



## REGULAR MEETING MINUTES

June 17, 2024  
Chapter House

Presiding: President, **Liz Quealy**  
Recording Secretary: **Billie Tolman**  
Parliamentarian: **Carol Coulter**

**Liz Quealy:** Welcome and Call to Order

Speaker: **Stephanie Stevens, Development Director, Ronald McDonald House**

Recording Secretary: **Billie Tolman**

**MOTION:** I move to approve the minutes of the May 20, 2024, annual meeting held at the Marriott University Park Hotel.  
**PASSED**

Member Moment: **Jennifer Nicholas**

### Officers' Reports

#### 1. **President, Liz Quealy – Reporting**

- The National Assistance League will require all chapters to implement a new member management system called LeagueLink, which will replace the Chapter Hub. The target implementation date is December 31, 2024. The new system is undergoing beta testing at select chapters. Additional information will be provided at future meetings.

#### 2. **President- Elect, Ana Facelli – No Report**

#### 3. **1<sup>st</sup> VP, Philanthropic Programs, Merilynn Kessi – Reporting**

- The Salt Lake Chapter of 100 Women Who Care will donate \$23,000 to the ALSLC. The money will be used to purchase 30 ipads and accessories for the OSB Plus program in the Canyon School District.
- Clothing for Operation School Bell has started arriving. Assistance is needed stocking these items at the Chapter House on Tuesday, June 25, starting at 9:30 a.m. If you would like to be notified of future stocking dates, please contact Barb Slater or Barbara Sund.

#### 4. **2<sup>nd</sup> VP, Community Relations, Mary Ann Mackley; Kim Shemwell – Reporting**

- The Marketing & Branding Committee created ads promoting the Assistance League's philanthropic programs. The ads will be published in the Millcreek, Holladay and Cottonwood Heights journals for six months beginning in July.

### 5. 3<sup>rd</sup> VP, Member Services, Linda Stimpson – Reporting

- Member Services would like feedback from members about future special events and speakers. Questionnaires were distributed at the meeting to be returned to Linda.
- A new team was created to prepare the chapter newsletter. Lars Erickson will remain the editor. Cece Holt will be the content editor. Please contact CeCe or Linda Hilton or Carolyn Souza, content writers, if you have ideas for articles. Notify Pat Alter if you are aware of the illness or death of a member.
- Effective June 1, 2024, members will no longer need to report volunteer hours by category. Only total hours need to be reported. The hours report and website were updated to reflect this change.

### 6. Treasurer, Peggy Carpenter – Reporting

- The annual audit will begin on June 17, 2024, and will last approximately two weeks.
- At the end of June, Wells Fargo is replacing the Visa credit cards currently used by members with Master Cards. Master Cards cannot be used at Costco, so we are looking for a new provider with similar terms to those available from Wells Fargo.

	<u>Last Year</u>	<u>Prior Year</u>
Total YTD Ordinary Revenue through 05/31/24	\$ 1,387,141	\$ 1,334,151
Total YTD Expense through 05/31/24	\$ 1,539,912	\$ 1,102,842
Net Ordinary Income	<b>\$( 152,771)</b>	<b>\$ 231,309</b>
Thrift Shop Revenue for 06/01/2023 – 05/31/24	\$ 903,959	\$ 856,110
Thrift Shop Revenue for May 2024	\$ 81,398	\$ 74,713
Total Cash in Bank Accounts as of 05/31/24	\$ 1,178,607	\$ 1,334,460
Total Invested Assets as of 05/31/24	<u>\$ 567,875</u>	<u>\$ 488,635</u>
Total Cash plus Invested Assets	\$ 1,746,482	\$ 1,823,095

**MOTION:** I move to increase Thrift Shop Revenue budget for the fiscal year 2024-2025 from \$870,000 to \$900,000. The \$30,000 will be added to unallocated program expense.  
**PASSED**

**Rationale:** Based on last year, the Thrift Shop revenue is expected to be higher than the approved budget for 2024-2025.

**MOTION:** I move to reduce Assault Survivor program expense budget for 2024-2025 fiscal year from \$25,000 to \$22,000. The \$3,000 will be added to unallocated program expense.  
**PASSED**

**Rationale:** The YCC (Your Community Connection) in Ogden indicated that they no longer wished to receive Assault Survivor Kits.

