



Wednesday, April 11, 2018 - Room 1572

Meeting called to Order at 11:56 a.m.

Attendees: John Cannon, Kathy Lang, Gloria Schmanek, Valerie Osmond, Sarah Nunes, Rachel VanderVeen, Kevin Lee

Special Guest: Aurelia Bailey

Minutes from March 14, 2018. Motion to approve: Kathy Lang. Second: Rachel VanderVeen.

Thank you to John for today's Lunch. Next month: Kathy (Gloria is trading with Kathy for August.)

Financial Update: Current balance is \$16,074.

- Rachel provided three months' worth of reports. The annual insurance cost and February Harry Paul event dropped our balance significantly over the last couple of months. Kathy will also submit Harry Paul book expense of about \$700. Rachel is depositing installation lunch funds. Rachel will look continue to look at revenue and expense projections, considering Member Appreciation BBQ.
- Rachel met with Jessica and recommends we consider how we plan this year's holiday party. For example, we should consider the cost of the venue and how vouchers are administered. Last year we allowed two people per voucher, so there were many vouchers used and many people that attended as guests without having to pay. We discussed having member guests using vouchers pay at least \$20 (easy amount to collect and is still a deal for people attending).
- Jessica and Rachel are working on event planning/budgeting Excel form for us to use for future events, in place of the existing Word form.
- There has been requests from members to have a Venmo payment option. Rachel is working on linking it our bank account. Aurelia offered to help.
- Kevin had a question about what type of non-profit we are. Kathy responded that we are a 501C-3.

Secretary's Report: The lunch schedule is being updated and will be posted to the website.

Membership Director's Reports: no report. Gloria received 3 new member applications.

Communications Director's Report: no report.

Retiree Report: We had two members retire; Sarah reached out to both to encourage them to remain members.

Year End Report: The report is done. Kathy will create a pdf and post it to the website.

Professional Development Director's Report: We have had two events this year so far: Harry Paul event and the installation lunch. Kathy is working on a casual event for the summer, like a Ted Talk. There was a suggestion to consider a topic based on some of the advice

Board Meeting Minutes



given at the installation lunch by panel members, such as stepping up, taking stretch assignments, and allowing for learning and growing experiences.

Past Events:

- **Installation Lunch** (Gloria, Rachel, Kathy, and Sarah) The event took place on Thursday, March 29 at Flames. Attendance of approximately 60. It went very well; the buffet was nice and the venue worked out well for a panel presentation. There were good questions, but no opportunity for free-flowing questions due to the large number of panel members. For the future, consider giving panel members the chance to decide which questions to respond to in advance, so they don't feel compelled to respond to every question. Special thanks to Gloria from Rachel for all her work on this event. There was a suggestion to start the panel discussion a bit earlier next time.
- **Cirque de Soleil, Crystal** – (Valerie) The event took place Friday, March 30. 32 people attended. Valerie saw and spoke with several members. The show itself was great.

Upcoming Events:

- **Open House** – (Claudia, Kathy, Gloria) Looking to schedule in early June on a Wednesday or Thursday for a couple of hours in the afternoon. Gloria will check the conference room schedule. HHPZ for catering.
- **Member Appreciation BBQ** – (Rachel, Sarah) June 21 tentative date; Rachel will check Rotunda availability. Rachel will look into ordering swag items, such as a vacuum bottle with logo or a badge holder. Sarah will start drafting flyer.
- **SJ Giants** – (John) John will look into May 11 game.
- **Rock n' Roll Half-Marathon** – (Kevin) October 6 and 7. Saturday is a 5K, Sunday is a half marathon with a 10K option. Kevin is drafting language for an email blast. Consider a shirt giveaway for members; Valerie can work with Vineyard on shirt order. Aurelia will help Kevin produce a flyer.
- **Stanford Series of Lectures** – (Ashwini) Ashwini will follow up with Kathy.
- **Golf Tournament** – (John) Targeting August.

Future Items –

Open Agenda

- Family Camp – Claudia will look into tagging on to PRNS friends and family event.
- Kindness Project – Kevin provided a handout with ideas. Consider a volunteer event in November with Habitat for Humanity, Rebuilding Together Silicon Valley, or Second Harvest. Consider an ongoing campaign leading up to the event in November. Kevin suggested “Do Something Kind” as a tag line for the campaign.

Adjourned at 1:10 p.m.

Next Meeting: Wednesday, May 9, 2018, 11:45 a.m. in room T1572