

Town and Gown Motion Log

2020-2021 Motion Log Report

Helaine Lopes, Parliamentarian

Board Meeting 09-22-2020

M1

Kathi Nicolard, Benefit Chair, moved to approve our beloved, wonderful, and amazing Ruberta Weaver as our honoree for the Town and Gown of USC April 2021 Benefit.

SECOND: Marilou Hamill ` **Action passed 09.22.20**

M2

Upon the recommendation of the Executive Committee, I, Chris Gregg, Past Parliamentarian (2019-20), move to rename the March 31, 2020 Board Meeting Minutes as April 8, 2020 Electronic Voting for March 31, 2020 Consent Agenda document with all motions within changed to: Approved 4.10.2020

(Electronic Voting). Motion approved at the September 15, 2020 Executive Committee Meeting. **Approved: 09.22.20**

M3

I, Hilary Crahan, on behalf of the Executive Committee move to accept the resignation of Third Vice President, Fund Development, Jody Zuvich. Jody will remain on the Town and Gown of USC Board, serving as Member at Large for the 2020-2021 fiscal year. Motion approved at the August 13, 2020, Executive Committee Meeting. **Approved: 09.22.20**

M4

I, Patti Johnson, move to approve the: • "In" Board Meeting Minutes from June 30, 2020, aka Part 2 • Portal Workshop Minutes from July 8 • Minutes from Patrick Auerbach's Presentation to the Board on July 14 • Minutes from the Scholarship Vote on July 17 • Minutes from the Governance Vote on August 3, 2020 • Minutes from the August 18 Zoom Recording for the ACC Scholarship Event • Minutes from the Special Event Cooking Class on September 1 • Consent Agenda Cover Page for September 22, 2020, as amended, and • Consent Agenda for September 22, 2020 as distributed and amended.

SECOND: Patti Jamgotchian **Approved 09.22.20**

M5

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the financial records of 7/31/2020. **Approved 09.22.20**

M6

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the financial records of 8/31/2020. **Approved 09.22.20**

M7

Upon recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following Candidates for Annual Membership: Toula Lolonis, Shelley Moore and Olivia Shen. **Approved 09.22.20**

M8

Upon recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following Candidate for Life Membership: Jennifer Blewett. **Approved 09.22.20**

M9

I, Beth Petak-Aaron, upon recommendation of the Governance Committee, move to approve all of the Honorary Members to Town and Gown of USC as listed: Dr. Arthur C. Bartner, Laurence Franklin, Sterling Franklin, Niki & C.L "Max" Nikias, Peter Weil, Esquire and Steve Yamaguchi, Esquire **Approved 09.22.20**

M10

I, Hilary Crahan, move to adjourn the meeting Second: D’Arcy McLeod **Approved: 09.22.20**

Board Meeting 10-27-20

M11

I, Patti Johnson, move to approve the: “Out” (Part 1) Board Meeting Minutes from June 30, 2020, September 22, 2020 Board Meeting Minutes, October 8, 2020 Physical Facilities Vote Minutes, October 6, 2020, General Meeting Minutes, Consent Agenda Cover Page for October 27, 2020 as amended, and Consent Agenda for October 27, 2020 as distributed and amended. Second: Beth Petak-Aaron **Approved: 10.27.20**

M12

MOTION #1: Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the financial records of 9/30/2020. **Approved 10.27.20**

M13

Upon recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following Candidates for Annual Membership: Lindy Brownsberger, Nancy Kim, and Niki Wilson. **Approved 10.27.20**

M14

Upon recommendation of the Governance Committee, I, Beth Petak-Aaron, move to approve the Guest Confidentiality Agreement as presented. **Approved 10.27.20**

M15

I, Linda Swick, move to adjourn the meeting Second: Marilyn Kezirian **Approved: 10.27.20**

Board Meeting 11/17/2020

M16

I, Sally Edwards, move to approve a \$500 donation from Town and Gown of USC to the CARES program this December. SECOND: Marilou Hamill. **Approved: 11.17.20**

M17

I, Patti Johnson, move to approve the: • Board Meeting Minutes from October 27, 2020 • November 3, 2020 General Meeting Minutes • Consent Agenda Cover Page for November 17, 2020 • Consent Agenda for November 17, 2020 as distributed.
Second: Elle Feldman **Approved: 11.17.20**