**MOTION:** I move to allocate \$70,700 from unallocated program expense for the 2024 – 2025 fiscal year to the following programs:

- Assisteens Turning Compassion into Action - \$6,000
- Book Bank - \$5,000
- Brighter Tomorrows - \$2,700
- Eye on the Community - \$7,000
- Consociates, Eye on the Community - \$10,000
- Operation School Bell - \$10,000
- Operation Healthy Teeth - \$30,000

**PASSED**

**Rationale:** Thrift Shop revenue is expected to be higher than the approved budget for 2024-2025. The increase is passed on to the programs to spend.

#### **Standing Committee Reports**

**7. Bylaws, Val Mercer – Liz Quealy Reporting**

**8. Strategic Planning, Heidi Makowski – No Report**

**9. Technology, Ann Staples – No Report**

**10. Thrift Shop, Susan Erickson – Reporting**

- Almost 80% of the items donated to the thrift shop are determined not to be of high enough quality to be sold at the thrift shop. The goal is for all items to be re-used or recycled, so some items are sold in bulk to Tommy Picks, a reseller. Others are set aside for various organizations.

**11. Assisteens, Barbara Slater – Reporting**

- Assisteens undertakes a wide variety of projects throughout the year. Help is needed purchasing supplies and overseeing the activities. If you are willing to take charge of one of the projects, please contact Barb Slater.

**12. Consociates, Debbie Smith – Reporting**

- The Summer Social will be held on June 26, 2024, at the Chapter House. It is a potluck beginning at 5:00 p.m.

- The Woman of Distinction luncheon will be held on October 5, 2024, at the Cottonwood Country Club. If you have items to donate for the auction or opportunity baskets, or if you would like to donate magnums of champagne (*not* Cooks!) or prosecco, please contact Linda Stimpson.

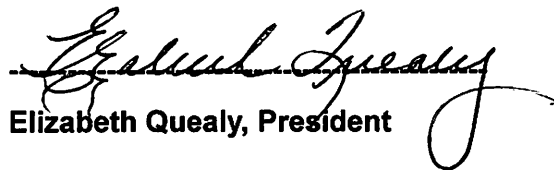
**Unfinished Business:**

**MOTION: I move to amend Bylaws Article 11 Auxiliaries per attached redlined version dated June 2024. (See attached). PASSED BY THE BOARD; MOTION WILL BE PRESENTED TO MEMBERS AT THE MAY 20, 2024, ANNUAL MEETING FOR VOTE AT THE JUNE 17, 2024, REGULAR MEETING.**  
PASSED

Rationale: The Assisteens policy was changed to reflect actual practice. This change is needed to further distinguish between Assisteens and Consociates articles in the bylaws.

**New Business:** None

**Adjourned.**

  
Elizabeth Quealy, President

  
Billie Tolman, Recording Secretary

**MOTIONS**

**Actions of the Board**

Board Passed June 13, 2024  
No Member Vote Needed

President

1. I move to approve the appointment of Carol Coulter as Parliamentarian for the fiscal year 2024-2025.

2. I move to approve the appointment of Linda Hilton and Geri Nicastro to the Strategic Planning Committee for the fiscal year 2024-2025.

3. I move to approve the appointment of Beverly Ashby and Wendy Holloway to the Finance Committee for the fiscal year 2024-2025.

House Operations

4. I move to approve the following members to serve on the House Operations Committee for the fiscal year 2024-2025: Ana Facelli - Chair, Linda Stimpson, Diane Mackin, Susan Erickson, Barbara Slater, Larry Pike, Stephanie Hatton-Ward, Merilynn Kessi.

1<sup>st</sup> VP Philanthropic Programs

**5. I move to approve the following members to serve on the Philanthropic Committee for the fiscal year 2024-2025: Merilynn Kessi - Chair; Adele Eleazer, Brighter Tomorrows; Jean Buckley and June Foster, Book Bank; Connie Overly, Operation Healthy Teeth; Alisa Parks, Eye On the Community; Barb Slater and Barbara Sund, OSB Elementary; Wendy Holloway, OSB Shoes; Heidi Makowski, OSB Old Navy Events; Valerie Mercer and Antonia White, OSB Plus; Geri Mineau, Educational Scholarships; Susan Erickson, Act III.**

