



Wednesday, January 13, 2016 at 11:45 PM in Room 1572

Meeting called to Order at 12:06 p.m.

Attendees: Lenka Wright, Valerie Osmond, Leslie Hallenbeck, Dan Tong, Claudia Chang, Jessica Short, Rachel VanderVeen, Dhez Woodworth, John Cannon, Ashwini Kantak

Minutes from November 9, 2015. Motion to approve: Jessica Short. Second: Rachel VanderVeen.

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

Financial Update: Current SJMA's financial balance is \$25,155.61. John Lang has resigned; the Treasurer role is to be determined. We use Bank of America, which is conveniently located on the corner of 4th Street and San Fernando. Lenka is receiving electronic updates on the bank balance. Dan and Dhez currently have the ability to sign checks and make deposits. Leslie suggested producing a quarterly or semi-annual expenditure report. Leslie also suggested updating the bylaws to reflect that added task. The Treasurer has responsibility for tracking voucher usage. We are starting anew with voucher tracking for 2016.

Secretary's Report: Valerie will be calling insurance company to update contact information and start working on renewing our policy in February. We will add an agenda item for next month to review adding terrorist coverage.

Membership Director's Reports: Claudia sent an email to remind retirees to renew, 8 out of 24 retirees have responded so far. We currently have 240 members and we have one new member since last month.

Communications Director's Report: Jessica is making final updates to the website submittal form for events. Wild Apricot has a web events management section with a reminders section for people who have registered for an event and for people who haven't registered. Claudia mentioned that you can see who has opened emails, which is helpful.

Retiree Report: Leslie was able to get some of our events posted on the retiree associatoin's e-newsletter. She will also make an announcement at future retirement meeting.

Strategic Planning:

- **Treasurer opening** – Lenka made a motion for Rachel VanderVeen as interim Treasurer and for Rachel to have a permanent placement as the Treasurer in this officer position when the 2016 slate comes out. Second: Ashwini Kantak. All were in favor. Rachel stated that she is interested. Dhez will work on getting Rachel on the bank account and updating signatories to the Treasurer and President. Rachel wants to learn more about what B of A has to offer. Dhez mentioned how much tracking the Treasurer may be expected to do (see Leslie's previous comment) and raised concerns about burn out. Valerie stated that as event coordinator, we should each know how much money is fronted, how many vouchers are used, the amount collected, etc, and provide that

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information to the Treasurer. The Treasurer should know how much the cost was versus the amount collected, minus any vouchers and/or subsidies. Lenka will create a template for tracking event costs.

- **2016 Board of Directors Election**
 - **Consideration of Board Member Nominee Slate** – Jennie Loft and Gloria Schmanek both came to a board meeting and are both interested in becoming SJMA board members. A motion was made to add Gloria Schmanek to the slate: all were in favor. A motion was made to add Jennie Loft: all were in favor.
 - **Open Officer/Special Board Positions** – Lenka will run the February meeting prior to stepping down. Lenka nominated John Cannon as President, second: Rachel VanderVeen. All were in favor.
 - **2016 Board Slate**
 - Rachel VanderVeen as Treasurer – all were in favor
 - Lenka Wright will reach out to Mark Brogan about interest in the Vice President role.
- **2016 Lunch Schedule** – updated and distributed

Past Events

- **2015 Holiday Party** – There were 72 attendees; we had reservations for 81. \$3111.08 was paid to The Loft. We were charged for sodas without taking drink tickets. Costco chocolates \$44.96. Gift card cost is estimated at \$350. \$410 in checks/cash were received. This event was over \$3,000 cheaper than last year's event at the Farmers' Union.
- **San Jose Sharks** – 24 of 25 tickets sold, donated final ticket. Sharks lost.

Upcoming Events:

- **Disney on Ice – Frozen, Friday, February 19, 2016:** 14 of 25 tickets spoken for. Another email reminder will be sent out in a couple of weeks.
- **Installation Luncheon:** Lenka is checking with CMO on availability. Event is scheduled for Thursday, February 25th. Jessica and Rachel are looking into different venues: SP2, Roosevelt Community Center, and the Corinthian Ballroom.
- **Star Trek Live, March 30, 2016:** 20 tickets available, Jessica will post a “save the date.”

Future Items:

- **Wine Tasting Event**
- **Petroglyph Ceramic Lounge**
- **ICMA Coaching Webinars:** TBD (Dhez) – no report
- **Happy Hollow Sleepover**

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- **Family Camp** – approach PRNS about cost
- Meeting Adjourned at 1:04 p.m.

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