



**Nashville Catholic Business Women's League
Board of Directors Meeting
1-3:30 p.m. Saturday, August 6, 2022
Coco's Italian Market, 411 51st Ave N, Nashville TN**

Minutes

Board members present: Deb Fay, Faye Knochenmus, Lisa Link, Janine Moore, Nikki Moreland, Cora Newcomb, Lynne Warne, Claudia Weber and Cindy Zwickel

Board members absent: Kim Hoover, Lisa O'Neill-Sullivan, Cheryl Pryor, Patricia Vance

- **Prayer and ice breaker**
- What have you done that was fun over the summer?
- BOD minutes from May 7 approved via email and posted on website under member portal

2. Quarterly BOD meeting schedule for 2022-2023 are set

All will be held on Saturdays at Coco's

- 2022: November 5
- 2023: February 4 (my last one, and then Claudia takes over)

3. COMMITTEE REPORTS

Treasurer: Deb Fay

- Financial report attached
- The 990 has been prepared and reconciled to our bank account. It is a very complicated job. We need to find a CPA to prepare this for next year.
- Discussion about the \$975 prepaid, non-refundable deposit to the Hermitage Hotel for our 70th Anniversary event in 2020, which never happened due to Covid concerns. How can we leverage that in the future with the Hermitage Hotel? We need to remind them of this expense and see if they will give us a GC in that amount for Pearls of Wisdom 2023.

Parliamentarian: Cindy Zwickel

- Cindy will update the by-laws with our new mission and vision statements and email to the board for discussion at our November 5 board meeting. Once we agree on them, the changed will be emailed to the general membership for a vote at the business portion of the monthly meeting. The new, approved by-laws are then submitted to the state.
- What other changes need to be made? Lynne handed a number of suggested edits to Cindy, saying we need by-laws that reflect today's NCBWL. Proposed changes will be discussed at the November Board meeting.

Communications: Cora Newcomb

- Cora has continued to update and refine our website so it is relevant. We continue to grapple with onboarding new members, welcoming them, and getting them access to the membership portal, which has much relevant information. Cora will send a list of the past-year attendees so Kim can reconcile which new members need info and follow up. Another member, Barbara, owns the NCBWL website, which causes some management issues. Lynne and Cora will address this issue with Barbara.

President-Elect: Claudia Weber

- According to the by-laws, a Nominating Committee needs to be created to identify and recruit people to serve on the NCBWL Board and as Committee Chairs for the next two-year term. This slate is then voted on at the March meeting, with the installation of officers to occur at the “annual membership meeting” in April.
- The Nominating Committee is chaired by the President-Elect, and may include no more than ONE current elected officer.
- Timeline: Convene Nominating Committee by YE to recruit new officer and chair positions. Have the proposed slate ready to vote on at our February 4 BOD meeting. In March we will have members vote on the slate at our monthly meeting.

Spiritual Life: Cheryl Pryor

- Coordinating Fr. Mark Simpson’s role for Pearls of Wisdom
 - We talked about having him bless all the members who’ve passed away and writing all of the Petitions that will be read at the POW mass.
 - Past Spiritual Life Chairs arranged some sort of quarterly communion. Should we change this in the list of responsibilities? (No discussion on this since Cheryl not in attendance.)
- Is there a diocesan-wide retreat we can promote? Should we have our own? (No discussion on this since Cheryl not in attendance.)

Membership: Kim Hoover

- Goal is to recruit 70 new members by YE 2022. We have 15 new members in 2022
- Current membership stands at 102 members, 88 paid, 3 silver paid and 11 honorary members.
- **Recruiting ideas:**
 - Promote NCBWL at diocesan churches
 - STATUS: Lynne spoke to St. Vincent de Paul masses on June 26; Cora arranged information tables at St. Henry’s after masses the weekend of July 23
 - Request for other board members to do the same at their parishes
- How does Kim connect and follow up with guests? Can exit interviews be done to find out why members do not renew? (No discussion on this since Kim not in attendance.)

