



**TLC Women's Giving Circle
Chair Meeting
July 13, 2022**

Members present: Barbara Najmy, Jennifer Alopeh, Ruth Harshman, Nancy Lepain, Sheila MacHutta, Deborah Stratton, Julie Swan. Barbara called meeting to order and distributed motivational quotes.

Barbara & Jennifer

- Need woman power! Need Secretary, Chairs of Outreach and Social media including Newsletter, Press, Facebook/Instagram, Website Maintenance, and General Design. Encourage everyone with these skill sets to get involved.
- Secretary – Barbara & Jennifer have been filling this role. Ruth will be acting Secretary until another member volunteers. Sheila will take Membership Chair.
- Until we appoint a secretary, all communication amongst members, committee notes, etc. should be reviewed by Barbara & Jennifer.
- Updated Membership & Committee Roster – Jennifer handed out. All Committee chairs/co-chairs: please contact members who expressed interest in your committee to join.
- Forms & Templates & Dropbox – In progress, Jennifer has on her laptop. Need a template for the Newsletter, and an editor. Please look for someone with this skill set. Jennifer distributed a copy of Sisterhood for Good newsletter for review.
- Centralized electronic record system for all templates, forms, correspondence, committee updates, notes, etc. is being created; Jennifer and Barbara are researching Dropbox and other options. Discussed read-only or edit permission.
- Jennifer & Barbara are meeting with Angela Massaro-Fain, founder of Sisterhood For Good next week - - to brainstorm the logistics and platforms of giving circles - what activities are working, leadership, etc.

Outreach - Julie

- Update on Sneakin' Back to School. The Sneaker count is 145 – Jay Heater is coming to Julie's to do an article on the event. We need one more push to get to 200 shoes. Have \$1200 in donations to buy shoes.
 - Packing party 7/20 – 4PM at Julie's
 - Reception at Twig, July 21
- “Embracing Our Differences” - August 31. Diane Cohen is point person, flyer to go out Monday, July 25. Considering a lunch afterwards.
- Take Stock in Children – Guest speaker – postponed until later.
- Update on Stock Strides for Cancer. We discussed potential conflict with Stock as well as the path Outreach is committed to – making a difference locally and with small nonprofits.



Encourage members personally to participate but not a fit for the Circle. We will share Stock's event information and certainly individuals may support the event.

- SAS – Supporting School Attendance. Barbara and Jennifer had a call with this small local non-profit that deals with the basic hygiene needs of kids so they can attend school - “period poverty.” There is a need for feminine products, umbrellas, rain ponchos, deodorant, etc. Their need is financial as well as some possible hands-on opportunities. Jennifer will provide grant information to them and see if there may be a day of service we could organize. Deborah sees many opportunities here.
- Manatee Elementary – Community Partnership School a Title One school. We received information regarding this exciting concept – the school campus also contains health care facility, improving attendance and productivity. Collaboration with Children’s Home Society, USF, TSIC, and others to provide a holistic model of education. Joy and Deborah will research further and report at next meeting.
- Santa’s Sleigh will be in December so we will schedule Winter and Spring projects in the coming months. Sue Lelli, Pam Hughes and Traci Smullen have run this for many years very successfully. The Circle wants to support this effort and not compete with it.
- The committee is really amazing, committed and high energy!
- Next meeting tentatively scheduled for August 4.
- Need a chair for outreach.

Social/Fundraising Committee – Julie and Deborah

- Deborah, Sheila and Julie are also on TLC Social Committee and discussed their most recent meeting. Stephanie Lang chairs the TLC Social Committee, and she is very supportive and inclusive of TLC WGC working with the TLC Social Committee.
- Leave Halloween managed by TLC Social committee, perhaps a WGC spooky table.
- Meet with TLC Social Committee to ensure events and/or dates don’t conflict.
- Waterside Openings and other locations as options for social activities, meetings:
 - Fork’d – 9/22 Julie will contact
 - Marmalade 10/22 Julie will research
 - Paint Nail Bar – open, upscale, does host parties
 - Shore Rejuvenation - 11/22 Fran has contacted and will connect (early 2023)
 - Tim’s Wine Market – unique concept, Fran contacted, seems interested
 - Boutique at San Marcos – open, partner with B&B Chophouse – Julie will contact
 - Aldi – private shopping? Deborah to research
- Holiday Ladies lunch – cocktails, silent auction, bake sale, luncheon, bingo cards and prizes (open for lead). This is a priority event and should be held at our clubhouse.
- Dinner and transportation at Beach Bistro – Barbara will research costs, availability, menu suggestions, etc. – possibility for October/November.



