

SAUGATUCK WOMEN'S CLUB EXECUTIVE BOARD MEETING MINUTES – Sept 9, 2026

Quorum and Call to Order – Cathy Brockington called the meeting to order at Bonnie Lowe's house on September 9, 2026, at 10:38 AM.

Attendance: Cathy Brockington, Susan Pastor, Lora Keller, Linda Sandberg, Becky Siewert, Karen Wessel, Cindy Raue, Gail Zandstra, Bonnie Lowe, Tanya Sheridan and Karen Killackey. Absentees included Stephanie Burt, Merijean Webb, Nyla Hensley, Michele Mabele, and Leah Root.

Consent Agenda:

1. Minutes from August Meeting
2. Art-a-Loan Participation= \$175

Karen moved to approve the minutes and the consent agenda, second by Susan. Motion approved unanimously.

President's Report: Cathy Brockington

Cathy called the meeting to order and requested a substitute to take minutes as Marijean is on vacation. The group unanimously agreed to have Becky Siewert fill the role for today's meeting.

Cathy stated that she is very focused on the critical need for additional funds to support the many repair projects for SWC. She will be attending the Lakeshore Women Who Care meeting tomorrow night, Thursday September 10. SWC will be one of three groups vying for their 2026 grant providing financial support. She will share her best plea highlighting the critical need to support our old buildings that need major repairs. "Breuckman House is falling down"! Cathy will also highlight how the SWC supports so many in our community by providing low-cost rentals, especially for other non-profit organizations and various community programs.

Bonnie will provide a list of the Programs and Rentals for reference.

Cathy stated that Mark and Becky Siewert turned in 400 volunteer hours, through the end of August, for the work effort to launch our new SWC email and Website. Nyla was very happy.

Treasurer's Report: Lora Keller

Lora shared a copy of the Proposed Budget for 2027. She stated that the numbers were reviewed with Cathy, Sue and Bonnie prior to this meeting to ensure all were in sync with the proposed numbers.

Lora stated that she used 2025 Actuals as her baseline for the 2027 Budget Proposals as it gave her a full year view.

Highlights of her review included a comment on the Membership Income line; She used 70 members since it was previously decided not to charge members 80 years old and over. (they still have the option to donate to the SWC if they are able)

Lora stated that Cathy will officially ask the attendees of the Annual Salad Luncheon, Meeting and Program tomorrow, September 10, to approve the current 2026 spending request for two key Facility Projects; Roof work, \$22,000 and Gutter work, \$13,000 = \$35,000 total

Although previously passed in the August Board meeting, Lora moved to immediately implement the increase for annual dues to \$50, from \$45, which has not been increased in many years. This will also help offset the fees charged for using the on-line payment process. Motion accepted by Sue, seconded by Karen, Approved by all. Becky will work with Mark to update the website to utilize the new amount right away.

Lora communicated that anyone joining SWC starting in September will pay the new fee of \$50 which will take them through the end of 2027. This motion was accepted by Sue and seconded by Karen.

- Cathy will announce the increase and start date during the Annual Salad Luncheon, Meeting and Program tomorrow, September 10.

Cathy stated that we will ask our members to accept the following Financial Proposal in the Annual Meeting on October 8, 2026: The SWC Board recommends that members approve the 2027 Budget as stated by Lora Keller, showing 2025 Budget/Actual, 2026 Budget Proposal and 2027 Budget Proposal numbers.

2027 budget Proposal:

Total Income of \$74,570 – Total Expenses of \$74,310 = Net Income of \$260

Lora shared the 5-year plan for Building Repairs. She stated that for the 2026 expenses, Friends of SWC will cover the cost of the roof of \$22,000 and SWC will cover the cost of the Gutter work of \$13,000.

Cathy requested Lora to share high level Financials for 2026/2027 at the Annual Salad Luncheon, Meeting and Program tomorrow, September 10. It's important for our members to understand that 2026 is year 1 of a 5-year Building Repair Initiative that requires funding and support.