**Act III**

**I move to approve the following members to serve on Act III for fiscal year 2024-2025: Susan Erickson – Chair, Christy Clark, Edna Ehleringer, Lars Erickson, Kathie Mackie, Alix Thayne, Carolyn Souza, Liz Warton, Carol Zarbock, Linda Hoge, Martie Bond and Rosalie Mirabelli.**

**Brighter Tomorrows**

**I move to approve the following members to serve on Brighter Tomorrows for fiscal year 2024-2025: Adele Eleazer – Chair, Mimi Green.**

**Operation Healthy Teeth**

**I move to approve the following members to serve on Operation Healthy Teeth for fiscal year 2024-2025: Connie Overly – Chair, Judy Hale, Tinia Drennan, Sandy Hayes, Lois Hannert, Sherryl Boyd.**

**Operation School Bell - Elementary**

**I move to approve the following members to serve on Operation School Bell Elementary for fiscal year 2024-2025: Co-Chairs: Barb Slater and Barbara Sund.**

**OSB Shoes**

**I move to approve the following members to serve on OSB Shoes for fiscal year 2024-2025: Wendy Holloway – Chair, Trudi Terri.**

**OSB Plus**

**I move to approve the following members to serve on OSB Plus for fiscal year 2024-2025: Antonia White and Val Mercer - Co-Chairs.**

**OSB Old Navy Shopping Events**

**I move to approve the following members to serve on OSB Old Navy Shopping Events: Heidi Makowski – Chair, Randi Sager.**

**Book Bank**

**I move to approve the following members to serve on Book Bank for fiscal year 2024-2025: Jean Buckley, and June Foster – Co-Chairs.**

**Educational Scholarships**

**I move to approve the following members to serve on Educational Scholarships for fiscal year 2024-2025: Geri Mineau - Chair, Trish Oba, Heidi Makowski, Anita Lichtenburg and Wilma Odell.**



### Eye On the Community

I move to approve the following members to serve on Eye on the Community for fiscal year 2024-2025: Alisa Parks – Chair, Nan Burnham, Randi Sager.

### 2<sup>nd</sup> VP Community Relations

6. I move to approve the following members to serve on the Community Relations Committee for the fiscal year 2024-2025: Mary Ann Mackley – Chair, Lu Anne Lewis, Geri Mineau, Linda Stimpson, Kim Shemwell, Carol Coulter, Carrie Drown, Debbie Smith.

### 3<sup>rd</sup> VP Member Services

7. I move to approve the following members to serve on the Member Services Committee for the fiscal year 2024-2025: Linda Stimpson – Chair, Lou Ann Stevens, Events and Education; Lynda Larsen, New Member Orientation; Barbara Engen, Mentor Program Chair; Ramona Rudert, Directory & Dues Administrator; Debbie Wilkerson, Chapter Hub Administrator; Ana Facelli, President-Elect, ex officio and Hours Recorder; Lars Erickson, Chapter Newsletter Editor; Pat Knaus and Pat Eyre, Greeters; Pat Alter, Corresponding Secretary; Bev Ashby; Milou Bottrill; Tawnya Luke; Cathy MacCalman; Rachel Onraet; Randi Sager; (Cece Holt, Content Editor Manager).

### Treasurer

8. I move to approve the following members to serve on the Finance Committee for the fiscal year 2024-2025: Debbie Wilkerson – Chair, Peggy Carpenter, Trish Oba, Merilynn Kessi, Mary Ann Mackley, Susan Erickson, Linda Stimpson, Beverly Ashby, Wendy Holloway, Judy Hale, Jennifer Nicholas, Rose Rogers, Jackie Daniels, Katie Voytovich, Eva Parry, Carol Coulter.

9. I move to approve the appointment of Debbie Wilkerson as Finance Chair for the fiscal year 2024-2025.

### Bylaws

10. I move to approve the following members to serve on the Bylaws Committee for the fiscal year 2024-2025: Valerie Mercer – Chair, Rachel Onraet, Shireen Mooers, Linda Stimpson, Debbie Wilkerson, Geri Nicastro.

### Strategic Planning

11. I move to approve the following members to serve on the Strategic Planning Committee for the fiscal year 2024-2025: Heidi Makowski – Chair, Linda Hilton, Anita Lichtenberg, Geri Mineau, Geri Nicastro, Jennifer Nicholas, Linda Stimpson, Katie Voytovich, Antonia White.