Second VP/Upcoming Programs:

Meeting places for our group are in short supply. Our by-laws state we shall meet the third Wednesday of the month. Yet parishes reserve Wednesday nights for their RCIA groups. Suggestion to check feasibility of meeting at The Knights of Columbus or Ladies of Charity facilities. UPDATE: There is no central Knights of Columbus building; each chapter uses a local parish. Lynne will ask Margie Druffel about us potentially using the Ladies of Charity facility on State Street.

All programs below are locked in, with the exception of the March 2023 program.

- August 17: Sisters with a Story: Part III: Mother Anna Grace Neenan, Prioress General
- September 10: Pearls of Wisdom, Bishop’s Hall at the Catholic Pastoral Center
- October 19: Anna Rumfola (SAS principal) + Judy Graham (teacher of the year)
Meeting at St. Ann’s Breen Hall
- November 16: Ana Escobar, Judge, Davidson County Division III
Meeting at St. Vincent de Paul

- December 14: Christmas party at Janine's home!!!
- January 18: Rosemary Plorin, CEO & President, Lovell Communications. Place TBD
- February 15: Donna Drehmann, Customer Experience Consultant and Children's Book Author (also an Overbrook and Father Ryan parent)
- March 15: OPEN (trying to lineup a woman who works for the Tennessee Business Roundtable)
- April 19: Induction ceremony for new officers at the CPC (like our last one in 2021)

Publicity/Social Action: Lisa Link

- Outreach for August is Meals 4 Health and Healing Program with the Heimerdinger Foundation
- November/December, it's all about the Nuns! Deb noted there is a current balance on the books of \$980 carried over from last year's outreach for the nuns.
- Lisa proposed that if a representative from a social action cause attends our monthly meeting to speak about their cause, their dinner should be paid for by the member who sponsored the cause. Faye Knochenmus seconded, motion passed.

Hospitality: Faye Knochenmus

Faye is supposed to get the name and addresses of guests so she can follow up with a thank you for attending our meeting card. She asks that she just get the name and address info in a word document, not an Excel spread sheet.

4. Pearls of Wisdom: Lisa Link and Nikki Moreland:

- Next week is the menu tasting.
- We will need volunteers for set up on September 9, Friday from 10-1pm
- Flowers will be provided by us and arranged Paula Harris' Garden Club. Lynne will give Lisa 25 plastic bags for flower take home by the successful bidders.
- New member Lauren Caldwell will do a balloon arch. This will be a photo opportunity. Lynne to give Lisa coordinating photo props to use. Individual cookies for each person would be \$450. Not worth the expense.
- Nikki will be in touch with the schools for the awardees, who will be shown on video monitors
- A friend of Patricia Vance is doing the AV stuff
- Lisa will send an invite to Catholic school superintendent Rebecca Hammel and get a list of the schools for invitations.
- Lynne provided Claudia with a personalized letter to Judy Orr, asking for financial support from Catholic Charities for Pearls of Wisdom.
- Live auction and straight donations will be processed by using our QR code, instead of going through the auction management company
- Silent auction item sales will be processed by the auction management company
- Lynne has procured three levels of tastings from "The Whiskey House," a nonprofit: \$150, \$250 and \$500. Each level has a maximum of 20 sign ups. We could net \$18,000 from this item.

5. Adjourned at 3:22 pm

Janine Moore motioned to adjourn, Nikki Morland seconded, motion passed.

