

GFWC Kentucky Federation of Women's Clubs



OFFICIAL CALL KFWC Board of Directors Special Meeting

March 3, 2012

Club House of the Beechmont Woman's Club
4516 South Sixth Street
Louisville, KY 40214

Hostesses: Beechmont Woman's Club

I hereby call the members of the KFWC Board of Directors to a special meeting on
March 3, 2012 at 9:30 a.m.

Mary Alice Oldfield
President of GFWC/Kentucky Federation of Women's Clubs

(The Board Meeting is open to all members)

GFWC/KFWC Board of Directors

March 3, 2012

Club House of the Beechmont Woman's Club, Louisville, KY

Agenda

9:30 a.m.	Registration Opens
10:00 a.m.	Call To Order Thoughts of Inspiration – <i>Joanne Schmidt, President of Beechmont</i> Pledge to the Flag of the United States of America Business Meeting
12:30 p.m.	Recess for Lunch Blessing Luncheon Meal
1:30 p.m.	Reconvene
3:30 p.m.	Announcements Meeting Adjournment

Items of Business:

- Consideration of KFWC Proposed Standing Rules
- Update concerning KFWC Student Scholarship Selection
- Update on Financial Status of KFWC
- Discussion of KFWC Headquarters Property & Building
- Veterans Fund Distribution

Who is a Board Member?

ARTICLE IX, Section 1. Compositions.

A. The Board of Directors shall be composed of:

1. Executive Committee;
2. District Governors and Vice-Governors, District Director of Junior Clubs;
3. KFWC Director-elect of Junior Clubs;
4. chairmen of KFWC Standing & Special Committees;
5. members of the Budget and Finance Committee;
6. chairmen of Community Service Programs (General & Junior);
7. chairmen of the Advancement Areas (General & Junior);
8. two representatives from the Club Presidents' Council;
9. appointed chairmen (General & Junior);
10. GFWC/KFWC per capita dues paying, Honorary Presidents;
11. Parliamentarian if a GFWC/KFWC member.

B. The Parliamentarian may attend Board of Directors meetings in an advisory capacity.

Board Meeting Information

Dear Board of Directors,

I hope 2012 has brought a wonderful beginning for you and your club work.

As you can see from the agenda, this special called meeting is to complete business and give consideration to items of concern, which are pertinent to the success of Kentucky Federation.

The Budget Finance Committee needs to prepare a biennial budget and to do so, the Standing Rules for Finance need to be in place.

Your attendance and input is important to this officer.

Thank you for serving this organization.

In Harmony,
President Oldfield

Lunch

Lunch will be provided by the Beechmont Woman's Club to everyone who is registered. The cost of the meal will be \$10.00.

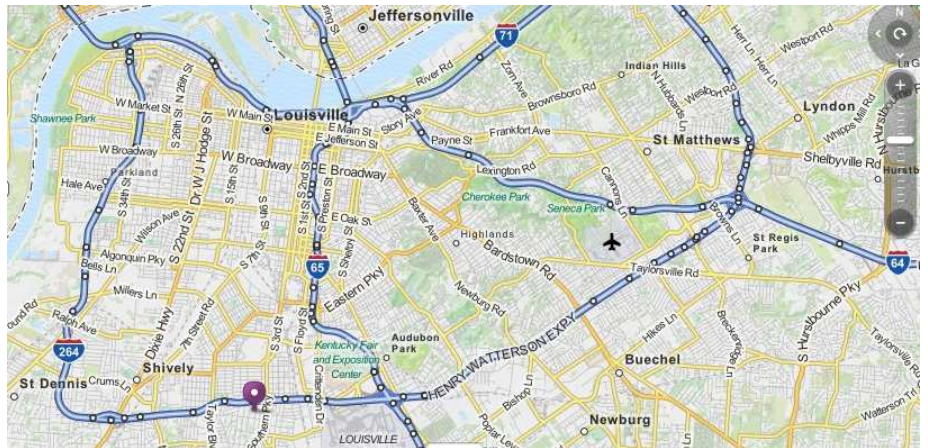
Directions

From the I-64 or I-71

Take the Watterson Expressway (264) west toward I-65. Pass I-65 and take the Southern Parkway exit

From the I-65.

