

**Board Meeting
Tri-Lakes Women's Club
The Pavilion @ The Church of Woodmoor (18125 Furrow Rd)
September 2, 2020 @ 1 pm**

The Meeting was called to order at 1:00 pm by Co-President Judy Sawyer

Co-Presidents: Jan McKinley and Judy Sawyer

1. Approval of the June 2020 Board Meeting Minutes
Vickie Pokaluk moved to approve the Minutes,,and Bonnnie Biggs seconded. The Minutes were approved as distributed.
2. Approval of 2020-2021 Budget
Judy asked for approval of the 2020-2021 Budget. All members approved.
3. Review and approval of 2nd Fundraiser Policy.
 - A question was posed regarding item #6 which states the member vote should reflect an individual commitment to support the event. If the second fundraiser is approved, members must understand that they are making a commitment to support the event.
 - The Holiday Home Tour is considered a 2nd major fundraiser and has the possibility of being our largest fundraiser.
 - The definition of a major fundraiser is based on the number of volunteer hours required and proceeds raised. A small fundraiser may raise more than \$7000, but may not be considered a major fundraiser if the number of volunteer hours is not 200 or more.
 - A majority of the Board needs to approve a major fundraiser.
 - The recommended changes to the policy were:
 - Add “net” between ‘participated’ and ‘proceeds’ under Structure
 - Keep #6 under Procedure section
 - Change title from 2nd Major Fundraiser to ‘A Major Fundraiser’
 - The vote was tabled until revisions have been made.
4. Recording of volunteer hours.
 - Shelley Pruett reviewed whether we need to track volunteer hours to keep our Non-Profit Status. A review listed the officers of President, Vice-President, Secretary and Treasurer as the only hour needed to be reported to the State.
 - We started recording volunteer hours for publicity and to show how many hours are donated. It was decided that we should continue to keep track of the Board hours and note it in the newsletter so the members know how many volunteer hours are being contributed.
5. Board Roles and Responsibilities Webinar
A webinar titled 'Board Roles and Members Responsibilities'' is being offered by the Colorado Non-profit Association for a \$25.00 fee. Some of the Learning objectives include legal duties, key responsibilities, and effective ways to structure board

committees. It was agreed we could pay for up to 4 people to attend. Cindy Beley is interested and will report back.

New Business:

Kiwanis is sponsoring a modified Empty Bowls this year. Gail Wittman will ask if they need volunteers. We'll send eblast to members with information about the Empty Bowls.

Tea Sale- Monday, September 21, from 2-5 pm at the Barn

- TLWC purchased 450 packets of tea last spring but due to Covid have not been able to hold a Tea Sale.
- The Tea Sale will be on-line with pick up at the Barn. Alternatively, a person can come into the Barn to purchase tea or email Maureen Morgan for delivery or a porch pick up.
- Checks or credit cards, but not cash, will be accepted. The Over the Cup tea group has volunteers in place.

Announcements:

Next Board Meeting: Wednesday, October 7th @ Pavilion (Church of Woodmoor)
Weather permitting.

Officer Reports:

Co-Presidents Elect: Billie Healy and Cindy Beley

- Billie contacted the Interest groups to let them know we will be highlighting a different group in the Pine Cone each month.
- Ann Cook and Charlie Ann Hayes will Co-Chair a new interest group which will be called Caring in Action (CIA). They will meet in September and be highlighted in the October Pine Cone.
- Co-Chairs were wondering if they might have access to a small amount of money for supplies. We have not earmarked funds for interest groups in the past so we should not set a new precedent by funding them.
- TLC Food Drive –October is when we usually solicit for donations for Tri-Lakes Cares. We may have a drop off at Park N Ride again.

A suggestion was made to try to do a giving tree. We will investigate the best avenue to get ornaments to those who would like to participate. One suggestion was using Sign Up Genius.

1st VP Programs: Bonnie Biggs and Lori Marriner – no report

2nd VP Charitable Events – Linda Vernon

1. Pine Forest Spring Show: Update

- Linda emailed a message to the person at LPHS who is responsible for the schedule asking for the first weekend in May but has not heard back.
- We will need to determine a date to move forward with the Spring show or not.
- A survey may be sent to vendors asking about their willingness to participate..

