

## Board Meeting Minutes

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Wednesday, February 10, 2016 at 11:45 PM in Room 1572

**Meeting called to Order at 11:59 a.m.**

**Attendees:** Lenka Wright, Valerie Osmond, Leslie Hallenbeck, Dan Tong, Jessica Short, Rachel VanderVeen, Dhez Woodworth, John Cannon, Ashwini Kantak, Gloria Schmanek, Mark Brogan

**Minutes from January 13, 2016.** Motion to approve: Jessica Short. Second: Leslie Hallenbeck.

**Thank you to Jessica for today's Lunch.** Dan to provide next month's lunch.

**Financial Update:** Current SJMA's financial balance is \$25,938.81. Rachel has been able to make deposits. Rachel, John, and Dan went to bank to update information. Dan learned that he doesn't have ability to sign checks. Dhez needs to go to the bank to verify new membership and sign.

Discussed option of direct deposit from City to B of A for membership dues. Board is in support of that idea.

On the account: John Cannon (President), Rachel VanderVeen (Treasurer), Dan Tong (Board Member), and Dhez Woodworth (Board Member).

Rachel will to work with John Lang to get passwords so that she can gain online access.

**Secretary's Report:** Valerie took care of the insurance renewal and paid \$949.

**Membership Director's Reports:** No new members; 239 members (205 active, 34 retirees). Retirees – 20 have renewed, 14 have not. Claudia will send out one final reminder to pay, then will cancel unpaid retiree memberships on Feb. 25.

**Communications Director's Report:** Jessica learned how to send invoices. Jessica recommends having event registration on the website whenever possible. We should all market our website more in flyers. There was feedback that online registration is a little confusing; people are expecting to pay online but are unable to do so. Jessica will add information about who/how to pay.

Rachel will talk to John Lang about PayPal options.

**Retiree Report:** Next SJREA membership meeting is on 2/11/16, which Leslie will attend. Leslie was able to put SJMA information into their last newsletter.

### **Strategic Planning:**

- **Director's slate** – heard back from 26 members who approved the slate. Lenka wrote a blog post on our website.
- **Event Form**
  - **Event Management Worksheet** – Lenka shared a template that was used for the holiday party in the past. Lenka will post the document in the file section of the website. Please submit comments back to Lenka by Tuesday, 2/16/16.

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SAN JOSE MANAGEMENT ASSOCIATION

There was a recommendation to update “Department” to include “Retiree”. Please put filled-in spreadsheets in the event folder (admin section under “files”, event section, 2016, sub-folders). One concern is that we will need to download then upload the file again if making changes.

- **Event Expenses Worksheet** – Lenka shared this worksheet, which will help the treasurer. It shows spending on various events and tracks subsidies, vendors, gift cards, and miscellaneous (i.e. meal comps). Recommendation to add space for “contract/deposit” and a section for notes.
- **SJMA Supplies/Giveaways** – Lenka requested someone to store the items. There are lunch supplies, travel mugs, and coffee mugs. There was a question as to whether or not we need to keep storing and bringing the lunch supplies. John will take supplies and store them at City Hall. Mark has a couple of boxes of historical SJMA information. There was a question as to whether or not we need to continue storing that information, with no resolution.

**Past Events:** none.

### Upcoming Events:

- **Disney on Ice – Frozen, Friday, February 19, 2016:** 25 tickets sold out; bought 2 additional tickets.
- **Installation Luncheon:** Event is scheduled for Thursday, February 25<sup>th</sup> at SP2. Total cost is \$30 per person, with SJMA charging \$15 per member (\$15 subsidy). Serving salad, chicken, pasta, drinks. SP2 is waiving usage fees and we will have use of the whole restaurant as the restaurant wants exposure. We have ordered food for 90 and can change the count if needed. Currently there are only 15 people signed up. We need to increase marketing. John will emcee the event as the incoming president. Lenka will send her panel notes from last year to John.
- **Star Trek Live, March 30, 2016:** 20 tickets available, save the date is posted, flyer is in the works.

### Future Items:

- **Wine Tasting Event** - Possible venue: Clos la Chance in Morgan Hill; there is live music on Thursdays in the summer.
- **SJ Giants** – Dan and Claudia interested in planning
- **Petroglyph Ceramic Lounge** – decided against hosting event in favor of having another Paint Nite.
- **Paint Nite** – Ashwini/Lenka interested, maybe April, Gloria will shadow.
- **ICMA Coaching Webinars** – Dhez to provide update next month.
- **Happy Hollow Sleepover** - (Mark) Saturday, September 24, arrive at 5 p.m. (promptly) at old administration entrance. Same format as prior years: BBQ chicken dinner, night tour by flashlight, lecture portion, fire with s’mores, some select rides open for about 2 hours, visit with Danny the Dragon, light continental breakfast. Last year’s cost was

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\$2,377 (\$47/person to attend). \$40/non-member child, \$35/member and member spouse, \$25/child – a significant subsidy. Sold out last year. Think about pricing for this year to share at our next meeting. Mark will prepare information on pricing for our next meeting.

- **Family Camp** – Dhez met with PRNS and will report out next month

**Next Meeting:** add membership item about including council/mayor's staff

**Meeting Adjourned at 12:56 p.m.**