

**Town and Gown of USC
2019 – 2020 Motion Log Report
Chris Gregg, Parliamentarian**

Electronic Voting 8-27-2019

M1

Upon the recommendation of the Membership Committee, we, **Sandy Johnston and Kathie Johnson**, VPs of Membership, move to approve the following candidates for Annual Membership: Darcy Fenoglio, Jena Goodman Frankel, Lindsay Lynch Lytle and Mary Yamashita.

Action: Passed 8-29-2019

M2/2

Upon the recommendation of the Membership Committee, we, **Sandy Johnston and Kathie Johnson**, VPs of Membership, move to approve the following candidates for a membership category change from Annual Membership to Life Membership: Diana Jones Geosano.

Action: Passed 8-29-2019

Board Meeting Motions 9-17-2019

M1/3

I, **Christine Gregg**, Parliamentarian, move to approve the Board Meeting Minutes from 6/25/2019 as amended, the General Luncheon Meeting Minutes from 5/5/2019 and the Consent Agenda for September 17, 2019 as distributed.

Second: **Sandy Johnston**

Action: Passed

M2/4

Upon the recommendation of the Finance committee, I, **Laurie Tiedeman**, CFO, move to approve to file the FY19 financial report.

Action: Passed

M3/5

I, **Christine Gregg**, move to approve the 2019-2020 spendable income of \$30,426.33 from the (98-9580-6953) Joseph Gadden Endowment Fund to the Sol Price School of Public Policy SCI program (22-2324-3440) for educational purposes.

Second: **Pat Whitman**

Action: Passed

M4/6

Upon the recommendation of the Membership Committee, we **Sandy Johnston and Kathie Johnson**, VPs of Membership, move to approve the following candidate for Annual Membership: Melanie Behrens.

Action: Passed

M5/7

Upon the recommendation of the Membership Committee, we **Sandy Johnston and Kathie Johnson**, VPs of Membership, move to approve the following candidate for category of Membership change from annual Membership to Life Membership:

Florentine West

Action: Passed

M6/8

I, **Patti Johnson**, move to adjourn the meeting.

Second: **Helaine Lopes**

Action: Passed

Board Meeting Motions 10-29-2019

M1/9

I, **Pat Whitman**, move to approve the Board Meeting Minutes from September 17, 2019, the General Luncheon Meeting Minutes from October 1, 2019 and the Consent Agenda for October 29, 2019 as distributed.

Second: **Kathleen Campos**

Action: Passed

M2/10

Upon the recommendation of the Membership Committee, we, **Sandy Johnston and Kathie Johnson**, VPs of Membership, move to approve the following candidates for Annual Membership: Vanessa Benya, Ronna Berlin, Sandra Coll, Cyndi DuFur, Karen Firestone, Nona Grayson, Donna Klein, Robin McMonigle, Vanessa Reyes-Smith, Marcela Salazar-Hudgins, Susan Tomaro, and Diane Yaris.

Action: Passed

M3/11

Upon the recommendation of the Membership Committee, we, **Sandy Johnston and Kathie Johnson**, VPs of Membership, move to approve the following candidates for Life Membership: Shelly Atkinson, Kathleen Owen, Bonnie Sadrpour and Candace Smith, and Diane Barkelew Wallace.

Action: Passed

M4/12

Upon the recommendation of the Governance Committee, I, **Carol Greenhalgh**, Governance Chair, move that the Board approve the changes to the CFO's Job Description under Responsibilities and Duties as indicated below and as noted in red on the attachment:

“Each year review Subdivision (e) of Section 12586 of the California Government Code to ensure that the financial requirements for activating an Audit Committee have not changed. If the time comes when Town and Gown of USC has reached the level of yearly financial transactions requiring the Audit Committee to meet, the CFO will notify the CEO/President immediately.”

Action: Passed

M5/13

I, **Sandy Johnston**, move to adjourn the meeting.

Second: **Beth Petak-Aaron**

Action: Passed

Board Meeting Motions 11-19-2019

M1/14

I, **Pat Whitman**, move to approve the Board Meeting Minutes from October 29, 2019, the General Luncheon Meeting Minutes from October 1, 2019 and the Consent Agenda for November 19, 2019 as distributed.

