

THE COLLEGE CLUB SCHOLARSHIP FUND

**Minutes of Annual Board Meeting
Monday June 11, 2018
44 Commonwealth Avenue Boston MA**

Attendees: Lorna Moritz, Patti Fine, Elizabeth Tyminski, Diane Lindquist, Angela Atwell-Dunwell, Pamela Memishian, Ashley Casavant, Sarah Jankowski

Absent: Tamara Omazic

President Lorna Moritz called the meeting to order at 5:35 pm.

1. Minutes: Upon a motion made, seconded and unanimously approved, the minutes of the meeting of May 14, 2018 were accepted.
2. Financial report: Treasurer Elizabeth Tyminski presented the Year to Date Financial Report. The Fund has a balance of \$11,216.89 in its bank accounts. Elizabeth reported the raffle held at the scholarship recipients' reception brought in over \$600.00. Upon a motion made by Diane and seconded by Angela, the Financial Report was unanimously accepted.
3. Proposed New Board Members: Lorna asked each of the proposed new board members to introduce herself. Sarah Jankowski is a new member of the College Club. She has served on a number of boards and looks forward to being supporting CCSF's mission. Patti Fine is a fairly new member of the College Club. She has financial experience in real estate which should be helpful. Ashley Casavant hopes to contribute to CCSF while getting to know fellow College Club members better. Ashley and Patti both stated participation in CCSF was an important reason for their decisions to join the College Club. Upon a motion made by Elizabeth and seconded by Diane, these proposed new members were accepted and enthusiastically welcomed onto the board of CCSF. Lorna is hopeful that Debbie Roth also will agree to join the CCSF board. She will confirm with Debbie and update the Board at the next meeting.
4. Election of Officers: Lorna presented the slate of candidates for officer positions:

President	Lorna Moritz
Vice President	Patti Fine
Treasurer	Elizabeth Tyminski
Secretary	Diane Lindquist

Upon a motion made by Pam and seconded by Ashley, these candidates were elected to these officer positions for 2018-2019.
5. CCSF Bylaws: Diane prepared draft revised CCSF Bylaws. Before we adopt them, we need a Massachusetts attorney to review them. Upon a motion made by Elizabeth and seconded by Patti, approval was given to hire an attorney with expertise in non-profit law to review the draft bylaws. Diane believes one of the attorneys she has used in her work would do the review on a pro bono basis, or for a very low fee. Following discussion, it was decided Diane would circulate the new bylaws to the current Board members for comment before sending them to the attorney. We anticipate adopting the new Bylaws at the September meeting.

6. New Business: Job Descriptions: Lorna will work over the summer on draft job descriptions for the officer positions and for various tasks and will circulate them for review and input from board members. Discussion will be held at the September board meeting on these, and directors will be invited to take responsibility for one or more. Some of these tasks include:
- Drafting and sending the annual appeal letter in December
 - Organizing the raffle
 - Preparations for the scholarship recipient reception
 - Organizing and writing Spotlight articles on our recipients for the College Club newsletter
 - Update recipient contact information

The meeting was adjourned at 6:00 pm.

Minutes taken by Diane Lindquist

Meeting Schedule	
September 17, 2018	7:00 pm
October 8, 2018	7:00 pm
November 12, 2018	7:00 pm
December 10, 2018	7:00 pm

Member	Office	E-mail	Cell
Lorna Moritz	President	Moritz.lorna@outlook.com	(617) 719-1097
Patti Fine	Vice President	pf@pattifine.com	(617) 642-7585
Elizabeth Tyminski	Treasurer	etyminski@yahoo.com	(617) 875-3516
Diane Lindquist	Secretary	dianemlindquist@gmail.com	(520) 370-7217
Angela Atwell	Member	AngelaKatwell@gmail.com	(617) 877-7107
Ashley Casavant	Member	ashleymcasavant@hotmail.com	(386) 341-0607
Sarah Jankowski	Member	sarahjankowski@gmail.com	(617-308-0179)
Tamara Omazic	Member	omazic.tamara@gmail.com	(202) 321-3891
Pam Memishian	Member	pam-memishian@comcast.net	(617) 895-7535