

Wednesday, March 9, 2016 at 11:45 PM in Room 1572

Meeting called to Order at 11:57 a.m.

Attendees: Lenka Wright, Valerie Osmond, Leslie Hallenbeck, Dan Tong, Jessica Short, John Cannon, Gloria Schmanek, Mark Brogan, Claudia Chang, Dhez Woodworth, Kathy Lang

Opening Comments:

- Thanks to Lenka for her time as President. Welcome to our two new board members, Gloria and Jennie.
- Gloria asked about website access. Lenka shared that the new version is limited to 10 people with administrative rights, so we can't add administrative access for Gloria.

Minutes from February 10, 2016. Motion to approve: Jessica Short. Second: Lenka Wright.

- Suggestion from Leslie to start including handouts as attachments/links to minutes, when minutes are distributed via email. Note that handouts are usually provided via email by other members, are distributed at board meetings, and are posted to our website.

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

Financial Update: Current SJMA's financial balance is \$27,882.81.

- Rachel out through at least April 4. Dan can provide backup support to treasurer role
- Installation lunch reimbursements – all taken care of.
- Ledger to track income/expenses – John suggested we keep a more formal ledger. Gloria suggested/questioned if we post our statements online. Leslie suggested we create an annual budget. Lenka volunteered to put together a sample annual budget.

Secretary's Report: nothing to report.

- Leslie suggested updating the Board Members confidential list. Valerie will bring the list to the next meeting to for everyone update. Birthday month/day information will be requested.

Membership Director's Reports: 205 active members, 1 new associate member, 21 retiree members, lost 12 former retiree members as they did not renew. Discrepancy between the number of members on list from payroll (appx 180) versus 205 active members. Claudia will reconcile.

- Council/Mayor staff, other appointees – according to current bylaws, Council/Mayor staff cannot join. Other appointees are members who were grandfathered in, as they had previously been managers in another department before they went to the Mayor's Office. Recommendation: no change.
- Three for Free – Suggestion to start a member drive: sign up three new members, get a voucher. Previous member drives were cumbersome, difficult to track extra vouchers.

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Previously, if a regular member puts on an event on their own, it could be free of charge up to the value of a voucher for that member. Voucher usage is being tracked by the event coordinator in combination with the Treasurer. Consider having the Three for Free during a promotional period, ending with the summer BBQ. John will take over the used voucher list from Lenka, and pilot a new process to make tracking used/earned vouchers more real-time and less cumbersome.

Communications Director's Report: There are varying degrees of what we think we should be doing with the website. Jessica recommends that all events should be posted on website; online registration is optional; online payment tracking is optional. With online payment tracking, invoicing is confusing. Claudia stated that there should be a "generate without invoice" selection to avoid the invoicing. Currently, there is no option to take online payments.

For future events, it is recommend prepayment for higher dollar events. There was discussion about other events like the installation luncheon in which someone responds that they are attending, but doesn't show up or pay. How do we reach out to them, and how often? John stated that an RSVP is a financial commitment. There were suggestions to include language on future flyers or confirmation emails that an RSVP is a commitment to pay, payment is expected, with a "cancel by" date specified. John suggested designating a person to oversee all events for consistency, such as strategic planning, ensuring forms are filled out, amounts of subsidies are consistently applied, etc. Dhez also suggested that it may be helpful to know who is attending which events, for future event-planning.

Retiree Report: none

Strategic Planning:

- Giveaways – Kathy has some, Lenka has some. Some treasurer-related items went to Rachel. Suggestion to bring some to the next meeting to distribute. Lenka gave John her bag of SJMA event stuff (plates, utensils, etc).

Past Events:

- **Disney on Ice – Frozen, Friday, February 19, 2016:** 27 attendees, all went well, it was a great show!
- **Installation Luncheon – Thursday, February 25:** We have received positive comments on the venue and the panel. The set-up was good, SP@ was light and airy and had plenty of room. If we use the venue again, it is recommended to turn off TVs. 65 attendees (no vouchers). \$2400 spent at SP2, \$870 taken in, \$1530 net cost. Cost per person appx \$35. \$44 for desserts from Costco. \$176 for panel lunches. SP2 may be good for holiday our party, however, they waived the venue fee and minimum food and beverage purchase for lunch and may not waive fees or other requirements for an evening event.

Upcoming Events:

- **Star Trek Live, Wednesday, March 30, 2016, 7:30 p.m.:** 20 tickets available, the flyer has been distributed.

Future Items:

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- **SJ Giants** – Dan and Claudia interested in planning, Kathy will provide contact information. Plan for early May.
- **Paint Nite** – Ashwini/Lenka interested, maybe mid-late April, Gloria will shadow – haven't settled on anything yet. Valley Painting Parties – limited food. Work of Heart – variety of art activities (about \$30 per person).
- **Petroglyph ceramic painting** - dropped due to lack of interest.
- **Wine Tasting Event** – no update
- **ICMA Coaching Webinars** – (Dhez) No update
- **Happy Hollow Sleepover** - (Mark) Saturday, September 24, arrive at 5 p.m. (promptly) at old administration entrance. In negotiations with HHPZ on price. Will review costs, subsidies, etc at next meeting.

Open Agenda:

- **Memorial donation in Joe's name form SJMA** - \$100 donation to Cal Poly scholarship. Dan will send sympathy card, voided membership check, and make donation.
- **Family Camp update** – Dhez asked for cost of food, PRNS responded with \$17,000. 2012 cost for food was \$4,000. Claudia stated that PRNS failed to charge us for some meals, which resulted in the lower cost. Dhez suggested other possibilities, such as having meals catered and/or have Saturday night dinner in Yosemite Valley, which he will look into more.
- **Board Member notes** – Discussion about what to do for Board Members when someone is out ill or injured for an extended period of time. Decision made to send a card instead of spending significant funds to recognize Board Members. Birthdays – add to confidential board member list so we can acknowledge and celebrate at each month's meeting.

Next Meeting: Wednesday, April 13, 2016 at 11:45

Meeting Adjourned at 1:15 p.m. in honor of Joe Horwedel

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