

Duke Faculty Club Board of Governors Meeting

Location: Duke Faculty Club

Monday, May 9, 2016

Board Members Present: Leighton Roper (President), John Taylor (President Elect), Julie Hollenbeck (Past President), Melissa McDevitt (Secretary), Stefanie Kandzia (At-Large), Cathy Lavin (At-Large), Sara Robert (At-Large), Sid Simon (At-Large), and Eamonn Lanigan (Executive Director).

Board Members Absent: Ian Niedel (Treasurer)

Leighton Roper called the meeting to order at 12:30 pm. It was determined that a quorum was present and business could be conducted.

Welcome

Members of the new Board gave introductions and Leighton provided an overview of Board duties responsibilities. It was determined that Board meetings would be held on the second Monday of every month at 12:30 pm.

Board Minutes

Copies of the April 11, 2016 Board meeting minutes were distributed. A motion was made to approve the minutes with minor amendments. The motion was seconded and then passed unanimously.

Board Committees

Leighton suggested, and the Board expressed interest in, including more committee members from the general club membership. Leighton outlined the basic responsibilities of existing committees, invited suggestions for new/ revised committees, and solicited Board volunteers to serve as committee chairs and recruit new members.

The Board discussed renaming the 'Facilities' to 'Facilities & Safety', and a motion was made to create a new 'Programming' committee. The motion was seconded and then passed unanimously.

Board Committee Chair assignments are as follows:

- Executive: Leighton Roper
- Nominating: Julie Hollenbeck
- Membership: Cathy Lavin
- Programming: Stefanie Kandzia
- Facilities: Ian Niedel and Sid Simon (co-chairs)
- Information Systems: Melissa McDevitt and Sara Robert (co-chairs)
- Bylaws: Leighton Roper and John Taylor (co-chairs)
- Strategic Planning: John Taylor and Cathy Lavin (co-chairs)

The Executive committee will consist of Leighton, Ian, Julie and Stefanie.

Action Item: A call for committee members from the general club membership will be included in the monthly DFC newsletter.

ED Report

Eamonn noted that the DFC is exceeding membership goals with 890 members as of 5/9/16. Additional new members are expected for May and June. Camp registrations are strong and on pace with last year. Summer staff has been hired, with approximately 40 returning staff members and 40 new staff members.

Financial Report

Eamonn presented the FY16 YTD budget through April, noting it is currently on track as expected. Program Revenue is projected to exceed expectations, due in part to an increase in Youth Program Registrations (an additional week of camp is offered based on school calendars). Sid expressed interest in increasing the Capital Reserve in order to have available funds for facilities repair/maintenance and execution of the strategic plan.

Eamonn reviewed the previously-approved FY17 budget for the benefit of new Board members, noting the increase in the Capital Maintenance line item compared to FY16.

Executive Session

A motion was made, seconded and passed unanimously for the Board to move into Executive Session.

The next meeting date is Monday, June 13, 2016 at 12:30pm.

The meeting adjourned at 2:10pm.

**Respectfully submitted,
Melissa McDevitt, Secretary**