

## Membership Information Document (updated 3/2/2020)

Here is a collection of information for DWC membership.

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### [President's message for September 2019](#)

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## President's message for September 2019

Well, ladies, I hope you've had a great summer and are ready to begin another busy fun-filled DWC year at our meeting on 9/12/19.

Fall is always the BUSIEST season for us as we prepare for our biggest fundraiser, the Holiday Marketplace the weekend before Thanksgiving.

While you put that on your calendar, also mark:

- noon on the 2nd Thursday of each month for our meetings, and
- 1 p.m. on Tuesdays from 9/17 to 11/19 for our crafting sessions to make items for the Marketplace. Even if you aren't "crafty", I guarantee you'll have fun at these sessions! It's a great opportunity to get to know your DWC "sisters".

Once again, some of our members were doing DWC business during our summer hiatus.

The Beverly Shores Directory and our Bird Town Indiana/61\* National Park canvass bag were completed. Both will be available for purchase before the meeting. Cost for each is \$15, with directories being offered at 2/\$25, or \$5 for a digital version with purchase of one book. If you want to purchase either of these, please arrive by 11:30 in order to complete the sales before the food is served.

For a preview of these items, check the DWC website by visiting [beverlyshoresindiana.org](http://beverlyshoresindiana.org) & clicking on "clubs & organizations", & then Dunes Woman's Club, or [ABSR.org](http://ABSR.org) site, & click on "other local non-profits".

Libby will also be collecting dues (still only \$20) before the meeting as well as asking you to verify that your contact information is correct. You will be able to write one check for all of the above payments, or with cash, of course.

- NOW...to my "homework assignments" for all of you: (Choose any or all of them.) September is our month to collect classroom supplies for Pine Elementary. Wal-Mart has a list of required items for each school and has them on sale. These items are for the students, but are a gift for the teachers who often have to spend their own money when a child doesn't have an item. Tissues and hand sanitizer are also welcome items.
- Also for Pine is the "Books For All" campaign we voted to begin at our June meeting. Noreen says we currently have 150 towards our goal of 550 by Christmas. If you have been collecting gently used like new books for grades K-6, you can bring them to the meeting, or drop them at our library any time. If you haven't found any yet, check out Duneland Resale on W. Broadway in Chesterton (closed Sunday & Monday), Valpo Library's sale room (103 Jefferson) Wed. from 12:30-6:30 or Sat. from 10-4 Portage Library's sale room (2665 Irving St.) Mon. 12:30-6:30 or Sat. 10-4 Chesterton Library (on W. Indiana) at their Fall Sale on 10/19 & 20 from 9 a.m.-?
- Don't forget our ongoing collection of plastic lids/caps for recycling into benches and travel toiletries for the homeless service at the Presbyterian Church in Michigan City.

- I'm also happy to report lots of improvements have been underway at the Community house. Hopefully, they will be completed before our meeting! (Kitchen, storage area off of kitchen, roof, landscaping.) They're another reason to come early.

Come check out these projects that are a major part of DWC's commitment to enhancing our community, take care of the "business" transactions mentioned earlier, check out our bench of recycled plastic caps, & then assemble back inside for the always yummy treats and a lively business meeting.

See you on September 12".

Your Pres, Beth Gassoway

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## **DWC Meeting Agenda items**

Meetings will begin at Noon with sweets, savories & beverages provided by the hostesses for that month.

About 12:30 the president will call the meeting to order.

Members recite the pledge of allegiance.

The president will have an inspirational reading for the group.

Minutes and Treasurer's report (as distributed by email) are presented for approval.

What is on the clipboard? Frequently there are items which need member volunteers. This will be a sheet, or two on the clipboard that is passed during the meeting.

Old Business

New Business

Announcements

Program, if there is one. Usually in the spring. (Give Program ideas to Lorene)

Adjourn.

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## Robert's Rules of Order for Running Effective Meetings

### Robert's Rules of Order Simplified

Some of the main aspects of Robert's Rules are below. The language used in Robert's Rules is very formal, so more down-to-earth terminology has been included. These guidelines will help people to hold more productive meetings.

**Agenda** – when organizations use Robert's Rules they usually follow a strict agenda that adds structure to their meetings.

