

Posted 3-8-21 ay



**Assistance League of Salt Lake City
REGULAR MEETING
VIA TELECONFERENCE at 351-888-7501
February 22, 2021
MINUTES**

Presiding: **Heidi Makowski**, President-Elect
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: **John Sager**, Technology Specialist

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

President Elect, **Heidi Makowski** – Call to Order

Introduction of New Members/Guests

Heidi asked for a Change of Order due to the number of Motions.

Change of Order- no objections

Standing Committee Reports

Bylaws, **Shireen Mooers** – Report
From Bylaws Committee:

MOTION: I move to amend Standing Rules 1.05 Procedures for Change of Classification and Resignation.

Delete in (a) and (b) “Membership” and replace with “Member Services”

Amended Standing Rules 1.05 shall read:

- (a) A request for change in membership classification, resignation, or reinstatement shall be submitted in writing to the Member Services Committee;
- (b) Resignation shall be effective when accepted by the Member Services Committee;

Rationale: Member Services Committee replaces former Membership Committee.

MOTION PASSED UNANIMOUSLY

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.

(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.

Officers' Reports

Recording Secretary **Alisa Parks**

- Minutes from the January 25, 2021, Regular Meeting have been read and approved. They are posted on the Chapter House bulletin board and ALSLC website.

President, **Linda Stimpson**

- Drafted Consent regarding Photographs for Members and Non-Members to eliminate confusion and an annual photo consent requirement. Ana Facelli, Lynda Larsen, Heidi Makowski, Val Mercer, Shireen Mooers, and Antonia White assisted with revisions. Other than minor revisions to the Non-Member form, Ana Facelli translated the form into Spanish using legal terminology more customary to native Spanish speakers. See attachments at the end of the minutes.

President Elect **Heidi Makowski**

- Thanked the Strategic Planning Committee for sending out Valentines to Chapter Members.
- Read an excerpt from a letter sent to Operation Healthy Teeth thanking OHT, especially **Lois Hannert**, and Dr. Bryan Christensen, who went the extra mile to secure dental surgery for a student.

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: 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: 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: 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.

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

- Marilyn Hildebrand has agreed to lead Book Bank following the reinstatement of this program's budget.
- OSB received information from schools that food is the best way to help children now. "Weekend kits" were assembled and delivered curbside to the following elementary schools: Olene Walker 200 bags, Stansbury 150 bags, and Farnsworth 150 bags. The kits cost about \$5.00 each and contain food items to ensure the child has food for the weekend. Drivers to deliver the bags are needed. Please contact **Barb** if you can help.

2nd V.P. Resource Development, **Geri Mineau – No Update**

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

- **Lynda Larsen** reminded members their Annual Dues are due March 1, 2021, and become delinquent after the April chapter meeting.

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

- **Lynda Larsen** stated the Book Drive for children and adults will run from 02/20/2021 through 03/06/2021. Book donations can be dropped off at King's English Bookshop, the Thrift Shop or in the bin provided in OSB.

Treasurer, **Jackie Daniels – Report**

	<u>Current Year</u>	<u>Prior Year</u>
Total YTD Ordinary Revenue through 01/31/21	\$683,408	\$673,583
Total YTD Expense through 01/31/21	\$586,180	\$712,076
Net Ordinary Income	\$ 97,228	(\$ 38,493)
Thrift Shop Income for 06/01/2020 – 01/31/21	\$332,420	\$460,823
Thrift Shop Income for January 2021	\$ 53,365	\$ 55,777
Total Cash in Bank Accounts as of 01/31/21	\$ 838,066	\$768,653
Total Invested Assets as of 12/31/20	\$ 485,276	\$ 431,821

Thrift Shop Chairman, **LynnMarie Cooper**

- Income has been about \$2,500 a day. Many new and younger customers due to social media. Help is needed to evaluate a large stamp collection that was donated. Please contact **LynnMarie** or **Trish Oba** if you can assist with this project.
- Donated broken jewelry is melted down, and the money goes into the Thrift Shop revenues.

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

Strategic Planning Chairman, **Ranae Pierce – No Update**

Assistees/Chapter Auxiliary Liaison, **Randi Sager – No Update**

Consociates Chairman, **Antonia White**

- The annual Karen S. Johnson Woman of Distinction luncheon will take place on September 18th at the Cottonwood Country Club.

