

# THE WOMAN'S CLUB

---

AT THE BOLLING HAXALL HOUSE

## COMMON FREQUENTLY ASKED QUESTIONS (FAQ)

*Modified May 30, 2024*

### † HOUSE HISTORY & GENERAL FAQS:

#### **Where are you located?**

The Bolling Haxall House: 211 East Franklin Street, Richmond, VA 23219

#### **When was the house built?**

1858

#### **Who owned the house / what did they do?**

Bolling Haxall was a successful businessman; a partner in Haxall Flour Mills, President of Old Dominion Iron and Nail works, and part owner of Richmond and Petersburg railroad. Haxall sold the home to Dr. Francis T. Willis who was a doctor and added the stained-glass dome.

#### **Who owns the house now / what is it used for?**

The house is currently owned by The Bolling Haxall House Foundation, a local 501(c)(3) nonprofit. Aside from being rented for events, the BHH is used to host The Woman's Club, another non-profit founded in 1894.

#### **What is the mission of The Woman's Club?**

The Woman's Club, based in the heart of Richmond, Virginia, educates, inspires, and engages today's women by offering exposure to new ideas and new people.

#### **What is the mission of the Bolling Haxall House Foundation?**

The Bolling Haxall House Foundation is dedicated to preserving the Bolling Haxall House, a Virginia Historic Landmark, as a community resource and as the home of The Woman's Club.

#### **Are you on social media? / What is the website for TWC and BHHF?**

Yes, The Woman's Club at the Bolling Haxall House (TWC) and the Bolling Haxall House Foundation (BHHF) are on Facebook and Instagram. The website is: <https://twcrichmond.org/>.

#### **Who runs the House and The Woman's Club?**

The house is maintained by the Bolling Haxall House Foundation, a support organization of The Woman's Club. The Bolling Haxall House is the official Clubhouse of The Woman's Club, another nonprofit organization. Both The Woman's Club and Bolling Haxall House rely on volunteers working with staff through and governed by the Board of Governors (TWC) and the

Board of Directors (BHHF). The staff of The Woman's Club reports to the Executive Director of The Woman's Club.

## † RENTAL FAQS:

### **I am looking for a rental. How does that work?**

The house can be rented out in different sections depending on need. We have a spacious auditorium/ballroom, as well as historic parlors on the first floor. There is also a second floor with a boardroom that can be rented. If you would like to learn more, please fill out the form:

<https://twcrichmond.org/the-venue/contact-venue/>

### **How many people can the house fit?**

The House's capacity is 400 guests. However, depending on how the auditorium/ballroom is set up, that number may decrease.

### **Do you have to be a member to rent the house?**

No, we rent the house to the public with a contract in place. Please contact the Rental Manager at [rentals@twcrichmond.org](mailto:rentals@twcrichmond.org) with questions.

### **Can I tour the house?**

We are open for scheduled tours. You may contact the Rental Manager at [rentals@twcrichmond.org](mailto:rentals@twcrichmond.org) to schedule a tour.

### **Who receives the income from the rental of the Bolling Haxall House?**

The Club uses the rental income to offset the cost of Club expenses for programs as well as operational expenses such as staff salaries, utilities, communication systems, liability insurance, etc.

## † MEMBERSHIP FAQS:

### **How many members are there?**

Our bylaws limit us to 1400 members. At the moment, we have approximately 1200 members.

### **Are you accepting new members?**

We are! We would love to put you in touch with someone from membership so you receive information about the Club. Please contact TWC at [info@twcrichmond.org](mailto:info@twcrichmond.org).

### **Can you check if I paid my dues?**

Yes, please contact the bookkeeper at [bookkeeper@twcrichmond.org](mailto:bookkeeper@twcrichmond.org).

## **Who is your average member?**

Members come to us from all stages of life and areas of Richmond. We have members from 26 to 96 years old! Most of our programs occur on Mondays at 2:00 pm, but we also offer smaller Wednesday workshops, off-site tours, and evening programs. We now offer live streaming of our Monday Speaker Series!

## **What do my dues to The Woman's Club pay for?**

Dues cover Club expenses for programs as well as operational expenses such as staff salaries, utilities, communication systems, liability insurance, etc. They do not cover maintaining the Bolling Haxall House. The Annual Fund goes directly to House repairs and improvements to the house.