**Motion** – motions are used to discuss a new item of business. They are introduced on the agenda, and can also be suggested at the meeting. The word “motion” is quite old-fashioned in many organizations, but it means an idea or subject for discussion. Motions can also be used to suggest an action to be taken or a decision that should be made by the organization. Motions must be made, **seconded** by a different person (a person who seconds a motion is someone who supports it), debated and then voted on. If there is no second or in other words, no support for the motion, it is dropped.

**Postpone Indefinitely** – this move is taken if a motion is to be not discussed further at this meeting, though it may be reintroduced again at a later meeting. The decision to postpone indefinitely must be seconded and voted on.

**Table** – this action is used to postpone discussion of an item until later in the meeting or at a later date. Again, the decision must be seconded, and voted on.

**Question** – this can be used to terminate a debate so that a motion can be voted on. As with all of the other actions, it needs to be seconded by a different person. Directly after this a vote is held and a two-thirds majority is needed for it to pass. In the case of the vote passing, the motion is then voted on directly.

**Amend** – sometimes a motion needs to be changed after it has been debated a bit. Someone might suggest an amendment, and in this case, it must be seconded to be voted on. If accepted, the amendment stays.

**Commit** – one step that can be taken with motions is to have them researched further by a separate committee and reported back on at the next meeting. This job might be assigned to an existing committee or a newly organized committee. It must be seconded and be passed by majority vote for this action to occur.

**Adjourn** – someone will make a motion to end the meeting. Once again, this motion must be seconded and followed by a vote to adjourn the meeting.

**Minutes** – the minutes of the meeting will be documented throughout and distributed to the attendees—and those invited who could not attend—after the meeting is over. Robert's Rules requires that only the main motions are documented in the minutes.

### More information on Robert's Rules of Order

If you want to get an easy and good understanding on apply to use Robert's Rules in your organization we suggest you visit: [Robert's Rules Made Simple](#)

The official Robert's Rules website has more information: <http://www.robertsrules.com/>

Another Robert's Rules source of information is: <http://www.robertsrules.org/>

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## **Leadership for 2019-20 DWC year.**

**Elected Officers** for term June, 2019 to June, 2021

President Beth Gassoway

Vice President & Programs Lorene Schaudt

President Elect Laura Hennessey

Secretary Lynn Schermer

Treasurer Libby Lambert

Parliamentarian Sandy Komaskinski

Board of Directors is comprised of the elected officers and past presidents Ausra Zarins, and Sarah Smith.

**Standing Committees:** appointed each year.

Club activities:

ABSR Liaison	Bobbi Petru, Marcia Metzcus	Serve as liaison between groups
Audit	Appointed in June, report due in October. Chair: Laura Hennessey + 2 others	Audit treasurer records in Sept for report in October
Community House Mngr: House & Grounds	Laura Hennessey	See to care of the house
Community House Mngr Purchasing Supplies	Lynn Schermer	Keep house in supplies as TP, Paper towels, etc.
Depot Liason	Carol Ruzic, Suzy Vance	Serve as liaison between groups
Email Tree	Ines Weber	Distribute info through email
Telephone Tree	Ines Weber	Contact ladies w/o email
Library	Sam Olins, assisted by Lorene Schaudt , & Mary Marvel.	Organize/maintain library
Pine School Liason	Noreen Mitchell, Sherry Schlickman, Joy Bracken	Serve as liaison between groups
Sand Tracks Reporting Team	Suzy Vance, Donna Ogle and Rita Dagys	File monthly meeting info to ST
Scrapbook	Carol Ruzic	Maintain club history
Sunshine	Lynn Schermer	Handle mail communication for members
BS Directory committee	To be appointed in 2023 for publication in 2024	Handle assembly, production and distribution. Every 5 years.

## **Fundraising: Marketplace Bazaar (weekend before Thanksgiving)**

	2019-20	
Overall chair:	Beth Gassoway & Laura Hennessey	
Mailing for Marketplace:	Lynn Schermer, Sandy Komaskinski	Assemble, duplicate & mail invitations. Complete by November 1. Handle publicity for event.
Crafting	Lorene Schaudt, Ausra Zarnis, Diane Swanson	Lead team to produce craft items for sale. Sept-Nov.
Greens sales:	Kath Fischer, Noreen Mitchell, Angela Maurello, Sandy Komaskinski	Work with greens vendor. Coordinate sales effort both pre, and on- site Coordinate distribution effort
Gourmet Delights:	Libby Lambert, Sherry Schlickman, Noreen Mitchell	Assemble gourmet goods for sale. Handle customer service & sales.
Coffee corner:	Bobbi Petru	Provide coffee service at Marketplace

Drawing tickets, pre-sale:	Angela Maurello	Collect pre-sales of drawing tickets.
Publicity:	Will be appointed as need be for specific projects.	Distribute flyers, Send event information to various local news outlets.
Photo Cards	Ines Weber, Donna Ogle	Handle production of photo cards.

