



**CHAPTER MEETING MINUTES  
OCTOBER 16, 2023  
CHAPTER HOUSE**

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

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

Recording Secretary, **Billie Tolman**

**MOTION:** I move to approve the minutes of the September 18, 2023, Chapter meeting.  
**MOTION PASSED**

**Officers' Reports**

President, **Diane Mackin**

President-Elect, **Liz Quealy**

1<sup>st</sup> Vice President Philanthropic Programs, **Ana Facelli**  
(Reporting: **Marilyn Hildebrand**, Operation School Bell)

- We're halfway through bagging clothes for Operation School Bell, but more help is needed. Meet at the Chapter House from 9:30 to 11:30 on Tuesdays, Wednesdays and Thursdays.
- Sketchers shoes will be provided to students at 25 to 30 schools. Volunteers are needed to help fill orders at the Sketchers shoe store located at 700 East and 2100 South. Please let Marilyn know if you can help. Time commitment is approximately an hour to an hour and a half. Dates have not yet been determined.

2<sup>nd</sup> Vice President Community Relations, **Lu Anne Lewis**

3<sup>rd</sup> Vice President Member Services, **Kathy Ogden**

- If you signed up for the charcuterie class and cannot attend, please notify Kathy so someone on the waiting list can attend.
- The annual Christmas luncheon will be held at the Epicure Restaurant in Ft. Union on December 11, 2023. The cost will be \$40 per person.

Treasurer, **Jackie Daniels**

	<u>Current Year</u>	<u>Prior Year</u>
Total YTD Ordinary Revenue through 09/30/23	\$ 353,274	\$ 383,492
Total YTD Expense through 09/30/23	\$ 660,516	\$ 459,285
Net Ordinary Income	<b>\$( 307, 242)</b>	<b>\$( 75,793)</b>
Thrift Shop Revenue for 06/01/2023 – 08/31/23	\$ 293,686	\$ 275,667
Thrift Shop Revenue for September 2023	\$ 81,695	\$ 74,714

Total Cash in Bank Accounts as of 09/30/23	\$ 1,039,601	\$ 1,026,926
Total Invested Assets as of 09/30/23	<u>\$ 490,743<sup>1</sup></u>	<u>\$ 437,914</u>
Total Cash plus Invested Assets	\$ 1,530,344	\$ 1,464,840

**MOTION from the Finance Committee (vote at the November 20, 2023, Chapter Meeting): I move to increase the Fiscal Year 2023-2024 Budget by \$215,000 to \$1,481,600. The increase would be distributed as follows:**

<b>Assistees Turning Compassion into Action</b>	<b>\$ 5,000</b>
<b>Brighter Tomorrows</b>	<b>\$ 5,000</b>
<b>Consociates Programs – various</b>	<b>\$ 40,000</b>
<b>Operation School Bell</b>	<b>\$ 20,000</b>
<b>Scholarship Program</b>	<b>\$125,000</b>
<b>Thrift Shop</b>	<b><u>\$ 20,000</u></b>
	<b>\$215,000</b>

Rationale:

- **Scholarship Program** – The original spending for scholarships was in June at the beginning of our fiscal year. The best time to fund scholarships is in the spring so that the schools have time to award scholarships and students can make plans. This year, we will make two payments – which we can well afford – and then be on track to provide scholarships again next spring.
- **Other Philanthropic Programs listed above** – All programs were asked if they could use any more money and the above programs estimated amounts that they could put to good use.
- **Thrift Shop** – would like to have more money available to increase the hours of contracted workers. They will probably not need \$20,000 but have not yet calculated the actual amount needed at the time of the Finance committee meeting. The Thrift Shop is our largest source of revenue (about 64%), and we would like to give it and our members who work there all the help that they need.

**MOTION from the Finance Committee: I move to transfer \$2,600 in allocated funds from the Technology budget to the Marketing and Branding budget.**

**Rationale:** The Marketing and Branding Committee shall manage the Social Media budget that had previously been managed by the Technology Committee.