## **Can I order a member name tag?**

Yes. Nametags are ordered quarterly and cost \$10. Please bring or mail a check to the bookkeeper to pay for your nametag or go to the Updates tab in the "[Members Area](#)" of the website to pay online.

## **How can I volunteer for a committee or the board?**

Thank you for your interest! We would love to have you. The board has a nominating process and committees for members and some committees are available to join immediately. Please email [info@twcrichmond.org](mailto:info@twcrichmond.org) for more information and share your areas of interest in the email. You can also indicate this on your dues card.

## **How do I make a reservation at the Commonwealth Club for lunch?**

Members of The Woman's Club may have lunch at the Commonwealth Club on any weekday when there is a scheduled Woman's Club program. Reservations are required and must be made no less than 48 hours prior by calling the Commonwealth Club at 804.648.6543.

Coats are required and ties are optional for gentlemen, with collared shirt and dress pants; and comparable dress for ladies shall be the rule on the first, second, and third floors of the Club, including the Main Dining Room.

## **What is the Staff & Club Request form?**

In an average day, the TWC staff collectively receives over 75 individual requests for support from our incredible membership and spends an average of 360 minutes on the phone managing member requests. Time that cuts into staff's day-to-day duties such as executing programs, generating new membership and rental leads, or completing projects around the House to keep her beautiful. To ensure we can fulfill your needs and our roles and responsibilities as staff, we are excited to share a new system that will help all of us: The Club & Staff Request Form at <https://twcrichmond.org/support-request>.

## **How do I use the Staff & Club Request form?**

- Go to the Form [here](#).
- Complete ONE (1) Form per request three (3) business days prior to due date

- Staff receives a notification and prioritizes project(s) accordingly.
- Staff shares when complete, if required.
- Please Note: Requests will be completed on a first-come, first-served basis and accommodating priority deadlines. Requests will be reviewed and completed on Mon.-Thurs. from 9am-4pm (9:30am-3:30pm during the summer), except for recognized holidays. Requests will NOT be reviewed or completed on Fri.-Sun.
- Don't have a computer or having challenges? No problem, just call us at (804) 643-2847.

## † EVENTS & PROGRAMS FAQS:

### **What types of programs do you offer?**

Every Monday from October through April, we host an array of lecturers and personalities who bring our members new perspectives on the arts, science, current events, and more. We also conduct special events throughout the year that include workshops, trips, and tours.

### **Do I have to be a member to attend? Can I bring a guest?**

Guests are invited to attend many of our programs with a current member. Some of our programs are reserved for members only. For Monday Programs, members should encourage their female guests to wear business dress attire and their male guests to wear a coat and tie.

### **How do I register for an event?**

If you are a member, go under the “[Members Area](#)” tab on our website. There is a section for “Programs and Events.” This will take you to a list of our events where you can register online. If you need the member password for the members’ page, please email us at [info@twcrichmond.org](mailto:info@twcrichmond.org).

### **Where do I park?**

There is ample street parking located downtown during Monday Programs. Using the three-hour metered street kiosks or mobile app on the streets surrounding the Club, parking is \$2 per hour. Members and their guests are welcome to park in the Standard Parking deck located at 2<sup>nd</sup> Street and East Grace. Parking starts at \$1.50 for the first hour and \$7 total for the full day. There are also parking lots and parking decks located on Grace Street and Main Street.

### **Where do I enter the house?**

We encourage guests to use the Auditorium entrance for most events (at the corner of Franklin St and 3<sup>rd</sup>). For those with mobility issues, there is an entrance with an elevator to the right of the front entrance. There is also an entrance at the front of the house (211 E. Franklin Street).

### **When do doors close for Monday programs?**

The doors to the auditorium close promptly at the start of the program at 2:00 pm. After that time, the balcony remains open for guests who arrive after 2:00 pm.

**Are men welcomed to the programs? / Is there a men's restroom?**

Yes, men are invited to attend programs and events. There is a men's restroom downstairs on the basement level, as well as a gender-neutral restroom next to the women's restroom on the main floor.

**What are the yellow badges / purple ribbons?**

Yellow badges are worn by our new members. Please say hello and invite them to sit with you! The purple ribbons are for members who may arrive by themselves and are looking for someone to meet or a member to sit with for the program.

