



Draft Minutes Board of Directors (“BOD”) Meeting Sun City West LGBT Club

Monday, March 7, 2022^[L]_[SEP] 6:00 p.m. MST^[L]_[SEP] Beardsley Recreation Center, Agave Room

1. Quorum established and Meeting called to order at 6:07pm
2. 2/07/22 minutes approved as written. ^[L]_[SEP]
3. Treasurer’s Report (Peggy Skoglund) Current Club balance is \$4,521.08 as of 1/31/22
4. Membership renewal: \$1,165 in member renewal and new memberships to date. Net revenue is \$1,127.62 income minus expenses to date.
5. Audit Reviews: No policy written regarding procedures for auditing. Peggy will check to see if Rob Upton is willing to serve as internal auditor this year. Ronnie Williams has served in this role for the past several years.
6. General Membership Meeting info- There should be 4 General Membership meetings/year. This is where we will present membership and treasurer information, as well as any other important business at hand or needing a Club vote. We will look at our upcoming schedule to make sure we have 4 meetings planned/year. We know that November (nominations) and December (club elections) are two of the meetings. We will also make our April

Special Event Social and Luncheon a third General meeting so we will need to have one additional General meeting between April and November. (???)October???. There must be documentation via our minutes of each General Meeting that takes place. [L] [SEP]

7. Membership Report (Laurel MacPherson) Membership Directory will be sent out to club members prior to the next Club Social on 03/21/2022. Last year our roster showed 131 members, however, this was after not requiring dues in 2021, and Covid interruption in 2020. Now we have 139 members on our roster, but only 107 are paid members. It was agreed that the unpaid members should be removed from the membership.

Some reasons people have not rejoined: “Too busy, not getting enough from the club, moving out of the area, wanting to take some time off.” Many folks did not respond to our phone outreach, or give a reason for declining to re-join the club. [L] [SEP] The Board wants to focus on making the club a more meaningful and intimate experience for its members. Going forward, we will try to move people to different tables to have folks get to know each other on a deeper level. We need to double our efforts and make sure we introduce new people, and leave time for chitchat. Discussion about changing how our tables are arranged at our monthly socials was not finalized.

8. Old Business

- i. Key findings from phone/email –discussed above) [L] [SEP]
- ii. We will remove unpaid members from our e-Vite, and MailChimp distribution list as they have had plenty of time and opportunity to renew memberships if they had interest. Laurel should be sure that all changes- additions and deletions be sent to Amanda Cunow the

Communications Director, and Tracy Anderson for the e-vite list.

- b. Membership electronic roster to be shared with paid Club members was by mid- February, however, the deadline is now prior to next social 3/21/22. This will go to Jim for proofing, and then to Tracy to send out as mailchimp notification so each paid member has access to the club roster. It will include name, email and phone number only, and care must be taken not to publish those members who have asked for anonymity.
- c. LGBT Card Printing (Suzanne)- Note cards and envelope with LGBT colors were ordered. 30 cards thru VistaPrint for \$33.99 with shipping. These will be placed in our cabinet for communication of major life events.
- d. Recognition Certificates (Peggy, Doris)- still needs follow up. [L] [SEP]
- e. Bank Authorization (President) –Jim and Peggy are now on the club bank account with Debit cards. [L] [SEP]

7. New Business

- a. Recognition to Club Members for Trivia gifts/prizes (i.e. Victoria Bihlear, others). She made fabulous gift bags, she is always here early, and always willing to help. Thank you Victoria. Also Susan Krabbe, Dave Schneider, Pat Clarke and more. [L] [SEP]
- b. Transfer of roles to new board members. Jim would like each board member to create a checklist to help with transition to next board. This is due by September. [L] [SEP]
- c. Club Communications/Newsletters. Process (Amanda will continue to build the newsletter, and have Tracy send it out.

Peggy and Suzanne will work with Jim to create the copy. Publicity-Patty Book will work with Jim to send notices to the Independent and SCW Rec Center News. Jim has the folders with the media deadlines and contact persons.

d. Club BOD/Club Officer Responsibilities

i. Each member of the Board presented a two minute summary of the position description as assigned at 02/07/2022 meeting. [L][SEP] In addition, Pat Nelson volunteered to serve as Safety Officer for the Club.

ii. Amanda will present the Communications role in the April board [L][SEP] meeting, 04/04/2022. [L][SEP]

iii. Communications Role: Amanda will be able to support this role through 11/30/2022 but we will need a different individual to handle this for December 2022. [L][SEP]

e. Club Policies & Forms: All club policies as posted on our website were presented and reviewed. [L][SEP]

Those documents are:

Club Accounting Policy [L][SEP] Club Photo Policy [L][SEP] Email, Website & Member Roster Policy, Check Request Form, Welcome Prospective Member!, Guest Policy Membership & Renewal Policy

f. CY22 Events [L][SEP]

g. **CY22 Special Events/ Meetings** [L][SEP]

Sun City is having a Desserts, Dancing & De-Vine Delights Social on Saturday, 03/26/2022, 6-10 p.m., Bell Social Halls.

This information will be sent out to our membership, to allow them to participate if desired. The Board voted down the motion to purchase table/s for Club members.

8. Meeting Reminders:

- h. Social Gathering 3/21/22 in Agave Room Beardsley 4-6pm
 - Bring 3 women who have influenced you in your life. We will facilitate discussion, move folks around to different tables, and start with a Women's History Trivia Quiz. Molly will create this. Victoria will provide the prizes for the winning team. Thank you Victoria. We will provide snacks we have on hand and water.
 - Jim would like to spend some part of the time at this gathering to survey club members on desired activities.

- i. Kuentz Recreation Center Courtyard Picnic, Sunday, 04/24/2022, 10:00 a.m. – 3:00 p.m. Members arrive 11:30. General Meeting, and Silent Auction. Catering discussed but not finalized. Looking for volunteers to be on Silent Auction Committee, as well as Catering and set-up. It was discussed a member co-pay would be required but until a caterer and food is selected, the amount wasn't determined.

- ii. Palm Ridge Ballroom (Potentially change venue), Saturday, 11/05/2022; 10:00 a.m. – 3:00 pm. At this point, it is reserved for Palm Ridge Ballroom and outdoor patio. There is potential to barbeque, if we decide to do that. [L]
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Meeting adjourned at 8:10pm

Respectfully submitted,

Suzanne Arnopolin