M18

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the financial records of 10/31/2020. **Approved: 11.17.20**

M19

I, Kathleen A. Campos, move we approve four \$100.00 gift cards for our support members Michael, Kari, Tina, and Ian. I propose we gift the cards at Thanksgiving in appreciation for the service they have done for Town and Gown of USC.
Second: Carol Wright **Approved: 11.17.20**

M20

Upon recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following Candidates for Annual Membership: Rebecca Bodensteiner, Lynda Kyle, Michelle Silliman, and Christina Tusan. **Approved: 11.17.20**

M21

Upon recommendation of the Governance Committee, I, Beth Petak-Aaron, move to accept the change to By Laws Article VIII Section 6(b) as written and presented; it is rewritten as “The CEO/President shall be the executive officer of the Corporation and shall be a Director, a member of the Executive Committee, and a member of all standing and ad hoc committees except the Audit Committee and the Nominating Committee.” (Italics added to show amendment) **Approved: 11.17.20**

M22

I, Beth Petak-Aaron, Governance Chair, move the approval of a Town and Gown Honorary Membership for Dr. Katharine Harrington in appreciation for her support of The Town and Gown Scholarship Program while Dean of Admission and Financial Aid and then Vice President for Admission and Planning for USC, 2005-2019. SECOND: Ann Palmer **Approved: 11.17.20**

M23

I, Sally Edwards, move to adjourn the meeting.
Second: Carol Kroesche **Approved: 11.17.20**

Board Meeting 01/26/2021

M24

At this time, I, Christine Gregg, Nominating Chair, move to approve the receipt of the Board’s voting results which approve the Slate of Directors as presented. **Approved: 01.26.2021**

M25

I, Patti Johnson, move to approve the Board Meeting Minutes from November 17, 2020 December 1, 2020, General Meeting Minutes January 12, 2021, General Meeting Minutes Consent Agenda Cover Page for January 26, 2021, as amended and the Consent Agenda for January 26, 2021, as amended and distributed.
Second: Patti Jamgotchian **Approved: 1.26.2021**

M26:

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the financial records of 11/30/2020 **Approved: 01.26.2021**

M27

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the financial records of 12/31/2020 **Approved: 01.26.21**

M28

Upon recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following Candidates for Annual Membership: Mindy Aisen, Marlene Evans, Gwen Fritzinger, Maddie Meisel, Karen Mohajer, and Rachel Morford.

Approved: 01.26.21

M29

I, Beth Petak-Aaron, move to adjourn today's meeting. Second: Linda Swick

Approved: 01.26.2021

Board Meeting 02/23/2021

M30

I, Hilary Crahan, CEO/President move to approve the following Board of Directors appointments for fiscal year 2021-2022. The fiscal year begins July 1, 2021 and ends June 30th, 2022.

Second: Patti Jamgotchian **Approved: 2.23.2021**

M31

I, Hilary Crahan, CEO/President move to approve the following \$25,000 operational expense for significant upgrades to the Town and Gown of USC web site. The project will commence March 1, 2021 with an ending date of June 30, 2021.

Second: Ann Palmer **Approved: 2.23.2021**

M32

I, Patti Johnson, move to approve the • January 26, 2021, Board Meeting Minutes • February 2, 2021, General Meeting Minutes • Consent Agenda Cover Page for February 23, 2021, and the • Consent Agenda for February 23, 2021, as amended and as distributed.

Second: Carol Wright **Approved: 2.23.2021**

M33

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the six-month budget audit of the Administrative and Scholarships budgets which was completed on 1/26/2021. The audit was from 7/1/2020 to 12/31/2020. **Approved: 02.23.2021**

M34:

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve a transfer of \$100,000 from our Wells Fargo Bank checking account to the Clifford Swan 2A account. In the discussion period, Hilary noted none of the \$100,000 was allocated to Scholarship, and so it is appropriate to move it to the CS account. **Approved: 02.23.2021**

M35:

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approved the financial Record of 1.31.2021 **Approved: 02.23.2021**

M36

Upon recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following Candidates for Annual Membership: Charlotte Etmekjian and Carol Styx. **Approved: 02.23.21**