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## **Calendar of events**

DWC Meetings: 2<sup>nd</sup> Thursday of the month

Sept. 12: Fall organization meeting

Oct. 10, Regular meeting with invitation preparation after meeting.

Nov. 14. Final preparations for Holiday Marketplace. Sign up for work at Marketplace.

December meeting may be Dec. 11 or 12 to accommodate Pine choir presentation.

Tuesday craft sessions: Community House 1 p.m. on Tuesdays from 9/17 to 11/19 for our crafting sessions to make items for the Marketplace. Even if you aren't "crafty", I guarantee you'll have fun at these sessions! It's a great opportunity to get to know your DWC "sisters".

Holiday Marketplace: Saturday, Nov. 23 10AM-4PM-& Sunday Nov.24 10AM-1PM.

Board meeting: *August 20,2019...* Work through preliminary budget, other topics

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## **Preparation for Holiday Marketplace:**

About Marketplace: 2019 will be the 62<sup>nd</sup> annual DWC Marketplace.

The event is held the weekend before Thanksgiving at the Community House. Items for sale:

Mistletoe Market: Unique Holiday Gifts, Vintage Jewelry and Decorations

Bakery & Deli: Baked Goods, Soups, Quick/Ready Meals, all Homemade

Holiday Greens: Fresh Wreaths, Garlands, Centerpieces & Swags

There is also a drawing with prizes. Tickets are mailed to almost 500 of the BS family. The drawing is held at the Holiday party in December.

For 2019:

- ❖ Holiday Basket of cold weather goodies (value: priceless);
- ❖ Vineyard Basket filled with a variety of wines donated by .DWC members (value: \$100)
- ❖ Beach Glass Jewelry class for 6 conducted by Lorene Schaudt & Laura Hennessey (value: \$120)

Activities supporting Marketplace:.

- **Craft Sessions** You are invited to join a group of ladies to meet on Tuesday afternoons at the Community House to produce various craft items for sale in the Mistletoe Market. Items may include greeting cards, or jewelry or candles or decorative home items.
- **Greens:** DWC works with a wholesaler of holiday greens. We take orders for wreaths, swags, and centerpieces which are then delivered a week-10 days later to Beverly Shores residents.
- **Food corner:** prepare frozen soups or casseroles; provide home baked goods or preserved jams, jellies, etc. Bring to Community House on set-up day. Pint and Quart plastic containers for soups and aluminum squares for casseroles are provided for member use.
- **Invitations and advertising**  
After the October DWC meeting, invitations, raffle ticket blanks and greens' forms are mailed to the greater Beverly Shores community.

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## **DWC Contact information**

Meeting Location:  
Community House  
40 West Service Drive,  
Beverly Shores, IN

Mailing Address:  
Dunes Woman's Club  
PO Box 647  
Beverly Shores, IN 46301

Multi-use Building (MUB).....(.DWC has a storage room in the MUB)  
35 West Service Drive  
Beverly Shores IN

Dunes Woman's Club website:  
<http://www.beverlyshoresindiana.org/the-dunes-woman-s-club.html>

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## **Monthly Hostess duties and list of hostesses for 2019-20**

The hostesses will prepare the Community House for the meeting with chairs for all.

Check with the Email tree lady for the number that have RSVP'd

Hostesses will provide beverages and light desserts and perhaps one savory item.

Service will begin at Noon with the business beginning about 12:30PM

Hostesses will return the Community House to pre-meeting state and remove trash.

