



## CHAPTER MEETING MINUTES

February 26, 2024  
Chapter House

Presiding: **Diane Mackin**, President  
Recording Secretary: **Billie Tolman**  
Parliamentarian: **Valerie Mercer**

**Diane Mackin:** Welcome and Call to Order

Presentation: Guest speaker, Mary T. Calhoon, Development Director of First Step House

**Billie Tolman**, Recording Secretary

**MOTION: I move to approve the minutes of the January 22, 2024, Regular Meeting.**  
PASSED

### Officers' Reports

#### **President Diane Mackin**

- Tickets for the Mountain Land Design fundraiser on February 29, 2024, are still available.

#### **President-Elect: Liz Quealy**

- The security system at the Chapter House is being modified so that there will be an audible alert (vs. the silent alert currently in place) when an alarm is triggered. More than one false alarm has been triggered recently; when security responds to a false alarm, the cost is \$50. For those members that have a key, please be certain that the building is unoccupied, and the lights are out before setting the alarm. If the alarm sounds while you are in the building, call the number on the console near the front door and report the false alarm. The password is "OSB".

#### **1<sup>st</sup> Vice President, Philanthropic Programs: Ana Facelli, Reporting**

- The Philanthropic Programs Committee needs assistance.

Marilyn Hildebrand, Reporting

- Operation School Bell needs more volunteers. Today, there are three members that share leadership responsibilities, but their tenures will expire in June. A sign-up sheet is being circulated for members that are interested in helping or assuming a leadership role to list their skills and interests.

#### **2<sup>nd</sup> Vice President, Community Relations: Lu Anne Lewis, no report**

**3<sup>rd</sup> Vice President, Member Services:** Debbie Wilkerson, Reporting

- The slate of proposed Board members for the 2024-25 fiscal year will be presented at the March Chapter meeting.
- The budget for the 2024-25 fiscal year will be announced at the March Chapter meeting.
- Volunteers are still needed to serve lunch at St. Vincent's on March 5 and March 19 from 11:00 to 1:00. Please contact Debbie if you can help.
- Nominations for the Ada Edwards Laughlin Award are due to Debbie by March 5, 2024. The award is given, when appropriate, to a member who quietly and consistently goes above and beyond to contribute to the success of the organization.

**Treasurer, Jackie Daniels,** Reporting

	<u>Current Year</u>	<u>Prior Year</u>
Total YTD Ordinary Revenue through 12/31/23	\$ 907,294	\$ 835,535
Total YTD Expense through 12/31/23	\$ 1,180,584	\$ 712,447
Net Ordinary Income	<b>\$ ( 273,290)</b>	<b>\$ (123,088)</b>
Thrift Shop Revenue for 06/01/2023 – 12/31/23	\$ 599,769	\$ 582,542
Thrift Shop Revenue for January 2024	\$ 68,940	\$ 67,635
Total Cash in Bank Accounts as of 01/31/24	\$ 1,098,706	\$ 1,244,181
Total Invested Assets as of 01/31/24	<u>\$ 540,590</u>	<u>\$ 498,870</u>
Total Cash plus Invested Assets	\$ 1,639,296	\$ 1,743,051

**Bylaws: Linda Stimpson,** Reporting

**MOTION: I move to revise Bylaws Article 5 Nominations and Elections, Section 5.01 Nominating Committee by replacing the last sentence "The Recording Secretary shall call the first meeting of the Nominating Committee" with "The previous year's Nominating Committee Chair shall call the first meeting of the Nominating Committee for the ensuing year."**

MOTION WILL REMAIN ON THE FLOOR FOR 30 DAYS FOR A VOTE BY THE MEMBERSHIP AT THE MARCH 18, 2024, CHAPTER MEETING.

**MOTION: I move to revise Bylaws Recording Secretary Article 6.07 by deleting (g) "Call the first meeting of the Nominating Committee."**

MOTION WILL REMAIN ON THE FLOOR FOR 30 DAYS FOR A VOTE BY THE MEMBERSHIP AT THE MARCH 18, 2024, CHAPTER MEETING.