Second: **Chris Gregg**

Action: **Passed**

M2/15

Upon the recommendation of the Finance committee, I, **Kathleen A. Campos**, CFO, move to approve to file the financial report.

Action: **Passed**

M3/16

Upon the recommendation of the Membership Committee, we, **Sandy Johnston and Kathie Johnson**, VPs of Membership, proudly move for the following people to be approved as Annual Members to Town and Gown of USC: Linda Brookman, Patricia Gordon, Sheri Griffin and Patty Vignolo.

Action: **Passed**

M4/17

Upon the recommendation of the Governance Committee, I, **Chris Gregg**, move to approve the Vice President/Chair Operations Manual Template.

Action: **Passed**

M5/18

I, **Sandy Johnson**, move to adjourn the meeting

Second: **Kathleen Campos**

Action: **Passed**

Electronic Voting 12-4-2019

M1/19

Upon the recommendation of the Membership Committee, we, **Sandy Johnston and Kathie Johnson**, VPs of Membership, move to approve the following candidates for Annual Membership: Kathy Bayle, Tania Grivas, Parul Gupta, Kelly Kelley, Judy Matsuda, Deborah Maycock-Wolcock, Victoria Mulligan, Mary Swanton and Angela Williams.

Action: Passed 12.04.2019

M2/20

Upon the recommendation of the Membership Committee, we, **Sandy Johnston and Kathie Johnson**, VPs of Membership move to approve the following candidate for Life Membership: Charla Tindall.

Action: Passed 12.04.2019

Board Meeting Motions 1-28-2020

M1/21

I, **Chris Gregg**, move to approve the Board Meeting Minutes from November 19, 2019, the General Luncheon Meeting Minutes from November 5, 2019 and December 3, 2019 and the Consent Agenda for January 28, 2020 as distributed.

Second: **Pat Whitman**

Action: Passed

M2/22

Upon the recommendation of the Finance Committee I, **Kathleen A. Campos**, move to approve to file the financial reports for 12.31.19

Action: Passed

M3/23

Upon the recommendation of the Finance Committee, I, **Kathleen A. Campos**, move to approve we invest the funds in 2B, 2C, 2D, and 2E in Clifford Swan high yield money market.

Action: Passed

M4/24

Upon the recommendation of the Finance Committee, I, **Kathleen A. Campos**, move to approve more frequent reviews of the investments in Fund 2A other than the annual meeting with Clifford Swan and to include two reviews in person and two by phone on a quarterly basis. In addition, anytime NEW funds are deposited, a contact should be made between Clifford Swan and the CFO and 1st VP Investments.

Action: Passed

M5/25

Upon the recommendation of the Membership Committee, we, **Sandy Johnston and Kathie Johnson**, VPs of Membership, move to approve the following candidates for Annual Membership: Janice Agopian, Laura Baratta, Elise Beane, Evelyn Dizadji, Erin Dundee, Mary Anne Fontana, Diane Futterman, Janiece Snyder, Cami Wedbush and Lisa Wong.

Action: Passed

M6/26

Upon the recommendation of the Membership Committee, we, **Sandy Johnston and Kathie Johnson**, VPs of Membership move to approve the following candidate for Life Membership: Joan Lewis.

Action: Passed

M7/27

Upon the recommendation of the Governance Committee, I, **Carol Greenhalgh**, Governance Chair, move to, that due to the establishment of the President Elect's position, the Past President's position be eliminated.

Action: Passed

M8/28

Upon the recommendation of the Governance committee, I, **Marilou Hamill**, Nominating Chair, move to approve that the annual General Membership Meeting in March 2020 be moved to April 2020 due to the Benefit being held in March this year. This will be a one time exception. Article IV, Section 2, page 156

Action: Passed

M9/29

Upon the recommendation of the of the Nominating Committee, I, **Marilou Hamill**, Nominating Chair, present to the Board for approval, the Slate of Directors for 2020-2022.