Unfinished Business

New Business

Adjournment 10:42 a.m.

Alisa Parks 3-8-21
Alisa Parks, Recording Secretary Date

Linda Stimpson 3-8-2021
Linda Stimpson, President Date

MOTIONS

Actions of the Board

Passed Board February 18, 2021
No Member Vote Needed

From Bylaws Committee:

MOTION: I move to approve the Mentor Policy Revised February 2021 as attached.

Rationale: Mentor Coordinator will now serve under New Member Orientation Committee.

MOTION: I move to approve the Chapter Newsletter Policy Revised February 2021 as attached.

Rationale: Chapter Newsletter Editor will now serve under Member Services Committee.

MOTION: I move to approve the Social Media Policy Revised February 2021, as attached.

Rationale: Revises policy as instructed by Board January 2021. Decreases photo consent form confusion; eliminates signing of Social Media Policy and Consent Regarding Photography annually.

MOTION: I move to approve the Finance Policies Revised February 2021, as attached.

Rationale: Revises the policy as instructed by Board per January 2021 to delete line V. E.; improve the ability to respond to changing revenue and expense needs.

MOTION: I move to approve the amended Policies of Consociates Auxiliary as attached.

Rationale: Incorporates conforming amendments from National Assistance League for 2020-2021.

Consociates Auxiliary members approved the amendments January 27.

MOTION: I move to approve the following Job Descriptions dated February 2021 as attached:

Third Vice President - Member Services Chairman, Events and Education Chair, New Member Orientation Chair.

Rationale: New job descriptions needed due to the merger of Education and Membership committees.

MOTION: I move to approve the following Job Descriptions revised February 2021, as attached:

Mentor Coordinator, Corresponding Secretary, Volunteer Hours Recorder, Roster and Dues Administrator, Chapter Newsletter Editor.

Rationale: Revisions necessary due to the merger of the Education and Membership Committees.

From Consociates Auxiliary:

MOTION: I move to amend Policies of Consociates Auxiliary Article 5 Nominations and Elections, Section 5.02 Slate.

Delete “Recording Secretary” and “Corresponding Secretary”. Replace with “Secretary”.
Rationale: Secretary to replace both the Recording Secretary and Corresponding Secretary.

MOTION: I move to amend Policies of Consociates Auxiliary Article 6 Officers and their Duties. Delete Section 6.06 Corresponding Secretary and text that follows in (a).

Delete Section 6.07 Recording Secretary and all text that follows in (a), (b), and (c).

Insert, after 6.05, newly renumbered Section 6.06 with following text:

6.06 Secretary. The Secretary shall:

a. Record the minutes of the governing body and regular meetings and permanently maintain the original minutes;

b. Be custodian of the records of the auxiliary, excluding financial records;

c. Send to the chapter within ten (10) days after their election, a list of the names and addresses of members of the governing body; and

d. Send correspondence, thank you notes and acknowledgements, as directed by the governing body.”

Rationale: Secretary to replace both the Recording Secretary and Corresponding Secretary.

MOTION: I move to amend Policies of Consociates Auxiliary. Delete in Sections 5.01, 5.03, 5.04, and 9.06, “Recording Secretary” and replace with “Secretary”.

Rationale: Secretary to replace the Recording Secretary in all places it appears.

MOTIONS

Passed Board February 18, 2021

Members Voted February 22, 2021

From Bylaws Committee:

MOTION: I move to amend Standing Rules 1.05 Procedures for Change of Classification and Resignation.

Delete in (a) and (b) “Membership” and replace with “Member Services”

Amended Standing Rules 1.05 shall read:

(a) A request for change in membership classification, resignation, or reinstatement shall be submitted in writing to the Member Services Committee;

(b) Resignation shall be effective when accepted by the Member Services Committee;

Rationale: Member Services Committee replaces former Membership Committee.

MOTION PASSED UNANIMOUSLY

MOTIONS PLACED ON THE FLOOR

Passed Board February 18, 2021

Placed on the Floor February 22, 2021

Members Vote March 15, 2021

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: 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:

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- (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: 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.

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(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: 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.

Chapter Calendar as of February 22, 2021

February 2021

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

March 2021

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

11th Board Meeting 10:00 a.m. Chapter House

15th Regular Meeting 10:00 a.m. via teleconference

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. TBD

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