**May I pay on-site?**

If there is a fee associated with a program, you need to pay in advance so we can guarantee you a seat and our hospitality committee can be prepared for any food and beverages that may be served. Typically program registrations close at minimum one week prior.

**May I send a check to register for events?**

Yes, once we have received payment, we can register you for the event. Please note when sending the check, please list which event you would like to register for and if you are bringing any guests. If there is a cost associated with the event, it will be listed in the Newsletter, Yearbook, and website.

**Where may I find the Zoom link to livestream the program?**

Only our Monday programs are provided via livestream, unless otherwise noted. The Zoom link will be in the most recent Friday e-News from the Club. If you did not receive an e-News, please email [info@twcrichmond.org](mailto:info@twcrichmond.org) and request the link. (NOTE: We cannot accommodate requests for links the day of the program.)

**I am participating in a program via livestream. How do I use the closed caption?**

Once activated by the host, the listener will first see a pop up at the top of their screen stating “Live Transcription (Closed Captioning) has been added. Who can see this?” The listener can ignore this box or click the X to close it.

Next the listener simply clicks on the box running along the bottom of the Zoom window that states “Live Transcript” which will open 3 choices.

- 1) Show Subtitle – this will allow the closed captions to run across the bottom of the screen, real time.
- 2) View Full Transcript – this opens a window to the right side of the screen that shows the full transcript and will allow the viewer to see all the speaker has said during the program.
- 3) Subtitle Setting – this allows the viewer to enlarge the font of the transcript as it runs across the screen. If the font is increased the first time, that setting remains until changed by the viewer.

**Where can I update my contact information (name, email, phone, address)?** Please email [info@twcrichmond.org](mailto:info@twcrichmond.org).

## † SCHOLARSHIP FAQs:

### **What is The Woman's Club Scholarship Fund?**

In a tradition inspired almost 100 years ago by founding member and past president Mary Munford, The Woman's Club supports five women each year in the pursuit of a college education with The Woman's Club Scholarship Fund. Mary-Cook Branch Munford, well known in Virginia for advocating for women's education opportunities, lives on through this program. Recipients of scholarships from The Woman's Club Scholarship Fund are called Mary Munford Scholars.

For questions about giving to The Scholarship Fund, please contact The Woman's Club at [info@twcrichmond.org](mailto:info@twcrichmond.org).

### **How do I apply for TWC Scholarship?**

Awards are given to future female leaders and adult learners who demonstrate financial need, academic excellence, and commitment to serving their community.

- January – March: Applications accepted
- March 5 at 5:00 p.m.: Application deadline
- May: Recipients notified

The Woman's Club Scholarship Fund is managed by The Community Foundation for a Greater Richmond. Applications are available on The Community Foundation website. More information on the scholarship and how to apply can be found here: <https://twcrichmond.org/the-scholarship/>

## † The Woman's Club and Bolling Haxall House Foundation FAQS:

### **How can I donate?**

Thank you for your support! You may support the TWC Scholarship fund here: <https://twcrichmond.org/the-scholarship/> and BHHF here: <https://twcrichmond.org/donate/>

### **What do my dues to The Woman's Club pay for?**

Dues cover Club expenses for programs as well as operational expenses such as staff salaries, utilities, communication systems, liability insurance, etc. They do not cover maintaining the Bolling Haxall House. The Annual Fund goes directly to House repairs.

**Who owns the House?**

The Bolling Haxall House Foundation owns the House, and the Club pays rent to the Foundation based on a mutually agreeable formula.

**How are the renovations to the House identified and funded?**

The Bolling Haxall House Foundation (BHHF) works with the staff to identify and prioritize maintenance and renovation projects. The projects are funded by tax deductible gifts to the BHHF Annual Fund by Club members and family foundations. The BHHF receives no federal or state funding, and gifts to the Annual Fund are vital to the preservation and maintenance of our landmark building.

**Why do both the Foundation and the Club have 501(c)3 tax exempt status?**

The 501(c)3 status allows the Foundation to accept tax deductible donations for the preservation and maintenance of the House. The 501c3 status for the Club allows it to receive tax deductible donations for The Woman's Club Scholarship Fund. Membership dues are not tax deductible.