

**Assistance League of Salt Lake City  
 Board Meeting**

**February 18, 2021**

**MINUTES**

Presiding: President Elect, **Heidi Makowski**

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® of Salt Lake City’s Board of Directors met in person at the Chapter House, while observing social distancing, wearing masks, and including at-risk members by teleconference call.

Present: 2020-2021 Board: **Linda Stimpson, Alisa Parks, Carol Coulter, Heidi Makowski, Barbara Slater, Geri Mineau, Jackie Daniels, Ranae Pierce, Lynda Larsen, Antonia White, Val Mercer, LynnMarie Cooper, Ana Facelli**.

Via Teleconference: **Barbara Engen, Shireen Mooers, Randi Sager**

President-Elect **Heidi Makowski:** called the meeting to order at 10:00.

**MOTION: I move to approve the following Consent Agenda.**

From the Bylaws Committee:

Bylaws:

**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.

Passed Board 2-18-21, Place on Floor 2-22-21, Members Vote 3-15-21

**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.  
Passed Board 2-18-21, Place on Floor 2-22-21, Members Vote 3-15-21

**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.

Passed Board 2-18-21, Place on Floor 2-22-21, Members Vote 3-15-21

**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.  
Passed Board 2-18-21, Place on Floor 2-22-21, Members Vote 3-15-21

**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.  
Passed Board 2-18-21, Place on Floor 2-22-21, Members Vote 3-15-21

Standing Rules:

**MOTION: 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.

Passed Board 2-18-21, Members Vote 2-22-21

Policies:

**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.

Policy Motions Passed Board 2-18-21, No Member Vote Needed

Job Descriptions:

**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.

Job Description Motions Passed Board 2-18-21, No Member Vote Needed

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.

Consociates Policies Passed Board 2-18-21, No Member Vote Needed

(Consociates Place on the Floor 2-24-21, Consociates Vote 3-24-21)

**Officers’ Reports**

**Recording Secretary, Alisa Parks:** The January 21, 2021, board meeting minutes were approved by the reading committee and distributed to board members.

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

*Consent Regarding Photographs for Members & Non-Members Forms*

President-Elect, **Heidi Makowski** – **Report Filed**

*Regular Meeting Request: None*

1st VP, Philanthropic Programs, **Barbara Slater** – **Report Filed**

Thrift Shop, OSB and Consociates is getting a shared Costco Business Card, which has a cash reward feature that will be beneficial to ALSLC.

*Regular Meeting Request: Programs Update*

2nd VP, Resource Development, **Geri Mineau** – **Report Filed**

*Regular Meeting Request: None*

3rd VP, Membership, **Ana Facelli** – **Joint Report with Education Filed**

Annual Meeting options will be discussed at the joint Membership/Education meeting.

*Regular Meeting Request: None*

4th VP, Communications, **Val Mercer** – **Report Filed**

*Regular Meeting Request: Book Drive (Lynda Larsen)*

Volunteers are needed to pick up books at the King’s English Bookshop. Contact Lynda Larsen if you can help.

Treasurer, **Jackie Daniels – Report Filed**

*Regular Meeting Request: Financial Update*

Current Year Prior Year

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

**Standing Committee Reports**

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

*Regular Meeting Request: Thrift Shop update*

Technology, **Barbara Engen** – **Report Filed**

Please e-mail her if you need help with Office 365.

*Regular Meeting Request: None*

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

*Regular Meeting Request: None*

Education, **Lynda Larsen** – **Joint** **Report with Membership Filed**

*Regular Meeting Request: None*

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

*Regular Meeting Request: None*

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

*Regular Meeting Request: None*

Consociates, **Antonia White** – **Report Filed**

Women of Distinction luncheon is planned for September 18, 2021, at the Cottonwood Country Club.

*Regular Meeting Request: Update on WOD Luncheon*

**Unfinished Business - None**

**New Business - None**

Meeting Adjourned: 11:03

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**Alisa Parks, Recording Secretary Date Linda Stimpson, President Date**