

EXECUTIVE BOARD MEETING MINUTES

DATE: October 13, 2016

WELCOME and CALL TO ORDER – President Vickie Faulstich called the meeting to order at 10:35 a.m.

PLEDGE OF ALLEGIANCE was led by Carole Olivarri

INSPIRATIONAL SPEAKER – Vickie Faulstich – Vickie sent her inspirational message to the board via email.

RECORDING SECRETARY/HISTORIAN – Sistie Bender – Sistie filled in the roll call sheet. Anne Koepke moved and Alane Frankenfield seconded that the minutes be approved as distributed. Motion carried.

PARLIAMENTARIAN – Lynda Hartwick was absent

TREASURER – Jane Ferris

OPERATING ACCOUNT- September 2016	
Balance Brought Forward	\$ 5,029.73
Total Receipts (Deposits): Membership dues	\$ 846.91
Total Disbursements:	\$
Balance Carried Forward:	\$ 5,257.91

HOME TOUR ACCOUNT-	
Balance brought forward	\$ 15,765.75
Total Receipts (Income)*	
Total Disbursements (Expenses)**	
Balance Carried Forward	\$ 15,765.75

A discussion was held to determine which pages from Jane Ferris’s Executive Board Report the Board Members would like to see in addition to the N/L Financial Report. Sue Bleigh suggested the profit and loss year to date report would be helpful. Board Members didn’t feel they needed to have the bank statements included in Jane’s report.

Carole Olivarri moved and Sue Bleigh seconded to have Jane Ferris send the board the Financial Report and the profit and loss report. Motion carried.

CORRESPONDING SECRETARY – Iris Wright -- Her written report stands as submitted. Iris mentioned that she also sent Vickie Faulstich a card.

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1ST VICE PRESIDENT – Claudia Thomas – Claudia reviewed her written Board report. She asked for someone to create luncheon certificates to be given away at each luncheon. Sue Bleigh volunteered.

Jean Fickle moved and Iris Wright seconded to change the number of free luncheon certificates to be given away at each luncheon from 3 to 2. Motion carried

Sue Bleigh moved and Jean Fickle seconded to pay for lunches for the 5 entertainers performing at the October luncheon. Motion carried.

Claudia requested some N/L printed thank you notes. Iris has some to give to her.

Carole Olivarri would find the raffle tickets for the luncheons and thought there should be creative containers to hold the tickets rather than the baskets that have been used in the past. Ideas were suggested.

Claudia is to find people to sell raffle tickets for each luncheon.

LUNCHEON RESERVATIONS – Becky Johnson – No report.

2ND VICE PRESIDENT – Jean Fickle – Jean's report stands as submitted. Jean plans on sending a separate email to the ladies who helped at the September Cards and Games. She also mentioned that the ladies at the Community Christian Church expressed a desire to host Cards and Games in the spring. Jean reiterated how good the food was that the ladies from the Community Christian Church had prepared.

DINING OUT – Donna Steele – Donna was absent. Her report stands as submitted.

FUND RAISING – No chair – Vickie asked the board if we thought Gail Stout would be able to be Home Tour Chair. A discussion ensued as to who might help secure homes for the tour. Sue Bleigh would talk to Sharon Yoder for her help. Carole would call Randy Thompson to see if they would agree to be on the Home Tour. Alane would talk to Sarah Larson to see if her marketing skills could help secure homes. Vickie would look at a list of her customers who might potentially agree to participate in the Home Tour.

WEBMASTER/CALENDAR – Nancie Boland – Nancie was absent. Nancie's report stands as submitted.

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HOSPITALITY – Katy Kirn – Katy reviewed the monies spent for the “Kick Off”. Board Members mentioned they had heard how well organized the event was. Jean Fickle also mentioned that some thought there weren’t enough seats for everyone to sit.

SPECIAL ACTIVITIES – Alane Frankenfield – Alane reviewed her written report.

