

Oriental Woman's Club (OWC) Executive Committee Meeting

February 25, 2025

The meeting was called to order by President Ellen Blackmon. Also present: Jean Chastang, Carol Young, Linda Caroon, Susan Jaeger, Marguerite Garrett, Maryellen Bickel, Susan Van Meter, Kim Hutchins, Jen Walsh, Gay Webster, Jody Riddle and Sharon Morgan.

Minutes from the last Executive meeting (EC) have been read, approved, and accepted for file. Volunteers to read and approve the minutes of the current meeting: Carol Young, Jody Riddle, and Susan Van Meter volunteered.

Treasurer's Report Jody Riddle provided a separate treasury report has been added to the binder.

- Checks for the remaining balances from the Cather's and Hargrove scholarships were written by Jean Chastang and sent.
- Motion to clarify the definition of "Assistant Treasurer" within Article 2, Section 1b; Accounting Procedures of the bylaws was presented, Jody called for a vote, Marguerite Garrett seconded the motion and Ellen approved the vote.
- Jody purchased Microsoft 360 per last meetings approval and has requested reimbursement.
- Jody received IRS Form 1099 from Tidewater Realty for 2024 rentals which totaled \$5,765, plus \$1,600 in additional income to be researched since the source is unclear.
- She is awaiting a final check from Tidewater for 2024 rentals.
- Discussion was had that the by-laws require rental income to go into the building savings account.
- The IRS filing post-card has been mailed.
- The IRS Form 1099 has been completed for the cemetery contractors by Jody Riddle and Liz Tooley.
- Several account transfers were noted including: \$5,000 from main savings to checking, \$3,000 from scholarship savings to checking for awards and \$1,000 from cemetery savings to checking for upcoming expenses
- Recommendation was made to perform a bookkeeping cleanup and to properly categorize funds due to concerns about financial reporting inconsistencies from past bookkeeping practices.

Correspondence: None

Unfinished Business: See details of Unfinished Business below.

Executive Committee members are encouraged to continue to submit short personal bios for the newsletter. Send these to Jean Chastang to add to the newsletter. Once the Executive Committee has been spotlighted we will start with the club members. A suggestion was made to add photos to the roster so it will be easier to learn members' names.

Snow & Ice Policy was discussed to determine whether building rental contracts should include clauses for inclement weather. Current policy only allows event rescheduling at no extra cost but does not address liability. Suggestion to align with local school closures as guideline for OWC meetings and allow renters to decide for their event. Sharon thinks the wording of the existing contract covers all of this. The application will be added to our website as a PDF.

Adding rock to the parking lot has been tabled for now. After review of the Pamlico County GIS map of our parking lot it was discovered half of the lot is owned by OWC and half by the Town of Oriental.

It has been decided to request a grant to fund an Automated External Defibrillator (AED) for the clubhouse. Ellen spoke to TW Harris, Chief of the Pamlico County Rescue Squad and the thought is that we purchase The Stryker 1000 which seamlessly transfers to the Rescue Squad's equipment with no loss of continuity. Jody and Maryellen will work on the grant to help pay for this.

New Business: See details of each program listed below.

Arts and Education: Carol Young reported no updates

Community Life: Marguerite Garrett suggested featuring positive youth achievements in newsletters and newspapers, such as Shelby, the founder of Caring Cycle, who is an accomplished student, Commander of the Naval ROTC and a scholarship recipient.

- Gay Webster asked for donations of gift bags to put Caring Cycle products in when the students pick up their items.
- Gay Webster reported we will not be making Easter baskets this year.
- Our next Blood Drive with the Red Cross will be April 4th. Gay asked for additional volunteers for future blood drive events.

Hostesses: Gay reported we still need hostess slots filled for September and November.

Garden Program: Ellen Blackmon reported in Julie Wiegand's absence, the upcoming March Garden Program will have a presentation by Mike Russo, husband of new member Deanna, talking about tips and tricks with vegetable gardening.

- The upcoming Chowder Cook-off on March 15th will have 12 participants. Volunteers will be needed for this event.
- Road cleanup dates have been set, with Sally Farrell publishing the dates in the monthly newsletter.
- Yard of the month will continue with Betsy Hughes and Sara Dougherty heading this.
- May plant sale - dates for plant harvesting at Cathy Delcambre's home to be determined.
- Spring maintenance for the front beds and front round-about will continue once the flagged bushes have been removed.
- A field trip to Swansboro to visit a plant nursery and have lunch has been agreed upon for April 25th.

Ladies of the Neuse: Marguerite Garrett is planning a craft workshop to create Dragonstones. The cement forms were donated and are in the storage building. She inquired as to whether she can use the clubs group email to reach the members for interest in this craft. She plans to use the craft workshop in her home since all of the supplies needed are there.

- She also needs volunteers to start making trophies for the Croaker Festival.
- She prefers Wednesday's for these projects.

Building Maintenance: Susan Jaeger is new to this role and has assessed the building with a list of suggested repairs and some replacement items. One of the major suggestions is to have the floor epoxied to make it more presentable and will eliminate the need to have it professionally cleaned. Questions arose about HVAC maintenance and potential service contracts. Sharon Morgan has several companies she can recommend.

- Susan and her husband plan to be the dedicated people to check the building when inclement weather arrives, i.e. to open cabinets and put the water on a drip to prevent freezing.
- There are several Monday Girl spots that need to be filled. The signup sheet will be on the table during the General Meeting.

Membership: Sharon is planning to call 2024 members, that haven't renewed their membership to see if they simply overlooked paying for 2025.

- Members are encouraged to bring friends and/or family members to a meeting to increase membership.
- Sharon also requested additional volunteers to support her at check-in, in the event she is absent, Jody Riddle and Susan Van Meter each stepped up to volunteer.

Newsletter: Jean Chastang reported the yearbook is posted online.

Cemetery Fund: Linda Caroon gave a financial update that she asked for a \$1,000 transfer to cover February, March and April's expenses, with plans to use a CD after it matures on May 3, 2025 for future mowing costs.

Fundraising & Events: Ideas were shared about advertising fundraising efforts more effectively by indicating where the proceeds will go, i.e. Dessert of the Month ticket sales will go toward additional costs associated with purchasing the AED.

Inspirational Reader: Marguerite Garrett continues to find new inspirations to share with the group.

Property Rental & Website Updates: see comments under "Unfinished Business".

Scholarship Program: Applications were sent out before the winter storm we encountered and schools have begun distributing them to seniors.

March General Meeting speaker will be Sidney Phibbons with the Craven-Pamlico Regional Library.

With no further discussion, the meeting was adjourned.

Kim Hutchins, Co-Secretary