

**Assistance League of Salt Lake City**

**REGULAR MEETING**

**VIA TELECONFERENCE at 351-888-7501**

**March 15, 2021**

**MINUTES**

Presiding: **Linda Stimpson,** President

Recording Secretary, **Alisa Parks**

Parliamentarian, **Carol Coulter**

**ANNOUNCEMENT**: With concern for the health and safety of our membership and taking into account Coronavirus guidelines, the Assistance League’s chapter’s Regular Meeting will be held via teleconference call.

Conference Call Host**: Barbara Engen,** Technology Chairman

* Confirmed teleconference attendees.
* Noted Teleconference is being recorded.

President, **Linda Stimpson** – Call to Order

**Introduction of New Members/Guests** – **Kathy Topolovec** introduced herself.

**Linda** asked for a Change of Order due to the number of Motions.There were no objections.

 **Standing Committee Reports**

Bylaws**, Shireen Mooers** – **Report**

From Bylaws Committee:

**MOTION: I move to amend Bylaws Article 5 Nominations and Elections. In Section 5.02 Slate Delete “Third Vice President/Membership” and Insert Third Vice President/Member Services.**

**Delete “Education”.**

Rationale: Member Services Chairman replaces former Membership Chairman. Education Chairman is eliminated due to the merger of Education/Membership committees.

**MOTION PASSED UNAMIOUSLY**

**MOTION: I move to amend Bylaws Article 6 Officers and Their Duties, Section 6.05 Third Vice President/Membership. Delete 6.05 Third Vice President/Membership and all text that follows in a) through (g). Replace entire Section 6.05 with:**

**6.05** **Third Vice President/Member Services.** The Third Vice President shall:

 **(a)** Be Chairman of the Member Services Committee;

 **(b)** Be a member of the Member Services committees;

 **(c)** Report at meetings of the Board and membership;

**(d)** Appoint, with Board approval: Chairs of the Member Services committees; the Mentor Coordinator; the Corresponding Secretary; the Volunteer Hours Recorder; the Roster and Dues Administrator; and the Chapter Newsletter Editor.

Rationale: Third Vice President duties revised due to Education and Membership Committees merging.
**MOTION PASSED UNAMIOUSLY**

**MOTION: I move to amend Bylaws Article 8 Standing and Special Committees.**

**Delete in Section 8.02 Elective Standing Committees, (e) Education, and its entire paragraph.**

**Delete in Section 8.03 Appointive Standing Committees, (g) Education Committees, including**

**entire paragraph text that follows (1) Orientation, (2) Newsletter, and (3) Mentors.**

Rationale: Education Committees are eliminated; the duties move to new Member Services Committees.

**MOTION PASSED UNAMIOUSLY**

**MOTION: I move to amend Article 8 Standing and Special Committees, 8.02 Elective Standing Committees. Delete: “(c) Membership” and its entire paragraph. Replace (c) text with:**

**(c) Member Services**. The Third Vice President/Member Services shall be Chairman of this committee. This committee shall be composed of the Chairs of the Member Services committees, Mentor Program Coordinator, Corresponding Secretary, Volunteer Hours Recorder, Roster and Dues Administrator, Chapter Newsletter Editor, and members as deemed necessary to: support membership stability, recruitment  and growth; maintain membership standards as prescribed in Chapter and National Assistance League bylaws and policies; provide training and education, and plan social events and activities for chapter members; and prepare and distribute the chapter newsletter.

Rationale: Revisions necessary due to merging of Education and Membership Committees.
**MOTION PASSED UNAMIOUSLY**

**MOTION: Amend Article 8 Standing and Special Committees, 8.03 Appointive Standing Committees. Delete (d) Membership Committees and entire text (1) through (6). Replace (d) with:**

**(d) Member Services Committees.**

 **(1) Events and Education.** This committee shall be composed of the Chair and members as deemed necessary to plan member education and social events and activities, including regular meeting speakers, luncheons, and the annual meeting.

