

**EAC Minutes**  
**November 13, 2019**  
**AB 224**

Joan Kelly called the meeting to order at 9:05 and followed that with the opening prayer. Those in attendance were: Barb Atteln, Paula Bakula (by phone), Nancy English, Joan Falk, Maggie Fowler, Mary Grace, Joan Kelly, Wendi Valenti, and Mary Lee Walter.

*Recording Secretary: Nancy English*

The motion was made and passed that the minutes from the previous meeting be approved.

*Treasurer's Report: Paula Bakula*

The October 31, 2019 report had been sent via email.

*Corresponding Secretary: Barb Atteln*

Barb reported she had acknowledged membership renewals with notes and had sent several sympathy cards when it had been appropriate.

*FCC Liaison: Wendi Valenti*

Wendi reported on her efforts to build increased awareness of the Fontbonne Food Pantry. The Pantry needs money to purchase perishable items to keep in stock. On campus, Wendi has been actively requesting monetary gifts for this. There is also a need for study-snack packs as the first semester draws to a close. FCC agreed to donate \$200 to the Pantry on Giving Tuesday, December 3, 2019.

*Archives and History: Joan Kelly*

Nina Bryans served as chair of this committee during the first half of 2019. In that she could no longer maintain responsibility for this duty, Sr. Donna agreed to keep FCC up to date on all items that should be collected. In that the Awards committee is responsible for maintaining records of everything pertaining to the Awards, the recording secretary, Nancy English, has agreed to take on the responsibility of collecting whatever remaining items that are considered to be important for the archives of the FCC. Maggie Fowler recommended that Catherine Lucy (archivist at Carondelet), Joan Kelly, Sr. Donna, Barb Atteln, and Nancy meet to discuss what exactly should be collected, and then a checklist could be generated that would help future FCC archivists.

*Awards: Mary Lee Walter and Susan Lenihan*

The new timeline has been set into motion. The call for proposals will go out November 15, with preliminary applications due January 23, 2020, and final applications due February 20, 2020. Joan Kelly's next step will be to send out a letter to all FCC members informing them of this new timeline. She distributed a sample letter explaining these changes to the EAC members. Maggie suggested that the motivation behind the timeline changes be included; Wendi suggested "to better coordinate with the academic calendar." Saturday, April 18, has been announced as the date for the Awards Announcement; this date had not been specified in the October minutes. January 24, the date preliminary applications originally were to be due, has been changed to January 23.

What follows is the final copy of this year's Awards timeline.

- November 15, 2019: The call for proposals will be made.
- January 23, 2020: Preliminary applications will be due.
- February 20, 2020: Final applications will be due. Awards Committee will then vet the applications.
- March 5, 2020: Round Table Discussion I (9:00 – 11:00 am)
- March 10, 2020: Round Table Discussion II (5:30 – 7:30 pm)
- March 18, 2020: Round Table Discussion (Virtual) III (5:30 – 7:30 pm)
- March 21, 2020: Round Table Discussion IV (10:00 am– 12:00 pm)
- March 27, 2020: Voting will close at 5:00 pm.
- April 3, 2020: Awards Committee will tally the votes.
- April 18, 2020: Awards will be announced. The Annual Meeting would coincide with this date. Perhaps, in the future, by alternating this date between a weekend and a weekday, more working members would be able to attend.

*Bylaws: Barb Atteln*

Revised bylaws are ready; however, in that changes in the organization are still currently in limbo, it will probably be in the second quarter of 2020 before the members will have a chance to see the completed project and be able to vote to approve. Joan Kelly suggested that the current bylaws be sent to the EAC members, so they can see the progress that has already been made.

*Events: Mary Grace*

Mary said she is planning a meeting of the Events Committee in February or March in order to plan for April's Annual Meeting.

*Membership: Maggie Fowler for JoAnn Donovan*

Maggie reported that everyone who attended was very pleased with the Mass of Remembrance. The Membership Committee is emphasizing getting the *Out-of-Town* subcommittee organized and active. Lucy Hahn, the subcommittee chair, will attend the monthly Membership Committee meetings via phone, and will pursue recruitment of possible out-of-town members. Maggie reminded the EAC of the Zell scholarship that is available to help with prospective members who might be a bit overwhelmed with the cost of membership. Joan Falk suggested the Membership Committee might want to get the names of out-of-town women who have attended Fontbonne reunions over the past few years. In that these women have shown a continuing interest in the university, they might also be interested in becoming FCC members.

After revisiting the membership-renewal process, it has been decided that FCC membership will lapse on the last day of the month in which the member joined FCC. The notice that the membership is about to lapse will be sent out two months earlier and then one month earlier. These communications will be sent from FCC, not from the university, and will include a clear explanation for the early timing of the notices. The hope is that this will help keep our active-member roster more accurate.

## EAC Meeting Minutes from November 13, 2019

### *Communications: Joan Falk*

As scheduled, the fall newsletter was issued on October 31; Joan had already begun work on the winter issue, which is scheduled for release at the end of January. She reminded the EAC members that they could attend the Candlelight Mass after the Holiday Reception on December 8. Maggie suggested that an attempt should be made to help people better understand the connection between the FCC and the Lyon Society.

### *Calendar Update: Wendi Valenti*

Wendi had already updated the calendar to reflect the newly proposed dates for this year's Awards but had ensured they were marked as *DRAFT*. Now that these dates have been cemented, she will remove the *DRAFT* status.

### *OLD BUSINESS:*

*Reflection Meeting Review:* Joan Kelly had sent out three documents via email to each EAC member the night before this meeting. She has charged herself with the duty of getting her head around all of the proposed suggestions in order to pursue action in 2020. She asked the EAC members to do the same.

The meeting was adjourned at 10:37 am.

*Respectfully submitted by Nancy English, Recording Secretary*