
Moved to approve minutes as corrected – Jane Stone, 2nd Maria Lane,
passed unanimously

III. Treasurer's Financial Report – Karen Lutz

Be it resolved that Past President Elizabeth Winebrenner and Past Treasurer Mary Olson be removed as signers of all The League Club, Inc. bank accounts. Moved, Annalinda Ragazzo, 2nd Maryanne Dignan, passed unanimously

Be it resolved that the following League Club officers be appointed for (or continue as) signers of all The League Club Inc. bank accounts: Charlene Barnette, President, Georgean Stewart, President-Elect; Karen Lutz,

Treasurer; and Suzanne Kountz, Treasurer Elect. Moved by Jane Stone, 2nd Marilyn Bartter, passed unanimously.

Motion made by last year's Finance Committee to move the fundraising checking account and the fundraising money market fund from Iberia Bank to FineMark Bank. 2nd – Maria Lane; unanimously passed.

Karen Lutz moved that we accept the monthly Financial Reports; 2nd Annalinda Ragazzo; passed unanimously.

Operating Fund will be moved to Northern Trust.

IV. Active Agenda

1. Fundraiser – Jane Stone

- Charlene Barnette, Joan Lewis, and Jane Stone attended the St. Louis Children's Hospital Table Top fundraiser to view, learn how this nonprofit handles the event.
- Patrons' Party will be moved to Saturday, March 9 for the designers who wish to attend. James Farmer and FineMark are available. Denise Hadley is doing a great job distributing packets for designer acquisition team. Naples Illustrated has been contacted about pre-publicity. Great committee of over 70 members.

2. Development – Denise Cazobon

- Working on obtaining sponsors. FineMark will be sponsor the Patron Party. Speaker Sponsor has been secured. The Development Committee is also looking for more members to join them in their work.

3. CIC - Marilyn Bartter

- Excited about the amount coming for next year's funds.
- The calendar is being drafted;
- October 8 - Screening Committee will meet at FineMark;
- December 3 - Committee Orientation. At that session, the Collier Needs Assessment Survey will be presented by Eileen Connolly-Keesler, President/CEO Collier Foundation of Collier County, and Mary Beth Geier from the Shultz Family Foundation to give an overview of how residents view life in Collier County.
- Meetings will be held on Monday afternoons from Jan 7th – Feb 11th

- Briefcase Breakfast will be in early April
- Marilyn is following up with members who have expressed interest as CIC needs about 10 more committee members.
- First order of business is getting the RFP's out and screened by fall

4. Education – Maryanne Dignan

- November 8 - Windstar Country Club
- December 6 - Club Pelican Bay with choral group
- January - dependent on Speaker
- February 26 - Vote on CIC grants
- April 9 – Annual Meeting venue TBD
- May 7 or 9

A few speakers in the hopper for the year – excellent candidates

5. Events – Sue Hester

- 12 members on Committee
- June 13 - “We’re Timeless” at Timeless
- July 10 - “Bay of Plenty” at Bayside
- September 13 - “What’s Up? Potluck?” at home of Suzie Kountz
- October 30 - Welcome Back Party – Barbara Ledinsky helping at Hole in the Wall
- November 14 - “Bus Trip or Bust”
- December - No event
- January 22 - “January du Jour” – with guests, dinner and dancing at Naples Sailing & Yacht Club with ‘Latitude’ who do impersonations, i.e. Sonny & Cher
- February 13 - Girls Night Out “Silly Fillies” at Naples Therapeutic Riding Center
- March 28 – Wynwood Art Walks, Miami bus trip
- April 23 - “Sayonara Sail” Naples Princess Sunset Cruise

6. Endowment – Mary Lou Swartz

- 34 members responded with \$3,445 when paying dues
- Current Endowment Fund is \$184,439 which is managed by Community Foundation

7. Membership – Maria Lane

- Four (4) new members:
Joanna Magel, Susan Neal, Sandy Vasey, Paula Zipfel
- **Move that we accept these four women as new members: 2nd Karen Lutz, unanimous**
- Total number of members as of May 2 – 595
- **Move that we accept the resignation of 11 members in good standing; 2nd Marilyn Bartter; unanimously approved**
- Maria is exploring possible changes for new members welcome and orientation. Considering four events spread throughout the year.
- A member of CIC would like to be invited each event.

8. Newsletter - Nancy Taylor

- Communications: eBELLA is featuring the Briefcase Breakfast & CIC
- Newsletter: 3 printed newsletters planned this year:
 - September 30 for mid-October;
 - January 30 for 1st week-February;
 - June for TLC Annual Report

V. Other Business

- Pat Frey is responsible for ‘Thinking of You’ and ‘Get Well’ messages. Please inform her of correspondence needs.
- Hunger Summit event that TLC funded was held on Friday, April 27, with several members attending. The Summit funds were part of our 30th Anniversary Grant to Meals of Hope. The purpose was to bring service providers together to discuss common needs and goals.

VI. Adjournment at 11:12 AM

Moved by Maria Lane; 2nd Linda Cleveland, unanimously passed

Respectfully submitted,

Julie Wade