New member discussion: All agreed that we are grateful to all the new members, 20 and counting, and look forward to having additional engagement and participation to increase donations and connectivity. We will continue to emphasize that restoring and maintaining our old buildings is costly, but critical.

Vice President's Report: Susan Pastor

Sue provided an update from Restore; they agreed to complete a re-evaluation to find ways to save money. Although they found some options to save money, they also found some new items that require funding. Overall, the \$23,000 is still a good amount to include for new basement stairs (inside) and the permit process. Unfortunately, the new plan requires new duct work and ceiling in the basement. These are currently not in the bid. He is working with a local contractor. This will require additional funding, yet to be determined.

He will also follow up on the front door to fix the difficulty with opening it and provide a hardware recommendation.

Sue shared a New Request to fund replacing the 5 basement windows, since they are all cracked and not sealed properly, causing water damage. This is currently not in the budget, but critical. It's best to complete this work effort while the contractors are here completing all the other work efforts. Sue will share the cost estimates once she receives the bids.

Sue stated that the Hearing Loop estimate remains pending. She reached out and thought they would have provided it by now. Sue will continue to follow up. Her best estimate is a cost of \$4000 - \$5000. New member, Susan Wolf, will participate in the testing of the install. Members from the Chamber Music group will also participate as they will receive benefits from the install.

During some recent backroom cleaning, Sue found a box with old paperwork on work done in the past, plus more important, there were copies of the original building survey. She has those available if anyone is interested.

Sue shared that the basement repair contractor was trying to come and complete the work later this year, vs January/February as originally planned. Sue reviewed the activities calendar and based on the number of activities going on in the building, and how disruptive the work will be, all agreed that she had to tell him 'No'.

Rental Report: Bonnie Lowe

Bonnie stated that the rentals have been very busy! There are many requests for usage. Some, like the Chamber Music and Jazz group, have multiple dates booked.

Becky shared that the calendar on the website is current with all the activities at the Clubhouse. You can see them by month/day, plus view the full monthly to see overall availability.

The group discussed how we are supporting the community with the number of rentals that are used by other non-profit organizations as they are charged lower rates. Off the top of her head, Bonnie thinks that more than 50% of the rentals are non-profit. Bonnie agreed to put a list together for us to share.

- Cathy can use this as she reaches out seeking funding and support from other sources.
- The Board discussed how we should communicate the list and also post it on the website. Becky will suggest an approach for the website and share with the group.

Karen brought up the upcoming joint event with the Art Club in November. Bonnie will contact them to discuss the rent/cleaning costs since it is a shared event with SWC.

In the previous meeting, Bonnie requested sharing more details on the specific needs for SWC on our website and other messaging for donations. The more specific we are, the more likely they are to donate.

- Bonnie previously provided a 'starter Wishlist' of items needed to support Rentals. We should also include other items along with the high-level Building Rehabilitation Plan. (this is highlighted on the website)
- Becky will suggest an approach for the website and share with the group

Reports of Special Committees:

1. **Roof and Gutter update.** Lora re-stated the costs are \$22,000 and \$13,000 and indicated that all approvals have been received to complete the work effort, including the Road Commission for delivery and street impacts. The road will be closed for some of the work effort.
 - a. No-one will be allowed in the building during this work effort for safety reasons
2. **Fundraising:** Ad Hoc Friends Committee. No new information provided

3. **Lakeshore Women Who Care presentation:** Cathy stated that she has all the information needed for her presentation tomorrow night, Sept 10. She plans to go in with her best plea to share how important it is for SWC to complete the required restoration of the two buildings. She will also share how much our club supports the community and makes a difference.

STANDING COMMITTEE REPORTS

Programs: Karen Wessel

Lecture September 24 by Dr. Michael Nassaney, "The Women of Fort St. Joseph".