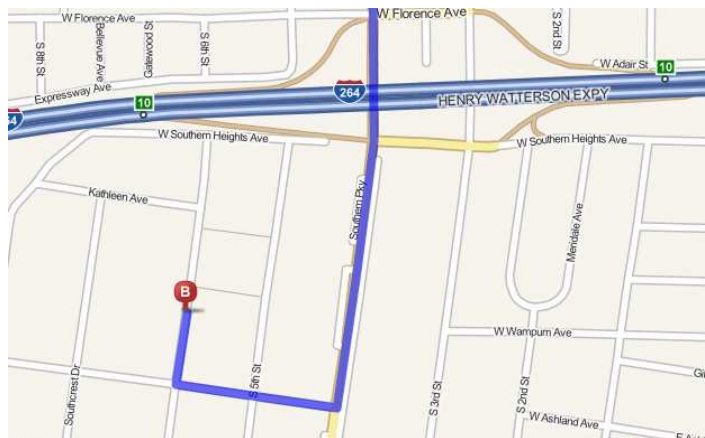
Take the Watterson Expressway (264) west and take the Southern Parkway exit



After you Exit Southern Parkway

Go through the first light (which will be 3rd Street) to the next light which is Southern Parkway. Go south (left) on Southern Parkway to the next light, which is W. Ashland Avenue. Turn right on W. Ashland Avenue to 6th Street.

**** Please Note:** The building is on S. 6th Street, however you can pass 6th Street and turn right into the next alley. Proceed about 5-6 houses down and you will see a large parking lot on the right hand side. This is the parking for the clubhouse, which sits behind the building.



It is requested that you return this form by February 24, 2012.
(as a courtesy to our hosting club)

*All Board Members and other members must pre-register.

REGISTRATION FORM

**To ensure proper credentials for the Board Meeting,
 please pre-register using the following form.**

Please return your \$10.00 lunch fee, along with this form by **February 24**, 2012. Make checks payable to **KFWC** and mail to: **KFWC Headquarters, 1228 Cherokee Road, Louisville, KY 40204**

CLUB NAME: _____ DISTRICT: _____

NUMBER of MEALS: _____ @ \$10.00 = _____

CHECK # _____ AMOUNT ENCLOSED: _____

NAME & BOARD POSITION	Please ✓ If A Meal Is Needed	Please ✓ One		EMAIL (or phone if no email is available)
		BOARD MEMBER	OTHER	

The deadline for registration is February 24, 2012

PROPOSED STANDING RULES

If the following standing rules are adopted, they will be inserted into the existing Standing Rules, placed under the category of FINANCE, and will be numbered accordingly.

GFWC/KFWC Funds

Funds will be identified in two categories: General Fund and Charitable Fund:

Information on the Income and Expenses will be categorized and identified under their respective categories.

19.02 General Fund Income

A. Arts Fund.

The Arts Fund shall consist of club donations and/or special projects that may be approved by the Executive committee. This fund shall be used to promote the Arts.

B. Dues Fund.

The Dues Fund are dollars collected from individuals and/or organizations to gain membership privileges into GFWC/KFWC.

C. Headquarters Operations Fund.

The Headquarters Operation Fund shall consist of but not limited to,

1. Annual donations from member clubs as set forth on the Score Card

- Clubs with less than 50 members \$10.00
- Clubs with more than 50 members \$15.00

2. 1228 Society – contributions from club women.

- a. \$12.28
- b. \$122.80
- c. \$1,228.00

3. Rent.

Income gained from renting the 2nd Floor apartment. Amount of rent shall be determined by the Executive Committee and set forth by formal lease. This lease will be signed by President and lessee.

D. Interest Fund.e

Income gained from any and all investments.

E. Media Fund.

1. Fee is determined by the Board of Directors and is for the purpose, but not limited to the following:

- a. KFWC Publications – means of communicating federation activities. These publications can be in the form of a newsletter or magazine format and sent electronically or printed whichever is deemed appropriate by the Executive Committee. Upon written request of a member, electronic communication can be printed for an additional fee. Executive Committee shall set fee.
- b. Website – means of communication and marketing for GFWC/KFWC

F. Marketplace Fund.

1. Funds raised from the sale of GFWC/KFWC logo items and other merchandise, shall be used to defray office and other expenses. All items must be approved by the Executive Committee.

2. KFWC Yearbook.

A fee for this document is based on the cost of printing. The Executive Committee shall set fee.

G. State Convention Fund.

1. Registration - A fee paid by members or guests to gain access to meetings and events. These fees will be determined by the Executive Committee.

2. Meal - Dollar amount charged to members and/or guests for food served during the meetings and/or events.

H. Junior Fund.

Fees shall be determined by Junior organization during its annual meeting held during the Federation's State Convention.

- a. Junior Travel - money raised for the purpose of supplementing travel expense by Juniors to the GFWC Annual convention. From the amount raised, \$200.00 may be used at the discretion of GFWC/KFWC Director of Junior Clubs.

I. Awards Fund.

This fund shall consist of dollars donated by individuals and/or clubs for sponsorship of one an award(s) given during the Federation's State Convention. (This list of can change by direction of the Executive Committee).