2. Online Fundraising

- The Kiwanis raised \$11,000 with an online Dog Show. Linda noted that Susan Weese is willing to help put together a virtual show.
- Kiwanis used a company called Go Go Photo which will set things up with no setup fee. Can set up in one day, but may take up to a week if it's a large show.
- One possible theme is a favorite Halloween Cat. Have a celebrity witch to help promote. People can submit photos of their cats to go with the witch. They upload their photos themselves.
- We would need sponsors to help with prizes. Possible prizes include trophies, photo shoot for the owner and pet, free cat food for a year.
- Linda will set up her committee and plan to have a contest for Halloween this year. Gail Wittman motioned that we proceed with the Virtual Fundraiser. Heidi Truty seconded. Motion passed.

Treasurer-Operations – Heidi Truty

- Our balance is \$14,328.13
- Taxes have been filed.
- \$195 to file taxes because our proceeds were less than previous years

Treasurer Charitable Events – Barb Betzler

- \$31,568.84 – Balance
- \$5,500 paid out in grants.
- \$13,000 balance, however Budget sheet says \$17,132.90. (Barb please verify numbers I have and feel free to type in correct numbers)

Secretary – Penny LeNeveu and Kathy Budney – no report

Parliamentarian – Gail Wittman

Updating the Articles of Incorporation

- Due to the Bylaw change stating the club can occasionally fund organizations outside of D38, the Articles of Incorporation need to be amended. Gail contacted Pam who recommended the following change to the Articles of Incorporation. The change recommended would be to delete “within the boundaries of D38”.
- Barb Betzler and Gail Wittman will review our Bylaws and Articles of Incorporation to make a recommendation about how to proceed.

Standing Committee Reports

Membership – Suzanne Dominowski and Vickie Pokaluk

- 96 emails sent to members who hadn't paid dues. 43 people were archived.
- We have 183 members, and 5 are new since June..
- Membership drives - possibly in the Spring at the Tri-Lakes Art Center, and we'll have a table at fundraisers.
- New Member Event – There are 12 new members who haven't been able to attend a new member event so we hope to have one in the Spring.

- Virtual Membership drive –Nextdoor.might be an option. Cindy Beley and Membership will work together to see if there are options with Nextdoor.
- Retaining new members can be difficult if they aren't involved in the club, and assigning a current member to a new member has been helpful in the past.

Reservations/Communications – Maureen Kral and Carol Gaskill

Reservation schedule will not be done until we start to have luncheons again.

Interest Groups – Judy Crusius

- Sent out a letter to all the interest groups to see if they are getting together.
- Over the Cup is planning an event, the Garden club is meeting, and the Hiking group is hiking.
- Daytime Bunco tried meeting at the Senior Center but concerns about Covid and inability to have a monetary ante because it's on D38 property have ended the meetings for now..
- Groups needing leaders are Arts and Crafts, Colorado Living Lunch 2 and Stitch and Chat.

Grant Committee – Shelley Pruett

- Grant training will wait until January or February.
- We are on the cover of the monthly Senior Beat for purchasing an AED for their facility.
- One grant awardee purchased items before grant was awarded, so the grant was not distributed.
- \$1,000,128. will be granted by January 2021.

Newsletter- Jan for Shari Young

We will add approved monthly Board Minutes to Pine Cone beginning in September.

Public Relations – Carol Costakis

- There will be an article in *Monument Living* for the month of November highlighting our grant program.
- We may highlight grantees to put on our Facebook page each month. We have asked grantees to send us a picture of their organization that we can use on the page.

Technology – Jan

- Since Susan Weese became the Facebook administrator, we've quadrupled the number of people looking at our Facebook page.
- If you have photos or articles for the website please submit them.

Special Committee Reports

SOS – Jan for Kim Sullivan

Kim has been ending cards to members in need and setting up meals for two members.

Historian/Property – Jan for Cindy Monahan

Judy and Lori have keys to the store room

Nominating – Jan for Liz Schreiber– nothing to report

Adjournment: Judy adjourned the meeting at 3:11 pm.

In Attendance:

Jan McKinley

Bonnie Biggs

Barb Betzler

Suzanne Dominowski

Judy Crusius

Judy Sawyer

Lori Marriner

Penny LeNeveu

Vickie Pokaluk

Shelley Prutee

Cindy Beley

Linda Vernon

Kathy Budney

Maureen Kral

Carol Costakis

Billie Healy

Heidi Truty

Gail Wittman

Carol Gaskill