

## Baylor Round Table

### Executive Board meeting

November 10, 2011

Clifton Robinson Tower, room 455

Meeting called to order at 12:03 pm

Members present: Julie Covington, Sandy Bennett, Jennifer Borderud, Shelley Brooks, Paulette Edwards, Lois Ferguson, Sandra Lené, Corrie Logan, Ann May, Nancy McKinney, Liz Palacios, Joyce Packard, Martha Lou Scott, Alice Starr, Laurie Wilson.

President Julie Covington called the meeting to order and opened with a prayer. She asked Sandy Bennett to introduce our guest speaker, Kathy Weber, from electronic communications (Baylor University). Kathy addressed the topic of Baylor Round Table members being able to pay dues online. Kathy showed the board members the online form that is currently being used by the School of Music for ticket sales. The topic of what information is collected on form was covered. Members would fill out the form, receive confirmation of information and then be directed to an outside 3<sup>rd</sup> party for payment. Information would then be sent to the cashier/Treasurer/etc. for reconciliation.

The question was raised of how the process would work if the Treasurer was not a Baylor employee. One solution could be for the Board to have a member who is a Baylor employee to download the information and send it to the Treasurer.

Another question raised concerned including the member's Baylor ID number (if member is a Baylor employee) as part of the information collected on the form. Does this need to be on the form and go outside Baylor?

How would the form accommodate members who wished to make a donation to Round Table and how could we list events on the form, such as the Style Show, where we could register multiple guests? Options included having events listed with prices for tickets and having a textbox associated with the event where we could list guests.

Prices for events include surcharge and taxes, and events would have to go through the Tax Compliance office. This amount will need to be included in the prices ("Prices includes tax").

The Website/Webpage Taskforce includes:

Andrea Dixon

Jennifer Borderud

Nancy McKinney

Sandra Lené

A possible goal is to have an online form for payment of membership dues in 2012. Kathy recommended getting the form up and going, and test it, then move on to the other events.

## Old Business:

Approval of minutes A motion for approval of the minutes from the September 15, 2011 meeting was made by Martha Lou Scott and seconded by Ann May.

## Membership Tea

233 Round Table members and 47 new members were in attendance at this year's Membership Tea. Paulette has received some good feedback from members about the tea. Members from Membership, Newcomers and Yearbook committees have sent ideas on how to relieve the congestion on the front porch area. Paulette will pass these along to her Vice President for next year. An update to the yearbook will include new members and those who registered later.

## Bylaws proposals

### Article II. Officers

Section 1: The officers of this organization shall be the President, Vice-President (President-Elect), Recording Secretary, Corresponding Secretary, Treasurer, Publicity Coordinator, Parliamentarian, and Historian.

### Proposed change:

Section 1: The officers of this organization shall be the President, Vice-President (President-Elect), Recording Secretary, Corresponding Secretary, Treasurer, Publicity Coordinator, Parliamentarian, and Historians. **The Treasurer shall serve**

for two years. In the case of the Historians, two members shall serve staggered two-year terms of office. (That is, the member who is in her second year of office will serve with a member who is in her first year of office.)

**Rationale:** The complexity of the positions has grown over the recent years. Two-year terms of office will help ensure continuity of the organization.

By having these offices serve 2 year terms, we will have an experienced member who has been serving in the position to help the new incoming member. The historians will serve overlapping terms together. The outgoing Treasurer will serve alongside the incoming Treasurer on the Budget committee (see next proposed change).

## Article VII. Committees

Section 2: A Budget committee of three members shall be appointed by the incoming President to prepare and present a budget for adoption by the organization at the first business meeting of the year.

### Proposed change:

**Section 2:** A Budget committee of three members shall be appointed by the incoming President to prepare and present a budget for adoption by the organization at the first business meeting of the year. **The outgoing Treasurer shall be one of the three members appointed by the incoming president; the incoming Treasurer shall serve as an ex-officio member to the Budget committee.**

**Rationale:** The outgoing Treasurer has the experience and knowledge of Round Table financial matters. The incoming Treasurer needs to know the context of decisions made.

## Article III. Members

### Section 3: Membership

a. The annual dues shall be \$25 payable by June 1 if the member's name is to be included in the yearbook for the following year. The Treasurer will mail members a statement for their annual dues prior to the April meeting.

### Proposed change:

**a.** The annual dues shall be \$25 payable by June 1 if the member's name is to be included in the yearbook for the following year. The Treasurer **shall mail/email** members a statement for their annual dues prior to the **May** meeting.

Rationale: Most Round Table members have email and are already using it as their preferred way of communication. This email would go out to current members only with the Membership committee continuing to handle the membership drive. By using email, we will also be saving on the cost of postage. The May meeting is when the Style Show takes place and we have the greatest number of members present. This would be a very convenient time for many members to pay their dues.

Motion to vote on all three bylaws changes at the same time – Motion made by Sandy Bennett and seconded by Shelley Brooks.

Motion to accept changes from Task Force - Motion made by Lois Ferguson and seconded by Corrie Logan.

Discussion as to when would be the best time to send the Bylaws changes to the membership for a vote. It was decided that the January meeting would be best. Changes will be sent out to the membership the first week of the spring semester. Copies of the Bylaw changes would be handed out to the membership at the December meeting.

Membership committee – no report.

October program - The October program with Merrie Spaeth was a great success. The presentation was great and we received good feedback on the program. Merrie spoke at the Round Table program on October 13 in the Mayborn Museum, and also spoke to student groups in the Hankamer School of Business.

## New Business

### Thanksgiving dinner

Everything is in place for the dinner; the caterer has been contacted and reservations are still coming in. The program for the dinner is ready to be printed. We are still needing ushers and table hosts for the dinner.

### Christmas program

The Christmas program is all planned and ready to go. The program will be on December 6 in the Armstrong Browning library. The Chamber Singers will present their program in the Foyer of Meditation with a luncheon to follow in the Cox reception hall. A silent auction will also be held with money raised going to the Baylor Round Table scholarship fund. For those making baskets, please send Liz Palacios a list of what is inside if possible. Items for the Executive Board basket are due by December 2. Liz will also accept items to make up baskets as well as baskets themselves.

### January meeting

The January meeting will be held at the School of Social Work. Dean Diana Garland will be our speaker. Program will cover how the School of Social Work will figure into the revitalization of downtown Waco.

### Scholarship committee

The cookbooks have arrived. Carolyn Keathley will start to distribute them at the Thanksgiving dinner. For those wanting a cookbook, the price is \$15.00 with a portion of the sales going to the scholarship fund.

### New Comers gathering

Turn out for the new comers gathering at the Student Life Center was low. 17 members and friends attended, but no new comers.

Reminder of meetings for next year:

February meeting – February 2 at 12:00 in room 455.

At this meeting we will be developing the slate of new officers for the next year.

Meeting adjourned at 12:50pm

Respectfully submitted by

Carol Schuetz, Recording Secretary, 2011-2012