Secretary – Patti Johnson

1st Vice President Investments. Laurie Tiedemann

2nd Vice President, Scholarship – Carol Wright
3rd Vice President, Fund Development, Jody Zuvich
4th Vice President, Membership – Virginia Naeve
5th Vice President, Programs, Colleen Stroyke
Governance Chair – Beth Petak-Aaron
Nominating Committee Members – Sally Edwards and Mary Hall (one year position)
Ballot Vote Action: Passed

M10/30

I, **Chris Gregg**, Parliamentarian, move to adjourn the meeting.
Second: **Pat Whitman**
Action: **Passed**

Board Meeting Motions 2-25-2020

M1/31

I, **Linda Swick**, move to approve the Board Meeting Minutes from January 28, 2020, the General Luncheon Meeting Minutes from January 14, 2020 and the Consent Agenda for February 25, 2020 as distributed.
Second: **Pat Whitman**
Action: **Passed**

M2/32

Upon the recommendation of the Finance Committee, I, **Kathleen A. Campos**, CFO move to approve to file the financial report.
Action: **Passed**

M3/33

Upon the recommendation of the Membership Committee, we, **Sandy Johnston and Kathie Johnson**, VPs of Membership move to approve the following five candidates for Town and Gown of USC Annual Membership: Cyrice Griffith, Jennifer Middlemas, Domini Tarman, Kristin von KleinSmid and Lisa Donlon York.
Action: **Passed**

M4/34

Upon the recommendation of the Governance Committee, I, **Carol Greenhalgh**, Governance Chair, move that the Board approve the changes to the Secretary position as follows:

- Send electronic requests for Board Reports and Consent Agenda items at least seven days before the Board Reports and Consent Agendas are distributed.
- Advise the President at least two days before a Board Meeting of Members attending and any special Agenda items.

Action: Passed

M5/35

I, **Beth Petak-Aaron**, move to adjourn the meeting.

Second: **Sandy Johnston**

Action: Passed

Electronic Voting 4-08-2020.

M1/36

The approval of the March 31, 2020 Consent Agenda contained in the motion below approves all of the individual motions contained therein.

MOTION: I, **Carol Greenhalgh**, move to approve the Board Meeting Minutes from February 25, 2020 and the Consent Agenda for March 31, 2020 as distributed.

Second: **Christine Gregg**

Action: Passed 4-10-2020

NOTE: All Motions Approved in Electronic Voting are Listed Below:

MOTION: Upon the recommendation of the Finance Committee, I, **Kathleen Campos** move to approve to file the financial reports for 2.29.20

Action: Passed 4-10-2020

Attachment: Fin20200229

MOTION: Upon the recommendation of the Finance Committee, I, **Kathleen Campos** move to approve the completed mid-year audit dated 2.25.20

Action: Passed 4-10-2020

MOTION: We, **Sandra Johnston and Kathie Johnson**, Vice Presidents of Membership, move to back the date from March to February for the New Members to NOT become invoiced for the 2020-2021 Town and Gown Membership Dues.

Action: Passed 4-10-2020

MOTION: We, **Sandra Johnston and Kathie Johnson**, Vice Presidents of Membership, move to populate invoices but not send out dues request until Paula and/or the Board agreed that it is in good taste.

Action: Passed 4-10-2020

MOTION: We **Sandra Johnston and Kathie Johnson**, Vice Presidents of Membership, move to approve the following candidates as Annual Members: Bonnie Hodge, Leslie Tanquary, Bonnie Vogel.

Action: Passed 4-10-2020

MOTION:

Upon the recommendation of the Governance Committee, I, **Carol Greenhalgh**, Governance Chair, move that the Board approve the changes to the Physical Facilities Position as indicated in red on the attachment.

Action: Passed 4-10-2020

MOTION:

Upon the recommendation of the Governance Committee, I, **Carol Greenhalgh**, Governance Chair, move that the Board approve the changes to the CFO, (Chief Financial Officer,) position as indicated in red on the attachment.

Action: Passed 4-10-20

MOTION:

Upon the recommendation of the Governance Committee, I, **Carol Greenhalgh**, Governance Chair, move that the board approve the changes to Bylaws, Standing Rules, Operating Procedures and Position Descriptions of the Immediate Past President as indicated in red on the attachment.

