

**Oriental Woman's Club**  
**Executive Committee Meeting Minutes**  
**March 9, 2020**

Gwen Rhodes called the meeting to order at 3:05 pm. She announced that she held a proxy vote for Ann Stackhouse, Rosalyn Kutchins and Elizabeth Tooley. There was a quorum for this meeting. Treasurer, Elizabeth Tooley, was not present.

Gwen thanked everyone for coming and stated it was her goal for this meeting to take only an hour. She mentioned that Sharon Morgan is our Parliamentarian. She asked that we raise our hands and wait to be called on when we want to speak and to refrain from talking amongst yourselves while others are speaking. She also asked that we be polite and respect each speaker and remember that we are all working together to make a positive difference in our community.

Gwen put forth a motion to vote on the following points:

1. We will care for the maintenance of the Blackwell Cemetery for as long as the contributions and funds last, following the Rules that were established for the maintenance of the Cemetery, handed out at the February EC meeting.
2. Beginning immediately, contributions will be accepted only when accompanied by a very brief form being filled out by the contributor and the check must say "cemetery maintenance fund" on the memo line. The form's information will be entered into a computer for maintaining this necessary financial information. This is information we would need to provide if we were audited by the IRS. **(form attached)**
3. All cemetery records will be kept at the Oriental Woman's Club.

**Sharon Morgan seconded.** It was mentioned in discussion that current year files would stay with Cemetery Ass't Treasurer and old files would be stored at OWC. **It was unanimously approved.**

Gwen announced that we need new officers for OWC. She read a resignation letter from Roz Kutchins, who stated she was unable to fulfill her duties as VP. Her plan is to stay as Arts Program Chairman. As you know, we are without a Secretary. Gwen will be leaving in May as they have purchased a home in PA, will close on June 15 and move. She also announced that Melissa Lavallee would be resigning as Fundraising Chairman after the Chowder Cook-off due to beginning a new job. She asked for discussion on ways to handle this, noting that a Nomination committee may be in order. Sharon Morgan read the Bylaws which state the EC can appoint officers when needed. Melissa stated that fundraising for the rest of the year was all in place and since Sally Belangia takes care of golf tournament, the only thing for a new chairman to do would be to follow up on what has been set up. She suggested Gwen writing a letter to all members informing them of the club's needs and asking for help. **After discussion, it was decided that Gwen would write such a letter. If nothing develops, the EC members would need to volunteer to lead the EC and General meetings.**

Jean Chastang informed the group regarding a short EC meeting after the March general meeting. A CD at First Citizen's matured on 2/29. Rates at FC were terrible and it was **decided to move that CD to Wells Fargo where the rates are somewhat better at 1.24%.** This has

been accomplished. It is a 9 month CD. She also stated that rates were dropping now on a daily basis.

Jean Chastang also notified EC that she had been notified of a former member's death. Karalee Quick has passed away. She was an OWC member from 2002 to 2009. **She made a motion to donate \$25 in her memory to the Scholarship Fund. Jennifer Walsh seconded and it was approved unanimously.** Sharon Morgan added that Dixie Bridge has passed. Jean will check to be sure she is a former member.

Gay Webster reminded everyone that the April General Meeting was Easter Basket preparations.

Meeting was adjourned by Gwen at 4 pm.

Submitted by Jean Chastang  
Acting Secretary

Reviewed by:  
Gay Webster  
Addrean Hahn  
Sharon Morgan