 **(2) New Member Orientation.** This committee shall be composed of the Chair, a Mentor Program Coordinator, and members as deemed necessary to orient and process prospective and new members, educate them regarding Chapter and National Assistance League practices and programs, promote new members’ committee participation, and conduct a mentor program which pairs new members with chapter mentors as requested.

 **(3) Corresponding Secretary.** The Corresponding Secretary shall write chapter social correspondence.

 **(4) Volunteer Hours Recorder.** The Volunteer Hours Recorder shall record and report member and community volunteer hours and report annual total hours to the President by the end of the fiscal year.

 **(5) Roster and Dues Administrator.** The Roster and Dues Administrator shall: prepare and distribute a member directory; collect dues; initiate background checks; maintain member information, including auxiliaries, on Chapter Hub; submit to the Treasurer and Third Vice President/Member Services updated membership reports on or before June 1 and throughout the fiscal year as necessary; and update chapter Board positions within thirty (30) days of their election.

 (**6) Chapter Newsletter Editor.** The Chapter Newsletter Editor shall prepare and distribute a newsletter of chapter activity, providing information on topics of interest to all members.

Rationale: Revisions necessary due to merger of Education and Membership Committees.
**MOTION PASSED UNAMIOUSLY**

**Officers’ Reports**

Recording Secretary **Alisa Parks**

* Minutes from the February 22, 2021, Regular Meeting have been read and approved. They are posted on the Chapter House bulletin board and ALSLC website.

President, **Linda Stimpson** – **Report**

* Work is proceeding on the Annual and Joint Board Meetings in May.

President Elect **Heidi Makowski** – **Report**

* Thermostat in kitchen area is being worked on this week.

1st V.P. Philanthropic Programs, **Barb Slater** – **Report**

* 2,000 books delivered to Head Start Program
* 450 books delivered to Early Start Program in Salt Lake City School District
* 500 weekend food kits were delivered to elementary schools

2nd V.P. Resource Development, **Geri Mineau** – **Report**

* Mountain Land Fundraiser Virtual Event March 24 – April 8
* Donations can be made online if you do not want to take a cooking class.

3rd V.P. Membership, **Ana Facelli** – **Report**

* Dues Reminder and a request for volunteers to turn in their hours.
* Ada Edwards Laughlin Nominations
* Annual Meeting on May 17th will be at the Cottonwood Country Club. More info to come.

4th V.P. Communications, **Valerie Mercer** – **Report**

* **Lynda Larsen** estimated 1,000 books for children and adults were collected. The books are being sorted and will be distributed. Donated books were collected by King’s English Bookshop and at the Thrift Store.

Treasurer, **Jackie Daniels – Report**

Unexpected grant income this year has really helped our financial position. In addition, income from the Thrift Shop continues to increase and aid our programs.

Current Year Prior Year

Total YTD Ordinary Revenue through 02/28/21 $738,565 $726,748

Total YTD Expense through 02/28/21 $635,716 $746,592

Net Ordinary Income $102,849 ($ 19,844)

Thrift Shop Income for 06/01/2020 – 02/28/21 $375,428 $509,694

Thrift Shop Income for February 2021 $ 43,008 $ 48,870

Total Cash in Bank Accounts as of 02/28/21 $ 850,850 $796,396

Total Invested Assets as of 12/31/20 $ 496,065 $410,065

Total Cash plus Invested Assets $1,346,915

Finance Committee Chair, **Liz Quealy – Report**

* Members were given a link to the 2021-2022 Annual Budget prior to this meeting.
* The 2021-2022 Annual Budget was reviewed, and members’ questions were answered.

From Finance Committee

**Motion: I move to adopt a 2021-2022 revenue budget of $819,700 and a 2021-2022 total operating budget of $925,231**.

Rationale: This budgetincludes a planned deficit of $105,531. The money to cover this deficit will be taken from our reserves.

Board Passed 03-11-2021, Placed on Floor 03-15-2021, Members Vote 04-19-2021

**Motion: I move to approve a total Capital Expenditure budget of $128,000 and Capital Equipment budget of $5,000 for Fiscal Year 2021-2022.**

Rationale: The Capital Expenditure budget includes $90,000 reserved for elevator replacement/ refurbishment if needed.