Action: Passed 4-10-20

MOTION:

Upon the recommendation of the Governance Committee, I, **Carol Greenhalgh**, Governance Chair, move that the Board approve the changes to the Town and Gown of USC Annual Report Policy as indicated in red on the attachment.

Action: Passed 4-10-2020

Electronic Voting 4-10-2020

M1/37

Email vote/snail mail vote to Membership which reads:

Please submit your ballot vote for the Town and Gown of USC Slate of Directors for 2020-2021. This slate was approved by the Town and Gown of USC Board of Directors on January 28, 2020. Then it was sent to you in the February Newsletter and again in an email on Wednesday, March 25.

Please submit your email ballot vote by replying to all on this email with your response by April 17, 2020.

2020-2021 Town and Gown of USC Slate of Directors

Secretary: Patti Johnson

1st VP Investments: Laurie Hunter Tiedemann

2nd VP Scholarship: Carol Wright

3rd VP Fund Development: Jody Zuvich

4th VP Membership: Virginia Naeve

5th VP Programs: Colleen Stroyke

Governance Chair: Beth Petak-Aaron

Nominating Committee Members: Sally Edwards and Mary Hall

Yes, I approve the 2020-2021 Slate of Directors - 423 approved (Quorum)

No, I do not approve the 2020-2021 Slate of Directors – 0 non-approved

Action: Passed 5-28-2020

Board Meeting Motions 4-28-2020

M1/38

I, **Sara Pfirrmann**, move to approve the Board Meeting Minutes from March 31, 2020 and the Consent Agenda for April 28, 2020 as distributed.

Second: Elle Feldman

Action: Passed

M2/39

Upon the recommendation of the Finance Committee, I, **Kathleen Campos**, move to approve to file the financial reports for 3.31.2020

Action: Passed

M3/40

Upon the recommendation of the Governance Committee, I, **Carol Greenhalgh**, Governance Chair, move the Board approve Mark Aliano, USC Hospitality Services, as our nominee for the Alumni Association VRA, Volunteer Friend of the Year.”

Action: Passed

M4/41

We, Benefit Co-Chairs, **Patti Johnson and Helaine Lopes**, move to use \$65,000 from the Benefit proceeds to establish the Marc Brown Endowed Scholarship.

Action: Passed

M5/42

I, **Pat Whitman**, move to adjourn the meeting.

Second: **Marilou Hamill**

Action: Passed

Electronic Voting 5-4-2020

M1/43

I, **Hilary Crahan**, President Elect, move to approve the following Town and Gown of USC Appointed Board Members for fiscal year 2020-2021.

Audit Chair Carol Kroesche

Audit Committee Christina Jabarian

Audit Committee Deborah Wong

Benefit Chair Kathi Nicolard

Communication Co Chairs Joyce Fadil and Denise Magro

Finance Committee Marilou Hamill

Finance Committee Ayuko Siegel

Governance Committee Deb Bradley

Governance Committee Barbara Orechoff

Governance Committee Linda Swick

Hospitality Co Chairs Edie Etmekjian and Ayuko Siegel

Parliamentarian Helaine Lopes

Physical Facilities Co Chairs D’Arcy McLeod and Marilou Hamill

Nominating Chair Chris Gregg

Nominating Committee Marilyn Kezirian

Nominating Committee Bonnie Suffridge
Member at Large Deborah Wong
Member at Large Janyce Teasley
Member at Large Christina Jabarian

Second: **Chris Gregg**
Action: Passed 5.08.2020

Electronic Voting 5-19-2020

M1/44

We, **Sara Pfirmann and Ann Palmer**, Scholarship Vice Presidents, move to approve that the scholars enrolled in the USC Chan Division of Occupational Science and Occupational Therapy Program who have curriculum changes due to the COVID-19 situation receive their scholarship funding accordingly: one half in the summer 2020 and one half in the fall semester 2020 with no additional funds being granted in the spring 2021 semester.

Second: **Hilary Crahan**
Action: Passed 5-19-2020

Electronic Voting 5-22-2020

M1/45

I, **Hilary Crahan**, President Elect move to approve the appointment of Isabel Weil to Member at Large for the Town and Gown of USC Board for fiscal year 2020-2021.