MEMBERSHIP – Sue Bleigh – Sue asked for feedback from Board Members to see if the directions she sent us were easy to understand to get the N/L Membership Directory from our website. Iris and Anne B reported yes, the directions worked.

Discussion was held to determine if previous N/L members rejoined at a later date should be considered Newbies. It was decided to label them as Newbies unless that member requested not to be labeled as a Newbie.

COMMUNITY AWARENESS – Carole Olivarri – Carole reported that several ladies who attended the “Kick Off” had signed up to receive information about community activities. Iris Wright asked if N/L was a member of the Chamber of Commerce. Carole explained that N/L chose not to join because there were 4 different chambers in the lake area. In addition to the expense, we don’t want to show favoritism towards one chamber over the others.

Anne Beecher stated that N/L is a member of The Convention and Visitors Bureau whose dues are \$75 a year.

Carole informed us that iGive had earned \$10.30. Vickie suggested we advertise the iGive program at the October luncheon. Carole would see that Susan Akscin received the iGive information for the October Newsletter.

NEWSLETTER EDITOR – Susan Akscin – Susan was absent. Her report stands as submitted.

PUBLICITY – Anne Beecher – Anne’s report stands as submitted. Anne B mentioned that we might consider giving the Lake Area Realtors our pamphlet to advertise the N/L organization. Sue Bleigh thought perhaps a flyer could be developed and sent to the realtors via email. No action plans were made to carry out their suggestions.

SCHOLARSHIP COMMITTEE –Anne Koepke – No report.

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UNFINISHED BUSINESS

Carole explained the reasoning behind the S.O.P. stating that the excess money above the \$2,500 reserve was placed in the scholarship and charity account to be given away. That way the account would show a zero balance to start the new fiscal year beginning June 1.

Anne Koepke reiterated that the money from our fund raisers goes to our charities and scholarships and the excess money above the \$2,500 should go to the membership.

Jean Fickle, a member of the budget committee, reminded us that the budget committee set the next year's budget based on the actual costs from the year before. She said the Executive Board can agree to revise the budget and can also reconvene if the board recommends that to happen. Carole recommended that the budget committee reconvene. No action was taken to have the budget committee reconvene at this point in time.

Sue Bleigh suggested the S.O.P be rewritten to reflect the board's thoughts concerning what to do with the excess funds above \$2,500.

Claudia Thomas moved and Anne Beecher seconded to revise the S.O.P. to read: She (the treasurer) will insure a reserve fund of \$2,500 has been maintained. Any remaining balance will be used for the membership as determined by the Executive Board. Motion passed.

Anne Koepke moved and Claudia Thomas seconded that the excess money in the Scholarship and Charities account be transferred back to the operating account. Motion carried.

Carole thought we needed to check with Jane Ferris to make sure some of the excess money from last year wasn't some of the raffle money.

Sue Bleigh moved and Carole Olivarri seconded that the revenue collected for dues from March, April, and May be transferred on paper to a line item labeled prepaid dues within the operating account. On June 1 that money would then be placed in the operating account to show as revenue. No vote was taken and this motion was tabled to the November meeting.

Claudia Thomas asked how the raffle charities worked. Carole explained that 75% of the money from the raffle tickets sold went to the charity of the month and 25% was placed in a drawing to be given to the members attending the luncheon.

Anne Koepke moved and Anne Beecher seconded to adjourn. The meeting adjourned at 12:23 pm.

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Respectfully Submitted,
Sistie Bender
Recording Secretary

<u>ATTENDEES</u>	<u>ATTENDEES</u>	<u>ABSENT</u>
Sue Bleigh	Katy Kirn	Susan Akscin
Claudia Thomas	Vickie Faulstich	Donna Steele
Anne Koepke	Carole Olivarri	Lynda Hartwick
Alane Frankenfield	Iris Wright	Nancie Boland
Anne Beecher	Jean Fickle	Jane Ferris
Sistie Bender	Jean Andrew	

FUTURE MEETINGS – November 10, 2016 10:00 a.m.at Central State Bank Conference Room