Fund Raising: Karen Wessel

Charleston Wrap: Karen stated that the Charleston Wrap email was sent to all members on Sept 1 for the online shopping opportunity. They will provide a 30 to 40 percent return to SWC on all sales. Unfortunately, sales have been slow. Some members are having trouble using the site. Karen will send a notice inviting members to come to her home for support using the site.

The program ends September 30.

- Karen will also send an email reminder to all members

Festival of Trees: Karen will be sending an email soon with more information sharing details on the purpose of the event, including dates, the trees and other key points. It will be a community event from November 20-28. She also has Santa scheduled for the kids.

- Karen will also include a date when members can come to her home to get ideas, pick up extra trees and decorations.

She is coordinating this with the Art Cub as they will have a Holiday Market during some of the dates

Art: no report. The Board is seeking a new person to lead this effort.

Archivist: Tanya Sheridan & Nyla Hensley

Tonya shared that she received some old papers/documents from the club history. She shared that there is some very interesting information and would like an opportunity to review more details and share with the club members. Cathy asked that we set up a new Historical Committee with Tonya, Sue and Becky, who will meet to discuss how to best share the information.

Hostess Coordinator: Gail Zandstra-no report

Membership: Lynda Sandberg and Becky Siewert (Website Report)

Lynda Sandberg reported SWC membership at 86, with 2 new members.

Becky shared that the new SWC website is fully launched as of Sept 1 and the old site re-directs to the new one. A communication was sent out to all members sharing the new website and the steps to sign on to the members only section. This is where the most current membership directory is posted. You can download and print it when needed.

The on-line calendar is being updated continuously as new information is available. It includes all known activities in one place so you can see daily and monthly views online and on your cell phone.

Publicity: Stephanie Burt— No report

Scholarships: C Brockington & K. Killackey—No update

Volunteer Hours Coordinator: Nyla Hensley - No report, but Cathy shared that we have 400 volunteer hours from Mark and Becky for the new email and website initiative

SWC Liaison to “Friends: Lora Keller – Lora shared that the Friends is ready to distribute \$42,000 towards the roof and overall repair project

OLD BUSINESS:

1. **Hearing Loop information:** Sue provided the update as part of her VP report above.
 - a. Sue stated that the Hearing Loop estimate remains pending. She reached out and thought they would have provided it by now. Sue will continue to follow up. Her best estimate is a cost of \$4000 - \$5000. New member, Susan Wolf, will participate in the testing of the install. Members from the Chamber Music group will also participate as they will receive benefits from the install.

NEW BUSINESS:

1. **Recorder of Community Service projects for 501c3 tax purposes:**
 - a. Bonnie started the discussion stating that she will document the rental programs showing how many are for non-profit groups and programs. She will ask Nyla to continue tracking all activities going forward. SWC has done so much for the community, we just need to formally track and log it.
 - b. We will need to track and document this information now, as the process will take multiple steps and years to complete
 - c. Cathy requested that Lora, Sue, Bonnie and Becky meet to start a formal process to determine requirements and next steps
 - d. This will also require a lawyer that specializes in 501c3 rules and regulations.

2. **Floor Supports Project for Breuckman House:** Sue stated that reinforcing the floors was part of the overall project and has been completed. No more squeaky floors!
3. **Social Media, Signage and Pamphlet Update:** Karen is working with Stephanie to document the Festival of Trees, including the Santa visit on our Facebook/Instagram pages to share with the community and generate interest in the event.
 - a. Becky reached out to Stephanie to communicate the issues with broken links to the new website. She will follow up with her.
 - b. Becky sent a request from Bonnie to highlight the recent letter to the Editor on-line but have not received a response. She will follow up with her.
 - c. Cathy recommended that there is a reach out to some of the new members like Sarah and Nicole to solicit assistance with these initiatives.

Next Board Meeting: October 7 meeting will begin at 10:30 at the SWC

Early Start Time for the November Board Meeting: November 11 meeting will begin at **9:00 AM** at the SWC.

Sue Pastor moved to adjourn the meeting at 12:10 PM and seconded by Karen Wessel.