**MOTION PASSED**

**Standing Committees Reports**

**Bylaws, Linda Stimpson**

**MOTION from the Board (vote at the November 20, 2023, Chapter Meeting): I move to approve the revisions to the Bylaws as accepted and advanced by the Board (see attached).**

**MOTION from the Board: I move to approve the revisions to the Standing Rules as accepted and advanced by the board (see attached).**

**MOTION PASSED**

**MOTION from the floor: I move to conduct a straw poll of those members in favor of eliminating Standing Rule 1.01 (e) 3.**

**MOTION PASSED**

**MOTION from the floor: I move to refer Standing Rule 1.01 (e) 3 to the Bylaws committee for possible deletion.**

**MOTION PASSED**

**MOTION from Finance (vote at the November 20, 2023, Chapter Meeting): I move to add Bylaws Article 10 Finance 10.09 Contracts: "The President and Recording Secretary shall sign all contracts for the corporation in advance of any payment."**

**Rationale:** This requirement was previously included in the Finance Policies. Making it a bylaw requirement ensures the action.

Strategic Planning, **Carol Coulter**, no report

Technology, **Ann Staples**, no report

Thrift Shop, **Trish Oba**

- Volunteers are needed on the Sunday team at the thrift shop from 10:00 a.m. to 11:30 a.m. Please contact Trish if you are able to help.
- The thrift shop needs good quality purses.
- The thrift shop needs paper bags and boxes.

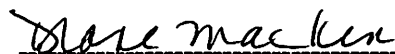
Assistees, **Kim Shemwell**, no report

Consociates, **Tiffany Hall**

Unfinished Business - none

New Business

- Debbie Wilkerson, Chair of the Nominating Committee, is soliciting nominations for the following Board positions for the 2023-2024 fiscal year: President-Elect, 1<sup>st</sup> Vice President, Philanthropic Programs; 2<sup>nd</sup> Vice President, Community Relations; Bylaws Chair; Strategic Planning Chair; Thrift Shop Chair, Assistees (Chapter/Auxiliary Liaison) Job descriptions can be found on ALSLC website.



Diane Mackin, President

  
Billie Tolman, Recording Secretary

## **Actions of the Board**

**MOTION:** I move to adopt the consolidated Consociates Philanthropic Policy, which includes Assault Survivor Kits® and Baby Bundles.

**MOTION PASSED**

**MOTION:** from the Board officers and the Elective Standing Committee Chairs: I move to accept and advance the revisions to the Assistance League of Salt Lake City Bylaws for membership vote as follows: (Notice, vote on November 20, 2023, Regular Meeting)

**(a)**

1. Delete in Article 6.08(l) Treasurer “the First and other” but retain Assistant Treasurers.
2. Delete in Article 8.01(i) Thrift Shop “the First” and replace with “an” Assistant Treasurer.
3. Delete in Article 8.03(f)(1) Finance Committee, Finance “First and other” but retain remaining wording regarding Assistant Treasurers.”
4. Delete Article 8.03(f)(2) First Assistant Treasurer and “The First Assistant Treasurer” and replace it with “One Assistant Treasurer shall assist the Treasurer and record Thrift Shop finances and serve as a member of the Finance Committee and the Thrift Shop Committee” as part of the preceding Article.

**(b)**

Revise ALSLC chapter bylaws to remove references to National Assistance League’s bylaws, policies, procedures and standards in Article 2.02(g) and 11.02(a).

1. Article 2.02 will read: This organization shall support the purpose of National Assistance League.
2. The last sentence in Article 11.02(a) will read: Auxiliary policies and standards shall not conflict with the bylaws, policies, procedures, and standards of the chapter.

**(c)**

Revise Articles 4.07 and 9.03, Conduct of Meetings, delete: “including through the use of” and replace with “including but not limited to electronic meetings.”

