

**Oriental Woman’s Club (OWC) Executive Meeting Minutes
November 28, 2023**

The meeting was called to order and welcomed by Co-President Julie Wiegand at 10:30 a.m. Also present: Deborah Powers, Treasurer; Jean Chastang, Assistant Treasurer; Sally Farrell, Maintenance; Linda Caroon, Co-chair Cemetery; Jen Walsh, Cochair cemetery; Maryellen Bickel, co-chair Arts and Education; Carol Young, Co-chair Arts and Education; Sharon Morgan; Co-Secretary; Sharon Gilbert and Joyce DePasquale, Co-chairs of the Garden Club; Ann Stackhouse, Membership; Olga Herman, Vice-President; and Jody Riddle, Co-Secretary. A quorum was present.

Minutes from the last Executive Committee (EC) Meeting have been read, approved, and accepted for file.

Julie Wiegand, Sharon Gilbert, and Maryellen Bickel volunteered to read/proof the November Executive Committee meeting minutes. Minutes to be read and returned to Jody by Friday (12-01-23).

A review of meeting etiquette was shared: 1. Please turn off your phone; 2. Be kind, respectful, and thoughtful when speaking and listening;

Treasurer’s Report: Deborah Powers presented the October 2023 report before the body to be accepted for filing.

Correspondence: None

Old/Unfinished Business:

- Progress of Nominating Committee: Ongoing with most positions filled.

President:	Ellen Blackmon
Vice-President:	Olga Herman
Secretaries:	Elizabeth Buckman – General Meetings Jody Riddle – Executive Committee Meetings
Treasurer - ?	

A discussion around the treasurer’s position included: Hire someone for this position, the OWC purchases a Laptop and Quick Books for the sole purpose of keeping timely and accurate books for an OWC volunteer, and a strategic recruitment of a new member from a local organization. This item was tabled until the next meeting.

- The first aid kit(s) will be checked after the EC meeting for out of date/damaged items as well as inventoried for adequate supplies.

- Handicapped parking status – pending.
- Refresh shrubs/plantings in front of the clubhouse – ongoing with trimming planned, old shrubbery removed, and beds mulched.

New Business:

- Christmas trees: volunteers needed for Club House, Post Office, and the Town Hall to decorate the trees and remove them after Christmas.

Announcements:

None

Reports from Program Chairs and Activities Managers:

- ❖ Arts: Maryellen Bickel and Carol Young shared that the annual Christmas luncheon will be potluck with everyone being asked to additionally donate funds toward scholarships. The EC has volunteers to bring wine.
- ❖ Education: Maryellen Bickel and Carol Young also shared that the school clothes closets need assorted sized sweats, underwear, etc. The Arts Festival set up begins on January 24 and dismantles after January 29th.
- ❖ Garden Club: Sharon Gilbert shared that the Christmas luncheon's date will be December 13th at the Chelsea Restaurant. The group discussed new chairs for the program.
- ❖ Home Life: Sharon Morgan reported that the first Red Cross Blood Drive was scheduled for 12/08/23. Gay Webster will be asking for volunteers to greet and sign-in donors from 12 – 4:00 on the day of the Drive.
- ❖ Ladies of the Neuse: Marguerite Garrett
- ❖ Building Maintenance: Sally Farrell shared that the batteries in the smoke detector will be changed this month. The new Monday Girl list for 2024 is ready for volunteers to sign-up. **Thanks to all of the 2023 volunteers.**
- ❖ Cemetery Manager: Linda Caroon informed the group of a church donation of \$400.00

- ❖ Fundraising Manager: Sharon Morgan announced that the Dessert of the Month Club had raised over \$1600.00 so far. Tickets are still available for sale. Sharon Gilbert's husband is very interested in holding monthly Trivia Nights at the OWC club.
- ❖ Hostess Manager:
- ❖ Membership: Jean Chastang presented for Ann Stackhouse. The position will be vacant as of January 2024. Any interested volunteers please contact Ellen Blackmon.
- ❖ Newsletter Editor: Jean Chastang
- ❖ Property Rental Manager: Sharon Morgan
- ❖ Publicity Manager: *reminder that Town Dock must be contacted in advance if want pics taken at our events. Email: info@towndock.net
- ❖ Scholarship Manager: None
- ❖ Website Manager: Jean Chastang
- ❖ Yearbook Editor: Jean Chastang

Adjourn

Respectfully submitted by Sharon Morgan and Jody Riddle