M37

I, Hilary Crahan, move to adjourn today's meeting.
Second Beth Petak-Aaron **Approved: 02.23.2021**

Board Meeting 03/23/2021**Motion Rescinded**

Helaine rescinded the following motion approved at the February 23 Board Meeting: "Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the six-month budget audit of the Administrative and Scholarships budgets which was completed on 1/26/2021. The audit was from 7/1/2020 to 12/31/2020." Approved: 2.23.2021

M38

After internal review by the Audit Committee of Town & Gown of USC of the information provided, or otherwise made available to, the Audit Committee, and with the understanding that such information is accurate, complete, and not subject to any qualifications or limitations, I, Carol Kroesche, as Audit Committee Chair, and on behalf of the Audit Committee, move that the six-month financial statements of Town & Gown of USC for the six-month period ending December 31, 2020 be approved. **Approved: 03.23.2021**

M39

I, Patti Johnson, move to approve the • February 23, 2021, Board Meeting Minutes • March 2, 2021, General Meeting Minutes • Consent Agenda Cover Page for March 23, 2021, as amended and the • Consent Agenda for March 23, 2021, as amended and distributed.
Second: Carol Wright **Approved: 03.23.2021**

M40

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the financial records of 2.28.2021 **Approved: 03.23.2021**

M41

I, Hilary Crahan, move to accept 3rd Vice President Elle Feldman's request for a Leave of Absence through June 30, 2021. Second: Sally Edwards **Approved: 03.23.2021**

M42

Upon recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following Candidates for Annual Membership: Carolyn Barrett, Cynthia Low, and Leslie Veje. **Approved: 03.23.21**

M43

The Membership Committee moves to reinstate all Town and Gown of USC members, who, due to the unforeseen pandemic, were not able to participate in Town and Gown of USC during the 2020-2021 fiscal year. 2021-2022 dues-paying members will be re-instated without the need to re-apply for membership into Town and Gown of USC. Discussion: 92 members did not pay their dues because of the pandemic. **Approved: 03.23.2021**

M44

I, Beth Petak-Aaron, move to adjourn today's meeting. 18
Second: Marilou Hamill **Approved: 03.23.2021**

04/27 /2021 Board Meeting**M45**

I, Kathi Nicolard, Benefit Chair, move to approve that \$83,205, from the Town and Gown of USC 2021 Benefit proceeds, be deposited into the Ruberta Harwell Weaver Endowed Scholarship Fund. Second: Ann Palmer **Approved: 04.27.2021**

M46

I, Kathi Nicolard, move to approve that \$10,000, from the Town and Gown of USC 2021 Benefit proceeds, be deposited into the Beautification Fund managed by Clifford Swan. Second: Sally Edwards **Approved: 04.27.2021**

M47

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the Financial Records of 3/31/2021. **Approved: 04.27.2021**

M48

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the Administrative Budget of 2021-2022 for Town and Gown of USC.
Approved: 04.27.2021

M49

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the Scholarship Budget of 2021-2022 for Town and Gown of USC.

Approved: 04.27.2021

M50

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the Benefit Budget of 2021-2022 for Town and Gown of USC.

Approved: 04.27.2021

M51

I, Hilary Crahan, CEO and President, move to approve Norma Perez as a member of the 2021-2022 Governance Committee. Second: Beth Petak-Aaron **Approved: 04.27.2021**

M52

I, Hilary Crahan, CEO and President, move to approve Linda Dankwa as a Director for the Town and Gown of USC Board of Directors and member of the Audit Committee 2021-2022. Second: Ann Palmer **Approved: 04.27.2021**

M53

I, Patti Johnson, move to approve the • March 23, 2021, Board Meeting Minutes • April 13, 2021, Benefit Minutes • Consent Agenda Cover Page for April 27, 2021, and the • Consent Agenda for April 27, 2021, as amended and distributed. SECOND: Patti Jamgotchian

Approved: 04.27.2021

M54

Upon recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following Candidates for Annual Membership: Brittani Brisacher and Stephanie Estrada. **Approved: 04.27.2021**

M55

Upon recommendation of the Governance Committee, I, Beth Petak-Aaron, move to approve the following statement to be included in the VP of Membership Handbook: 'A potential member who identifies as female is welcome to submit an application for membership into Town and Gown of USC'. **Approved: 04.27.2021**

M56

Upon recommendation of the Governance Committee, I, Beth Petak-Aaron, move to approve the two nominations for the Volunteer Recognition Awards: the “Friend of the Year” nomination is Jerry Wingate, and the “Widney Alumni House Award” nomination is Ann Palmer.