**(d)**

Revise Bylaws 5.02 Assisteens Board member’s title: delete Assisteens Chapter/Auxiliary Liaison: replace with *Assisteens Liaison*.

**(e)**

Add Bylaws Article 10 Dues and Fees add: “10.02 Dues are nonrefundable, except as deemed necessary after a failed background check.”

**MOTION:** from the Board officers and the Elective Standing Committee Chairs: I move to accept and advance the revisions to the Assistance League of Salt Lake City Standing Rules to the membership for consideration: (Vote October 16, 2023, Regular Meeting).

Revise ALSLC Chapter Standing Rules to remove redundant information included in Bylaws and the Finance Policy.

- a. Revise Standing Rule 2.02 Absence by including "Recording" before Secretary.
- b. Revise Standing Rule 3.05 Procedure Books by adding "or electronic files" before and present to a successor at end of term.
- c. Revise Standing Rule 4.01 by replacing "name" with "Salt Lake City."
- d. Revise Standing Rule 5.01 by replacing "name" with "Salt Lake City."
- e. Delete 5.04 Evaluation "The membership shall evaluate each fundraising activity or event at a minimum of every two years."
- f. Delete Article 6.01 Leadership Connection Registration and 6.03 Assisteens Conference Registration.
- g. Delete Article 6.01 Leadership Connection Registration and 6.03 Assisteens Conference Registration.
- h. Delete Finance Article 6.02 Proposed Expenditure and 6.05 Proposed Capital Expenditure.
- i. Delete Finance Article 6.04 Reimbursement Procedure.
- j. Delete Finance Article 6.06 (a) through (e) Travel and Education Expense Reimbursement: add "Article 6.06 Reimbursement for approved travel, meetings and training shall be in accordance with Assistance League's Finance Policy."

### **2023-204 Chapter Calendar**

#### **November 2023**

November 12	Holladay Interfaith Gratitude Service, St. Vincent de Paul Church, 7:00 p.m.
November 15	Assisteens, Chapter House 6:00 p.m.
November 16	Board Meeting, Chapter House, 9:30 a.m.
November 20	Chapter Meeting, Chapter House, 10:00 a.m.
November 29	Consociates, Chapter House 5:00 p.m.

#### **December 2023**

No Meetings	
December 6	Assisteens
December 11	Holiday Luncheon, Epicure Restaurant

#### **January 2024**

January 10	Assisteens, Chapter House 6:00 p.m.
January 15	Board Reports Due
January 18	Board Meeting, Chapter House 9:30 a.m.
January 22	Chapter Meeting, Chapter House 10:00 a.m.
January 24	Consociates, Chapter House 5:00 p.m.

February 2024

February 14 Assisteens, Chapter House 6:00 p.m.  
February 19 Board Reports Due  
February 22 Board Meeting, Chapter House 9:30 a.m.  
February 26 Chapter Meeting, Chapter House 10:00 a.m.  
February 28 Consociates, Chapter House 5:00 p.m.

March 2024

March 11 Board Reports Due  
March 20 Assisteens, Chapter House 6:00 p.m.  
March 14 Board Meeting, Chapter House 9:30 a.m.  
March 18 Chapter Meeting, Chapter House 10:00 a.m.  
March 27 Consociates, Chapter House 5:00 p.m.

April 2024

April 8 Board Reports Due  
April 10 Assisteens, Chapter House 6:00 p.m.  
April 11 Board Meeting, Chapter House 9:30 a.m.  
April 15 Chapter Meeting, Chapter House, 10:00 a.m.  
April 24 Consociates, Chapter House 5:00 p.m.

May 2024

May 8 Assisteens  
May 13 Board Reports Due  
May 16 Joint Board Meeting TBD  
May 20 Annual Meeting TBD  
May 22 Consociates, Chapter House 5:00 p.m.