NCBWL - 2021-2022

	c/o 2022	April	May	June	July	Total
REVENUE						
Dues	\$ 825.00	\$ 2,120.00	\$ 660.00	\$ 495.00	\$ 550.00	\$ 4,650.00
<i>Online</i>	\$ 605.00	\$ 660.00	\$ 330.00	\$ 385.00	\$ 550.00	
<i>Check/cash</i>	\$ 220.00	\$ 1,460.00	\$ 330.00	\$ 110.00	\$ -	
Interest Income (Invest Acct)						\$ -
Non-event Donations						
Meeting Reservations	\$ 800.00	\$ 850.00	\$ 1,000.00	\$ 775.00	\$ 3,425.00	
<i>Online</i>	\$ 725.00	\$ 550.00	\$ 800.00	\$ 600.00		
<i>Check/cash</i>	\$ 75.00	\$ 300.00	\$ 200.00	\$ 175.00		
Fundraiser	\$ -	\$ -	\$ 10,150.00	\$ 12,000.00	\$ 22,150.00	
<i>Sponsorships</i>			\$ 9,500.00	\$ 5,000.00	\$ 5,000.00	
<i>Tickets</i>				\$ 2,000.00	\$ -	
<i>Donations</i>			\$ 650.00	\$ 5,000.00	\$ 5,000.00	
<i>Auction</i>					\$ -	
Retired Religious Donations						\$ -
Retreat Fees Received						\$ -
Kroger/Amazon	\$ 80.98	\$ 31.81	\$ 88.52			\$ 201.31
TOTAL REVENUE	\$ 3,000.98	\$ 1,541.81	\$ 11,733.52	\$ 13,325.00	\$ 30,426.31	

EXPENSES						
Advertisement						\$ -
Scholarship Awards						\$ -
Bank/Credit Card Fees	\$ 47.19	\$ 30.64	\$ 41.76	\$ 38.09	\$ 157.68	
Retreat Fees						\$ -
Charity Donations			\$ 50.00			\$ 50.00
Honorariums & Gifts						\$ -
Meeting Food & Beverage	\$ 1,075.00	\$ 624.00	\$ 880.00	\$ 600.00	\$ 3,179.00	
Meeting Expense		\$ 127.29				\$ 127.29
Memberships						\$ -
Postage				\$ 58.00	\$ 58.00	
Stationary & Office Supplies		\$ 46.45	\$ 462.38			\$ 508.83
Taxes & Fees						\$ -
Website Maintenance						\$ -

	c/o 2022	April	May	June	July	Total
Printing					\$ 80.00	\$ 80.00
Food & Beverage (non-mo mtg)					\$ -	\$ -
70th Anniversary					\$ -	\$ -
Misc.					\$ -	\$ -
Fundraiser	\$ 1,500.00	\$ -	\$ -	\$ 22.37	\$ 31.32	\$ 1,553.69
Invitations/Programs						
Postage						
Venue						
Catering						
Rentals						
Supplies						
Credit Card Fees				\$ 22.37	\$ 31.32	
TOTAL EXPENSES		\$ 1,122.19	\$ 828.38	\$ 1,456.51	\$ 807.41	\$ 5,714.49

RECONCILIATION

Book Income	\$ 3,000.98	\$ 1,541.81	\$ 11,733.52	\$ 13,325.00
Book Expenses	\$ 1,122.19	\$ 828.38	\$ 1,456.51	\$ 807.41
Net	\$ 1,878.79	\$ 713.43	\$ 10,277.01	\$ 12,517.59
Bank Revenue	\$ 2,953.79	\$ 1,511.17	\$ 11,669.39	\$ 13,255.59
Bank Expenses	\$ 1,075.00	\$ 797.74	\$ 1,392.38	\$ 738.00
Net	\$ 1,878.79	\$ 713.43	\$ 10,277.01	\$ 12,517.59
Difference	\$ -	\$ -	\$ -	\$ -

reconcile to statement \$ 18,967.39 \$ 20,846.18 \$ 21,559.61 \$ 31,036.62 \$ 44,954.21

Account Balance EOM					
Fr O Bryson Fund (keep in reserve)	\$ 20,846.18	\$ 21,559.61	\$ 31,836.62	\$ 44,354.21	
Donations for Retired Sisters (use in '22)	\$ 2,040.23	\$ 2,047.04	\$ 2,085.56	\$ 2,050.56	
Undistributed '21 PwW funds	\$ 980.00	\$ 980.00	\$ 980.00	\$ 980.00	
	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	

Membership Report-NCBWL Board Meeting August 6, 2022

Paid Members	88	New Members in 2022	15
Silver Paid	3	Unpaid Members	18
Honorary	11	Members not returning	3
Total Paid and Honorary	102		

There are 120 women on my membership list. All non-paid members have been contacted twice.

Will reconcile my numbers with Deb again this month.