Board Passed 03-11-2021, Placed on Floor 03-15-2021, Members Vote 04-19-2021

**Standing Committee Reports**

Thrift Shop Chairman, **LynnMarie Cooper** – **Report**

* An email will be coming out from Thrift Shop regarding training for all current and returning volunteers.
* Safety protocols including wearing masks, hand sanitizing, limiting number of customers in the shop at one time will continue.

Education Chairman**,** **Lynda Larsen** – **No Report**

Strategic Planning Chairman, **Ranae Pierce** – **Report**

* The survey of agencies who participate in the Brighter Tomorrows Program was officially activated.

Chapter/Auxiliary Liaison, **Randi Sager** – **Report**

* 91 Bunny Baskets were assembled, and 400 Book Bank labels applied at the last meeting.

Consociates Chairman, **Antonia White** – **Report**

* Consociates assembled 100 Baby Bundles and 50 Assault Survivor Kits this month.
* Nominations for the Consociates’ 2021-2022 governing body presented at Consociates’ February meeting. The slate will be voted on at Consociates’ March meeting.
* Women of Distinction Event will be held September 18, 2021 at the Cottonwood County Club.

**Unfinished Business**

**New Business - Alisa Parks**, Nominating Committee Chair

From Nominating Committee

**MOTION**: In accordance with Article 5 Nominations and Elections, 5.02 and 5.03 of the bylaws of the Assistance League of Salt Lake City, I move the following slate of nominees for the 2021-2022 Board of Directors be approved:

**President Heidi Makowski**

**President-Elect Debra Wilkerson**

**First Vice President, Philanthropic Programs Barb Slater**

**Second Vice President, Resource Development Geri Mineau**

**Third Vice President, Member Services Kathy Shand**

**Fourth Vice President, Communications OPEN**

**Secretary Kathy Ogden**

**Treasurer Liz Quealy**

**Bylaws Chairman Shireen Mooers**

**Strategic Planning Chairman Ranae Pierce**

**Technology Chairman OPEN**

**Thrift Shop Chairman LynnMarie Cooper**

**Chapter/Auxiliary Liaison Randi Sager**

**Voting Delegates to National Conference Heidi Makowski**

 **Debra Wilkerson**

**Alternate Delegates to National Conference Kathy Shand**

 **Lynda Larsen**

Statement of Petition Process;

Bylaws Article 5 Nominations and Elections 5.03 Petition Process. Ten percent (10%) or more of chapter members eligible to vote may nominate, by signed petition, an additional nominee for an office on the Board, or for a delegate or alternate, by mailing such petition together with the written consent of the nominee to the Secretary at least ten (10) days prior to the election meeting. No member shall sign more than one (1) nominating petition in a year.

Nominating Committee

**Alisa Parks**-Chair, **Mary Black, Marilyn Hildebrand, Trish Oba, Randi Sager, Antonia White, Debra Wilkerson**

**Note-** this motion was not presented to or voted on by the Board per Bylaws.

**Adjournment** 11:09

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_**

Alisa Parks, Recording Secretary DateLinda Stimpson, PresidentDate

**Chapter Calendar as of March 15, 2021**

**March 2021**

24th Consociates 6:00 p.m. via Zoom – Contact Antonia White for link

**April 2021**

10th Assisteens 6:00 p.m. Chapter House (tentative depending on COVID-19 risk level)

15th Board Meeting 10:00 a.m. Chapter House

19th Regular Meeting 10:00 a.m. via teleconference

28th Consociates 6:00 p.m. via Zoom – Contact Antonia White for link

**May 2021**

13th Joint Board Meeting 10:00 a.m. TBD

17th Annual Meeting 10:00 a.m.

26th Consociates 6:00 p.m. via Zoom – Contact Antonia White for link

**September 2021**

18th Karen S. Johnson Woman of Distinction Luncheon Cottonwood Country Club