19.03 General Fund Expenditure

A. Board Expenses (Listed in the Bylaws, Article IV)

B. Dues Expense (Listed in the Bylaws, Article IV)

1. GFWC per capita dues payments.
2. SER dues payments. \$75.00 sent to region by June 30 of each year.

C. Headquarters Operation.

1. Expenses incurred for maintenance & up keep of premises:
 - a. Property Insurance including bond for Treasurer & Secretary.
 - b. Office Equipment.
 - c. Security Alarm.
 - d. Cleaning Supplies or Service.
 - e. Property Taxes.
 - f. Utilities – Electric, gas, etc.

D. Office Operation.

1. Expenses incurred for operation of State Federation Office:
 - a. Office Supplies – paper, pens, pencils, etc
 - b. Postage.
 - c. Mailing Service.
 - d. Telephone/ Internet Service.
 - e. Printing.
 - f. Payroll – Salary for Secretary.
 - g. Payroll Taxes – State Unemployment Tax Act/Federal Unemployment Tax Act, etc.
 - h. Workers Compensation Insurance.
 - i. Gaming License.
 - j. Business permits including state filings.
 - k. GFWC materials – if deemed necessary by Executive Committee.

E. Marketplace.

1. Expenses incurred for the purchase of :
 - a. Logo items for resale.
 - b. Other products purchased for resale.
 - c. \$500.00 shall be allotted for the new administration purchases by October of the odd year.
2. KFWC Yearbook.
 - a. Cost of reproducing this document for resale.

19.04 Charitable Fund Income

Funds collected for the purpose of donating to other non-profit organizations or use of enhancing member participation at a national level.

- A. Kentucky First Ladies Project Fund.
This project is to provide the Commonwealth of Kentucky with a replica doll of the newly elected Governor's Wife Inaugural Gown. This doll is presented to the First Lady and then placed into cabinets located in the Capital Building.
 - a. Club and or individual donations.
 - b. At least one club sponsors the cost of doll including gown.
 - c. Presentation Ceremony shall be coordinated between GFWC/KFWC President and First Ladies Office.
- B. Student Scholarship Fund.
This fund shall consist of dollars donated by clubs and/or individuals for the sole purpose of providing scholarships to a non traditional student at one of the state Universities or Colleges.
- C. Leadership.
Monies collected/raised for the sole purpose of developing and enhancing leadership skills of GFWC/KFWC members.
 - 1. Dollars for Delegates.
Monies collected/raised for the sole purpose of off setting expenses of delegates to the GFWC International Convention.
- D. KET.
Kentucky Educational TV, monies raised/donated for the sole purpose of donation. Clubs may make their donations through GFWC/KFWC.
- E. Kentucky Women's History and Resource Center.
Funds will be used for archival purposes and any GFWC educational projects.
- F. GFWC/Kentucky President Special Project.
Dollars raised or donated in support of this project.
- G. GFWC /Kentucky Director of Junior Club Special Project.
- H. Junior Fund.
 - 1. GFWC/Kentucky Director of Junior Clubs Special Project – dollars raised for use in supporting this project.
 - 2. GFWC Director of Junior Clubs Special Project – dollars raised for use in supporting the national Junior Directors project.
 - 3. Dollars donated – by clubs or individuals.
- I. Veterans.
Money donated to this fund will be used in support of Veteran projects.

19.05 Charitable Fund Expenditure

- A. Kentucky First Ladies Project Fund.
 - 1. Any expenses incurred in the sponsorship or cost of a First Lady's doll.
 - 2. Any expense incurred with maintaining the display cabinets.
- B. Student Scholarship Fund.
Funds awarded to a non traditional student at one of the state Universities or Colleges.
- C. Leadership.
Funds spent for developing or enhancing leadership skills of GFWC/KFWC members.
 - 1. Dollars for Delegates.
The total funds will be divided equally among the delegates.
- D. KET.
A collective donations of dollars raised will be presented during the annual KET telefund.
- E. Kentucky Women's History and Resource Center.
Funds will be used for archival purposes, preservation of women's history, and related educational projects.
- F. GFWC/Kentucky President Special Project
Dollars are donated in support of this project.

- G. GFWC/Kentucky Director of Junior Clubs Special Project – dollars are donated in support of this project.
- H. GFWC Director of Junior Clubs Special Project – dollars raised for use in supporting the national Junior Directors project.
 - I. Dollars donated – by clubs or individuals.
- I. Veterans.
 - Dollars are donated to this fund will be used in support of Veteran projects.

19.06 Investment Accounts

A. Lincoln Financial

1. Endowment Fund - The Endowment Fund shall consist of donations from clubs and individuals. The funds shall be kept in perpetuity, and shall be used for emergencies relating to the headquarters building, contents and property.

- a. Interest earned will be placed into the General Fund.

B. Certificates of Deposit.

Scholarship money that has been donated from clubs or individuals and money collected from the student loan payments.