



**Board Meeting
July 5, 2016
Terry Yagura's Home**

Call to Order: The meeting was called to order at 2:09pm by co-president Nancy Cline. In attendance were Nancy Cline, Jan Potter, Martha Cirata, Johnnie Lee Don, Cheryl Allen, Christine Madden, Linda Larish, Patricia Watters, Ruth Arizaga-Whisler, Ann Folsom, Trudy Lesem, Terry Yagura, Meri McEneny, Pat Castellucci.

Introductions: Being the first Board Meeting of this fiscal year, each member shared a short bio of themselves so others can better know each of our members.

Presidents Message: A brief welcoming message was given by each co-president.

Meeting Minutes: Meri McEneny moved that we approve the June 7, 2016 board meeting minutes. Christine Marsh-Madden seconded the motion. The minutes were approved as submitted.

Reports:

Finance Officer Report: A thorough written report was submitted by Ruth Arizaga-Whisler including our current budget. All programs have already been funded at the beginning of this fiscal year with surplus in most funds, as long as we receive the contributions that we are hoping for from TLC and Rotary. TLC will be meeting soon to decide on contributions and we hope to have this by September. A letter still needs to be submitted to Rotary requesting a contribution. Meri McEneny will submit the request to Rotary. As of today, we have a bank balance of \$10,982.04. We estimate that we would need about \$8,000 to fund another year in the event that our chapter should cease to exist because of insufficient funds, lack of Presidential candidates or members. We need to maintain that amount for our mission based goals which leaves us with \$2,982.04 for discretionary funds. It was suggested that we might consider providing a lunch or dinner to thank donors in the hope that it might stimulate more interest and involvement. Also, we might have a welcome reception for new members to also encourage increased participation.

- a. Christine moved that Martha Cirata's name be removed as an authorized signer on the bank account and that Jan Potter's name be added. Martha seconded the motion. Bank of the West requires written approval.

- b. The fee for the president's pins will be increasing soon. Trudy Lesem moved that we purchase three more pins at the current price and Meri McEneny seconded the motion. Ruth Arizaga-Whisler will purchase these.

Programs Report: Terry Yagura has reserved the Tahoe Yacht Club for our 9/8/16 general meeting. Our Trek Tech participants will report on their experiences. Their families are invited and representatives from TLC, Kiwanis and Rotary will also be invited. The Girls' State participant and the recipient of the scholarship will also be invited. The menu was discussed and Terry Yagura and Julie Ginocchio will make a decision and report back. Other suggestions for future programs were offered such as aging gracefully, financial aspects when aging (a program may exist on the national website through a link on our website), and perhaps a web tutorial. Jan Potter expressed that there is a need to balance social, educational and community programs that stimulate more interest in attending meetings.

Membership Report: Martha Cirata and Cheryl Allen reported that we currently have 62 members. A very thorough report detailing responsibilities and recommendations on all aspects of membership was distributed and reviewed. We were reminded that any interested person can attend three meetings or events prior to joining the organization. Nancy urged us to make certain to welcome new members and guests.

Communications Officer Report: Patricia Watters was presented the Branch Service Award for exceptional service as our communications officer. Patricia reported that she and Nancy will "spruce" up the website to make it more attractive to users. Photos will be included. Meri McEneny was asked to provide a photo of the group of Tech Trekkers at their camp this month. It will be submitted to local newspapers and put into the newsletter. Patricia will provide a link to the web to access the monthly newsletter rather than send it as an attachment. It is hoped this will encourage members to become familiar with our website. The member roster is the only item that needs a password. All other functions can be accessed by just logging on to the website. The members of the Century Club (any donation of \$100 or more above the membership renewal fee) will be acknowledged in the September newsletter.

Old Business:

Summer Party: This will take place on Sunday afternoon, July 24th at Linda Schwoob's home from 2:00pm to 4:00pm. This will be a potluck and each attendee should bring either fruit, cheese and crackers or a dessert and also their beverage of choice. There is no fee but a container will be provided for any voluntary contributions. Members are encouraged to attend and bring their spouse or

significant other. Martha Cirata will create the invitation and Patricia will send an e-mail with instructions to RSVP to Johnnie Lee Don. The set-up committee will be Johnnie Lee Don, Trudy Lesem and Nancy Cline. The clean up committee will be Meri McEneny, Jan Potter and Nancy Cline. Martha will confirm she can provide 15 chairs.

Membership Directory: We will provide these to new members free of charge and charge existing members \$10 each. Patricia will have ten more printed.

Board Meeting Schedule: A copy of the dates for the general and board meetings was provided each board member. The meeting site for each board meeting has been identified for the coming fiscal year. Please provide water and provide simple refreshments if you choose. Nancy Cline requests that each board member make an effort to attend all meetings but if you are unable, please send a written report prior to the meeting. We will attempt to keep board meetings to no more than one and a half hours in length.

Master Calendar: Nancy Cline reviewed the action items needed to be accomplished through September and will e-mail a copy to board members.

Refreshments for General Meeting: We discussed whether to have refreshments at our general meetings. It was agreed that we need water provided at each meeting. Terry Yagura suggests that we provide Tahoe Tap and not water bottles so we can be ecologically responsible. There will be two lunches during the year, the first at our September meeting for our Trek Tech guests and the second a soup luncheon in January. Terry Yagura and Julie Ginocchio will decide whether we should have snacks such as cookies at the remaining meetings and who would provide them. They will also decide who will provide the luncheons, whether it be interest groups or the membership at large.

Open Positions: We still need someone to fill the vacancy of President Elect.

New Business:

Website Tutorial: Nancy Cline asked that each board member log onto our website and become familiar with navigating through it to see if we really need a tutorial. This will be provided for the Board Members if there is still a need after the members familiarize themselves with the website and then will be offered to the general membership.

Update Website: Nancy Cline will assist Patricia Watters in updating our website.

Branch History: This is available on our website.

By-laws: Jan Potter edited some of the by-laws last spring. One that was edited was that we would maintain financial and membership records for only five years. It has been brought to our attention that this is inadequate. Nancy has explored this issue and we agree that to be in accordance with National and State guidelines, we need to keep financial records for seven years and membership records for life. Jan will create an addendum and it will be added to the end of our by-laws. In 2018 when the by-laws need to be reviewed again the addendum measures will be incorporated into the body of the by-laws and sent to state for approval. Jan Potter requested each board member review the by-laws to learn more about the organization and know what is in them.

Other Business:

Note Cards: We have agreed to send a thank you note to each member who has contributed any amount beyond the membership dues. Martha Cirata will bring note cards to the September board meeting and these will be divided up among the board members.

Gourmet Club: Pat Castellucci announced that the Gourmet Club is in need of new members and that singles are welcome. One does not need to be a gourmet cook but this is a nice way of getting to know others around the dinner table.

New Members: Please send new member information to Martha Cirata or Cheryl Allen and also to Patricia Watters within one week of them joining. New members will be interviewed and a short bio will be placed in the newsletter.

Adjournment: 4:40pm.

Respectfully submitted,
Linda Larish – Recording Secretary

Approved 9/6/16