### Technology

12. I move to approve the following members to serve on the Technology Committee for the fiscal year 2024-2025: Ann Staples – Chair, Martie Bond, Barbara Engen, Lynda Reid.

### Thrift Shop

13. I move to approve the following members to serve on the Thrift Shop Management Committee for the fiscal year 2024-2025: Susan Erickson – Chair, Carin Steinvoort, Joan Brinton, Jodi Mauer, Jean Buckley, June Foster, Lou Ann Stevens, Elizabeth Moon.

Assisteens

**14. I move to approve the following members to serve on the Assisteens Auxiliary for the fiscal year 2024-2025: Barbara Slater – Liaison**

Consociates

**15. I move to approve the following members to serve on the Consociates Governing Body for the fiscal year 2024-2025: Debbie Smith – Chair, Elizabeth Hendricks, Merilynn Kessi, Emily Rushton, Tiffany Hall, Marisa Jenny, Ramona Rudert, Launee Symes.**

Human Resources

**16. I move to approve the following members to serve on the Human Resources Committee:  
Sandra Steinvoot - Chair, Liz Moon, Angela Sudbury.**

Bylaws

**MOTION: I move to amend the Whistleblower Protection Policy per attached redlined version dated May 2024. See attached.**

Rationale: This amendment is needed due to the hiring of a Thrift Shop Retail Manager.

**MOTION: I move to amend the Code of Ethics Policy per attached redlined version dated May 2024. See attached.**

Rationale: This Assistance League policy is included in New Member Orientation materials and should be reviewed by community volunteers and employees as well. It is referred to in the Whistleblower Protection document signed by new members and employees.

**MOTION: I move the President appoint a task force to guide implementation of LeagueLink.**

Rationale: The formation of an implementation team will be critical to the execution of this new process.

**2024-2025 Chapter Calendar**

**June 2024**

June 3	Board Training, Monaco Hotel 10:00 am
June 10	Board Reports Due
June 13	Board Meeting, Chapter House 9:30 am
June 17	Regular Chapter Meeting, 9:30 am
June 26	Consociates Meeting, Chapter House 5:00 pm

**July 2024**

No meetings

**August 2024**

August 12	Board Reports Due
August 15	Board Meeting, Chapter House 9:30 am
August 19	Regular Chapter Meeting, 9:30 am
August 28	Consociates, Chapter House 5:00 pm



**September 2024**

September 9	Board Reports Due
September 11	Assistees, Chapter House 6:00 pm
September 12	Board Meeting, Chapter House 9:30 am
September 16	Regular Chapter Meeting, 9:30 am
September 25	Consociates Meeting, Chapter House 5:00 pm

**October 2024**

October 5	Women of Distinction Luncheon, Cottonwood Club
October 9	Assistees, Chapter House 6:00 pm
October 14	Board Reports Due
October 17	Board Meeting, Chapter House 9:30 am
October 21	Regular Chapter Meeting, 9:30 am
October 23	Consociates, Chapter House 5:00 pm

**November 2024**

November 11	Board Reports Due
November 13	Assistees, Chapter House 6:00 pm
November 14	Board Meeting, Chapter House 9:30 am
November 18	Regular Chapter Meeting, 9:30 am
November 20	Consociates, Chapter House 5:00 pm

**December 2024**

No meetings	
Holiday Luncheon	TBD

**January 2025**

January 8	Assistees, Chapter House 6:00 pm
January 20	Board Reports Due
January 22	Consociates, Chapter House 5:00 pm
January 23	Board Meeting, Chapter House 9:30 am
January 27	Regular Chapter Meeting, 9:30 am

**February 2025**

February 12	Assistees, Chapter House 6:00 pm
February 17	Board Reports Due
February 20	Board Meeting, Chapter House 9:30 am
February 24	Regular Chapter Meeting, 9:30 am
February 26	Consociates, Chapter House 5:00 pm

**March 2025**

March 10	Board Reports Due
March 12	Assistees, Chapter House 6:00 pm
March 13	Board Meeting, Chapter House 9:30 am
March 17	Regular Chapter Meeting, 9:30 am
March 26	Consociates, Chapter House 5:00 pm