### **Hostesses for 2019-20**

2019

Sept. 12 Lorene Schaudt, Sam Olins, Mary Mavel, Mary Kay Swanson, Rita Dagys

Oct. 10 Marcia Metscus, Lynn Schermer, Maureen Schick, Suzy Vance,

Nov. 14 Barbara Eastman, Bobbi Petru, Lynn Gresham, Peg Oberle

Dec. 12 or 11 Christmas Party pot luck...(date may vary to accommodate Pine choir).  
Marty Riley, Kath Fischer, Carol Ruzic, JoAnn Wagner, Linda Wagner, Joy Bracken

2020

*January NO Meeting*

Feb. 13 Helen Molinaro, Laura Hennessey, Carol Gallagher,, Sherry Schlickman

Mar. 12 Bev. Gallagher, Noreen Mitchel, Libby Lambert, Tobin Mitchell

Apr 9 *No meeting at Pine School this year.* Hostesses: Linda Wagner, Patti Sullivan, Joy Bracken, Kath Fischer

May 14 Ausra Zarins, Diane Swanson, June Shiozaki, Shelley Mulconrey

June 11 Angela Maurello, Sue Ashby, Mary Rose Douglas, Mary Wolter

*July NO Meeting*

*August NO Meeting*

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## **Our relationship with Pine School**

Dunes Woman's Club has had a long relationship with Pine Elementary School. The Club will support educational endeavors through funding events at the school. We have also provided books to teachers and students.

## **Our relationship with Beverly Shores Depot & Art Museum**

DWC gives an annual donation of \$1,000 to the Depot Museum.

From the Depot Website: The Depot Museum and Art Gallery is located within the South Shore Train Station in Beverly Shores, IN. We were founded after the Dunes Woman's Club and other concerned citizens saved the Depot from destruction, organized to have it placed on the National Register of Historic Places, and raised funds to restore it. When restoration was complete in 1998 the Depot Museum and Art Gallery was formed.

## **About the Community House**

The Community House is one of the Beverly Shores Buildings, like the Administration Building and Fire House.

In the late 60's when the National Lakeshore was formed, many pieces of property were taken over by the Lakeshore. One parcel was what is now the Community House. As it turns out, the Lakeshore had a need for a different piece of BS property and offered to trade. It was acquired and renovated through the efforts of DWC members and their spouses.

So the Community House came about.

The Dunes Woman's Club is the custodian of the Community House. Over the years there have been many changes to the house, but the heart of the house belongs to DWC.

The House Manager for House/Grounds handles issues at the house.

There is a Joint Operating Agreement for our use of the house. Essentially, the Town handles all the major upkeep, while DWC pays the utilities and does minor repairs.

The Community House is available to town organizations for meetings/gatherings. The house is also available for rent by BS residents. Reservations are made with the Town Clerk.

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## **Communication:**

Distribution of monthly minutes and treasurer's report by email.

RSVP for monthly meetings:

Punchbowl is the app that tallies responses from members. RSVP is used to aid hostesses in preparation for each meeting.

## **Using Punchbowl to respond to DWC Meetings:**

You will receive an email

Open the email. You will see an envelope.

Click on the envelope.

Click on Open Invitation

There is a lot of information on this page. Scroll down.

At the left is basic info on the meeting.

At the right, look for more info, click on "read more" to see details about the meeting.

When you have reviewed the invitation, click on "Continue"

Click on Yes or No to RSVP

The next page will also allow you to send a message, although none is needed.

In a few minutes, you will receive a confirmation email of your response

## **Membership renewal**

Membership dues are \$20/year, due in September. Bring cash or check to the meeting, or mail a check to Dunes Woman's Club, PO Box 647, Beverly Shores, IN 46301

With renewal, verify your contact information: mailing address, home address, phones, email, and birthday.

## **Honorary members**

From time to time the membership may confer the privilege of Honorary Membership upon an individual. The rights and privileges accorded to Regular Members shall be extended to Honorary Members, but does not require payment of dues.

Once conferred, the rights and privileges of Honorary Membership shall last throughout the life of the individual.

## **Expense reimbursement.**

If you spend money on behalf of the club, save the receipts and get them to the Treasurer for reimbursement.

On the website, there is a button "Expense Reimbursement Form"

Use the page to document your receipts. Attach receipts to form and give to treasurer.

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## **Annual Budget**

At the August/September Board meeting, work is done on a budget for the coming club year.

The Budget includes estimated income, fixed expenses and variable expenses, based on previous years actual expenses.

The Budget is presented at the September meeting for review of the club.

After the fall Marketplace, our primary income generator, we will make distributions to various charities, BS Fire/Police, and determine other uses for the monies.

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