- Turkey Trot previously managed by Jeff and Elizabeth Waddle and David Ahrens. Julie to contact to discuss our participation.
- Celebrity bartender in a home which has a large outdoor space.
- Fall membership meeting Clubhouse on Tuesday (no food nor drink) or outside at tennis center patio (BYOEverything); possible to rent LWR Townhall and BYOEverything.
- Gift baskets, gift certificates, wine pull easy to do at events.
- It will be important to create a separate Circle Social Committee with leadership - There is a need to focus on social events with a fundraising aspect and/or simple social gatherings.

Governance - Ruth

- Ruth discussed the most significant changes over previous drafts:
 1. The change of the Annual Meeting to the First Quarter - if we want attendance, it should be before Easter when members leave for 'Home'.
 2. The centralized electronic record system for use by all chairs and officers is being researched by Barbara and Jennifer.
 3. Creation of Emeritus Position for past chairs.
- Forward a copy to Susie Bowie at MCF for review after acceptance by our chairs.
- Forward a copy to Najmy Thompson for legal review after acceptance by our chairs.
- General Membership Meeting- if bylaws are ready, they could be adopted at this meeting (Mid October).
- Annual Membership meeting - vote on day and time in first quarter, need to Identify venue to host? LWR Town Hall (needs to be in Manatee County).
- Discussed addition of administrative fees in by-laws - to offset costs incurred, e.g. electronic record system, printing, postal, etc. To be added to draft bylaws. Also add a process for past-due members to be removed.

Membership – Ruth/Sheila

- Sheila is chair and discussed the need for small coffee and cocktail chats to encourage membership growth.
- Membership Goal - we are not capping membership. WGC is an all-inclusive, women's organization for TLC. "One Lake Club" concept. Largest group in TLC.
- Sheila will return to Welcome Wagon format utilized in the past.
- Jennifer has saved our new one-page letter of introduction to our logo and it is ready for use. History section was removed and will be put into a new tri-fold brochure, yet to be designed; Jennifer to follow up.



Finance - Barbara

- 115 Active members.
- 70 (61%) have fulfilled their \$1,000 pledge.
- YTD we have received \$12,200 of pledge income into Fund 1.
- Billing for the 2022-2023 year went out on 06/13-06/14. We still have 33 ladies (29%) who still need to make a Fund 1 payment by July 29th.
- We have 3 members that are beyond the 5-year commitment for their \$1,000 pledge. Sheryl Isaac, Lynn McNamee and Katie Misch. Barbara will contact each to determine if they can make a final payment or want to leave the circle. We need to develop and be consistent in how we deal with these issues. Discussed inclusion of wording in bylaws that the Governance Board will determine a procedure for review of past due accounts and implementation.
- Barbara will contact Jennie Buehner (new member in 2021) who moved out of TLC to determine if she is staying in the circle.
- Fund 2 update: 14 ladies (11%) of our membership have made additional contributions to Fund 2 totaling \$6400. While this is great, it could be so much more powerful. If only everyone could reach into their pockets and come up with \$100 we could raise another \$10,000.
- On August 01, if we still have ladies who have not met their annual pledge obligation, Barbara and Jennifer will divide list to contact past due.

Social Media & Communications - Barbara & Jennifer

- Facebook is up and running. Any committee which needs something to go on our page can contact Barbara. We need to encourage people to like our FB page, share the page, and be active with it.
- Committee only has 4 confirmed members. Considering the list of responsibilities for the committee, we will need additional members. Additionally, since most of the responsibilities, i.e. press, website, writing etc. require some level of experience/expertise, and some, like website, are almost a daily task, it narrows the pool significantly. Ideally, Social Media Committee would have: Newsletter Chair, Press Chair, secondary person to help with Facebook/Instagram maintenance, two people to assist with design/creation of website and maintenance, 1-3 people to assist with design/creation/graphics of flyers/invitations/graphics



- Because we are very short staffed, committees have to bear with us when they need our assistance.
- Fran created an email - TheLakeClubWGC@gmail.com. It should be checked by the secretary, but until then Fran will. The password is Womenpower1!
- We need a centralized calendar for events and meetings
- We need a newsletter & format & chairperson to create/design and maintain
- Our Twigg event and TLC WGC information has been included in the weekly TLC Newsletter
- Barbara will work with Fran on a press roster and contact information. There will be a need for a chairperson to manage
- East County Observer – Jay Heater has contacted Barbara to do an article on TLC WGC.
- We will eventually designate a Phone number to TLC WGC

Logo - Jennifer

- Update on logo – completed, adding to all of our master docs/templates, see handouts
- Create a signature template with logo for all Chairs – in progress

Grants - Nancy

- Consider granting School Attendance Support Organization which supports three Title One schools in Manatee County and is looking for three in Sarasota County. Very worthwhile organization which pairs nicely with our Outreach initiative.

Barbara's closing remarks remind us why we are doing what we are doing, that we need more women to be active on committees.