**MOTION: I move to amend Bylaws 8.02(i) Thrift Shop by deleting "an Assistant Treasurer" after "composed of" and before "and members as deemed necessary to operate the Thrift Shop." Add "The Thrift Shop Chair shall oversee Thrift Shop operations in collaboration with the Thrift Shop Retail Manager." before "The Chair shall serve as a member of the House Operations Committee and the Finance Committee."**

MOTION WILL REMAIN ON THE FLOOR FOR 30 DAYS FOR A VOTE BY THE MEMBERSHIP AT THE MARCH 18, 2024, CHAPTER MEETING.

**MOTION:** I move to establish a Human Resource Appointive Standing Committee in the bylaws as follows:

After 8.03(g), add 8.03(h) Human Resources Committee. This committee shall be composed of the Chair and members as deemed necessary to serve in an advisory role to the Board and others. This committee shall assist with and/or oversee human resources activities, including recruitment of paid staff, compensation, performance evaluation, and employee/member relations. The President and President-Elect shall be members of this committee. The President shall serve as the committee representative to the Board.

MOTION WILL REMAIN ON THE FLOOR FOR 30 DAYS FOR A VOTE BY THE MEMBERSHIP AT THE MARCH 18, 2024, CHAPTER MEETING.

**Strategic Planning, Carol Coulter, No report**

**Technology: Ann Staples, No report**

**Thrift Shop: Trish Oba, Reporting**

- Members are challenged to recruit two new individuals to shop at the thrift store or to join the Assistance League.

Sandra Steinvoot, Chair of the Human Resources Committee, reporting

- Interviews were conducted, and an individual has been selected to be the Thrift Shop Retail Manager. She will be introduced to the members at the March Chapter meeting.

**Assistees: Kim Shemwell, No report**

**Consociates: Tiffany Hall, No report**

**New Business: None**

#### **Unfinished Business**

**MOTION:** (Finance Committee) *Motion placed on the floor at the January 22, 2024, Regular Meeting.*

**I move to transfer \$12,000 from Unallocated Program Expense to be used as follows:**

**\$9,000 Operation School Bell**

**\$3,000 Brighter Tomorrows**

**PASSED**

**MOTION:** (Finance Committee) *Motion placed on the floor at the January 22, 2024, Regular Meeting.*

**I move to increase the Capital Budget by \$20,000 to cover expected costs to replace four HVAC units, two on the Chapter House roof and two for the Thrift Shop.**

**PASSED**

**MOTION:** (Finance Committee) *Motion placed on the floor at the January 22, 2024, Regular Meeting*

**I move to increase the Operating Expense budget by \$25,000 to be used as follows:**

**\$ 3,000 Marketing and Branding**

**\$22,000 Maintenance and Repair/House Operations Budget**

**PASSED**

**MOTION:** (Finance Committee, Bylaws Committee) *Motion placed on the floor at the January 22, 2024, Regular Meeting*

**I move to revise Bylaws 10.08 Proposed Capital Expenditures:**

**“Expenditures for capital improvements and non-recurring operating expenditures over three thousand dollars (\$3,000) shall be put out to bid to three (3) reputable companies. Such expenditures shall be reviewed by the House Operations and Finance Committees before presentation to the Board and membership for approval.”**

**PASSED**

Adjourned

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**Diane Mackin, President**

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**Billie Tolman, Recording Secretary**

#### **Actions of the Board**

The following motions requiring board approval only were passed at the February 22, 2024, Board Meeting:

**MOTION: I move that Katie Voytovich become an Assistant Treasurer.**

**MOTION: I move to approve the Recording Secretary job description dated February 2024.**

**MOTION: I move to approve the Assisteens Liaison and Assisteens Coordinator job descriptions dated February 2024.**

**MOTION: I move to approve amended Assisteens Auxiliary Policies dated February 2024.**

Finance Policy

**MOTION: I move to delete Finance Policy IV. Expenditures:**

**B. Expenditures for capital improvements and non-recurring operating expenditures over three thousand dollars (\$3,000) shall be put out for bid to three (3) reputable companies.**

**C. Capital expenditures and non-recurring operating expenditures of over three thousand**

**dollars (\$3,000) proposed by a committee shall be reviewed by the House Operations Committee and Finance Committee before presentation to the Board and membership for approval.”**

**After A, insert**

**B. Guidelines for proposed capital expenditures can be found in Bylaws 10.08.**