Approved: 04.27.2021

M57

Upon the recommendation of the Physical Facilities Committee, we D’Arcy McLeod and Marilou Hamill, move to approve the expenditure of \$6,422.60 to replace and upholster 26 new Chiavari dining room chairs with the current existing custom fabric. **Approved:**

04.27.2021

M58

I, Hilary Crahan, move to adjourn today’s meeting. SECOND: Kathleen Campos

Approved: 04.27.2021

May 25, 2021

M59

I, Kathleen A. Campos, CFO, move to transfer funds from our General Meeting opportunity drawing totals of \$31,040 to the following: \$16,040 to the Clifford Swan Fund II and \$15,000 to the USC Financial Aid Department Computer Relief Fund to cover computer costs for current USC students in need of laptops.

SECOND: Ann Palmer **Approved: 05.25.2021**

M60

I, Patti Johnson, move to approve the• April 27, 2021, Board Meeting Minutes
• May 4, 2021, General Meeting Minutes• Consent Agenda Cover Page for May 25, 2021, as amended, and the• Consent Agenda for May 25, 2021, as distributed and amended.

SECOND: Linda Swick **Approved: 05.25.2021**

M61

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the Financial Records of 4.30.2021. **Approved: 05.25.2021**

M62

I, Kathleen A. Campos, CFO, move to give \$100.00 each in gift cards to Kari May, Tina Kreditor, Michael Marshak, Ian Chestnut, and Roxy Kimmel Szigat. The total amount of \$500.00 is to be given at the annual meeting. This is in recognition of their support during the 2020-2021 fiscal year.

SECOND: Ann Palmer **Approved: 05.25.2021**

M63

I, Hilary Crahan, move to adjourn today's meeting.

SECOND: Kathleen Campos **Approved: 05.25.2021**

June 15, 2021

M64

I, Patti Johnson, move to approve the

- May 25, 2021, Board Meeting Minutes
- Consent Agenda Cover Page for June 15, 2021, and the
- Consent Agenda for June 15, 2021, as distributed and amended.

SECOND: Helaine Lopes **Approved: 06.15.2021**

M65

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve to file the Financial Records of 5.31.2021. **Approved: 06.15.2021**

M66

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve transfer of \$100,000 from the Wells Fargo Checking Account to the Clifford Swan Fund II. **Approved: 06.15.2021**

M67

I, Kathleen A. Campos, CFO, move to approve the purchase of a new Step & Repeat for Town and Gown of USC. Second: D'Arcy McLeod **Approved: 06.15.2021**

M68

I, Kathleen A. Campos, CFO, move to approve the expense to convert the Town and Gown of USC Handbook to a publishing format. This project will be completed over the Summer 2021.

Second: Beth Petak-Aaron **Approved: 06.15.2021**

M69

Upon recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following candidates for Annual Membership: Anna Salsman Xeros, Michele Patzakis, Elizabeth Guerin Dickenson, Susan Heldman and Tia Kanavos.

Approved: 06.15.2021

M70

Upon the recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following candidate for Life Membership: Natalie Monger.

Approved: 06.15.2021

M71

Upon the recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following candidates for change of status from Annual to Life Membership: Cheryl Schwartz and Patti Jamgotchian.

Approved: 06.15.2021

M72

Upon recommendation of the Governance Committee, I, Beth Petak-Aaron, move to approve the change and deletion to the job description of Chief Financial Officer.

Approved: 06.15.2021

M73

Upon recommendation of the Governance Committee, I, Beth Petak-Aaron, move to approve the changes and additions to the job description of First Vice President, Investments.

Approved: 06.15.2021

M74

I, Ann Palmer, move to adjourn today's meeting.

SECOND: Deb Bradley **Approved: 06.15.2021**