Second: **Beth Petak-Aaron**
Action: Passed 5-23-2020

M2/46

I, **Hilary Crahan**, President Elect, move to approve the appointment of Becky LaForge to the Town and Gown of USC Board of Directors as a member of the Physical Facilities Committee for fiscal year 2020-2021.

Second - **Marilou Hamill**.
Action: Passed 5-30-2020

Board Meeting Motions 5-28-2020

M1/47

I, **Beth Petak-Aaron**, move to approve the Board Meeting Minutes from April 28, 2020 and the Consent Agenda for May 28, 2020 as distributed.

Second: **Marilou Hamill**

Action: Passed

M2/48

Upon the recommendation of the Finance Committee, I, **Kathleen Campos**, move to approve the Town and Gown Scholarship Budget for 2020-2021.

Action: Passed

M3/49

Upon the recommendation of the Finance Committee, I, **Kathleen Campos**, move to approve to file the Financial Reports for 4:30.2020.

Action: Passed

M4/50

Upon the recommendation for the Finance Committee, I, **Kathleen Campos**, move to approve the 2020-2021 Town and Gown Benefit Budget.

Action: Passed

M5/51

We, **Sandra Johnston and Kathie Johnson**, Vice Presidents of Membership, move to approve the following candidates for Life Membership: Sarah Lauren Margaret Berbos, Caren Edler, Jordan Felix, and Talyor McAllister.

Action: Passed

M6/52

Upon the recommendation of the Governance Committee, I, **Carol Greenhalgh**, Governance Chair, move that the Board approve the changes to the Electronic Meetings Policy as indicated in red on the attachment.

Action: Passed

M7/53

I, Kathleen Campos, move to adjourn the meeting.

Second: **Helaine Lopes**

Action: **Passed**

Board Meeting Motions 6-30-2020

M1/54

I, **Sandra Johnston**, move to approve the Board Meeting Minutes from May 28 2020 and the Consent Agenda for June 30, 2020 as distributed.

Second: Chris Gregg

Action: **Passed**

M2/55

Upon the recommendation of the Finance Committee, I, **Kathleen Campos**, move to approve the financial reports for 5.31.2020

Action: **Passed**

M3/56

Upon the recommendation of the Finance Committee, I, **Kathleen Campos**, request the approval of the Town and Gown of USC requisition form 6.2020.

Action: **Passed**

M4/57

Upon the recommendation of the Finance Committee, I, **Kathleen Campos**, move to approve the 2020 - 2021 Administrative Budget.

Action: **Passed**

M5/58

Upon the recommendation of the Membership Committee, we, **Sandra Johnston and Kathie Johnson**, Vice Presidents of Membership, move to approve the following

candidates for Annual Membership: Ginifer Griffith, Kerri Yoder Hubbard, Bobbi Mahler, and Gina Weitzel.

Action: Passed

M6/59

Upon the recommendation of the Membership Committee, **we, Sandra Johnston and Kathie Johnson**, Vice Presidents of Membership, move to approve the following candidates for Life Membership: Kathie Geary, Angel Grigorian, Carol La Briola, Carmen Long, Susan Lynch, Tracy Schandler Walder, and Kandi Wopschall.

Action: Passed

M7/60

Upon the recommendation of the Membership Committee, **we, Sandra Johnston and Kathie Johnson**, Vice Presidents of Membership move to approve that the following former members, Tara Prieto and Jerrilyn Wilson, be reinstated as annual members in good standing.

Action: Passed

M8/61

Upon the recommendation of the Governance Committee, I, **Carol Greenhalgh**, Governance Chair, move that the Board approve the revisions of Article V1, Section 5 of the Town and Gown of USC Bylaws.

Action: Passed

M9/62

I, **Pat Whitman**, move to adjourn the meeting.

Second Sandra Johnston

Action: Passed

M10/63

I, **Chris Gregg**, move to approve the New Board Consent Agenda for June 30, 2020 as distributed.

Second: Elle Feldman

Action: Passed

M11/64

I, **Sandra Johnston** move to adjourn the meeting

Second: Pat Whitman

Action: Passed

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