

Board Meeting Minutes

December 18, 2013 at Spuds

6:30 p.m.

Present: Lisa Bowman, Tim Lutz, Susan Kennedy, Sharron Wesley Porter, Karman K. Wheeler



1. Election of Officers:

After discussion, a consensus resulted in the assignment of positions on the Board:

President – Tim Lutz

Vice President – Susan Kennedy

Secretary – Karman K. Wheeler

Treasurer – Sharon Wesley Porter

Past President – Lisa Bowman

The responsibilities described in the By-Laws were reviewed. Additional responsibilities were discussed with Susan Kennedy agreeing to maintain the website, Sharron Wesley Porter will publish the newsletter and Karman K. Wheeler will provide a summary of the Board minutes for the newsletter.

2. Monthly Board Meetings

The date of January 4 (Saturday) at 3:00 p.m. was designated for a joint meeting of the 2013 and 2014 Boards. Lisa Bowman agreed to work with Theresa Thomas to secure the Signature Club for this meeting. All members were requested to bring their lap tops.

The February meeting is scheduled for February 19 at 6:00 p.m. at Spuds. Lisa Bowman will coordinate the meeting with Spuds. The location for the March meeting on March 20 at 6:00 p.m. has yet to be determined.

The tentative meeting schedule for the remaining meetings at 6:00 p.m. are:

April 10*

May 8*

June 12*

July 10*

August 14*

September 11*

October 9*

November 13*

*Location to be determined

3. Charities

The Board agreed to “Piggies for Preemies” sponsored by Kosair as the January Charity. Tim Lutz will contact Kosair for the piggies that will be distributed at the January Happy Hour. Other potential monthly charities include Sunflower Kids, Veterans assistance, Big Brother/Big Sister

(March), Friends of Animals, Relay for Life. Sharron Wesley Porter will check with Joe Porter on potential veteran agencies. Additional suggestions will be requested at the general meeting. The Board agreed with the charity sequence used by 2013 Board of attempting to stagger fundraisers between charities requiring monetary contributions and those needing materials/supplies.

4. Additional Events

The Board discussed new and recurring events. It was recommended that any new events requested be submitted in the form of a proposal to the Board. The proposal would include a description of the event, who will benefit, who will oversee the organization of the event (with periodic status reports to the Board), and an estimate of volunteers, time and resources needed from the club.

Several other events were discussed:

- a. Relay for Life – Due to issues arising at previous events, including the overnight expectations, the Board decided not to participate in the overnight portion of the event this year but identify it as a potential monthly charity.
- b. Alltech Lexington St. Patrick Parade – An announcement was received announcing the parade on March 15 at 1:00 p.m. Tim Lutz will include this information at the January General Meeting. He will also provide the information to Joy Moll for the January Newsletter.
- c. Disaster Blaster – This event is scheduled for August 1 with an opportunity for the Club to provide “hands on” assistance. It was noted that Conch Republic will be performing at the event.

5. Newsletter – Lisa Bowman noted that Joy Moll has agreed to publish the January newsletter. Lisa Bowman will have Joy contact Tim Lutz for information on Bowling. Karman K. Wheeler will provide Joy with a Board Meeting Summary to be included in the Newsletter.

6. Membership – Current memberships and their involvement with various Club activities was discussed. It was recommended that members be reminded that, if purchasing tickets becomes limited, priority will be given to those involved in club activities.

7. Post Office Box

The post office box renewal is needed by the end of December. Sharron Wesley Porter will investigate the feasibility of changing the location. It was agreed that Sharron and Susan Kennedy will retain the keys.

8. Bank – It was noted that Lisa Bowman, Mitzi Potter, Tim Lutz and Sharron Wesley Porter will make arrangements to visit the bank and change the account signatures.

9. Annual Report – Lisa Bowman will complete the Annual Report, providing copies for each Board member. The deadline for submission is the end of January.

10. By Laws

Lisa Bowman provided an update on the status of the By Laws changes. She has Survey Monkey ready with a complete and up-to-date email list. She noted the document needs a couple of minor revisions. Once the revisions are complete, copies will be distributed at the General Meeting in January with voting scheduled for February. Tim Lutz will ask current election officers to continue in their present role (Mary Harbour, David Comstock, Phil Boggs).

11. Additional Committees

- a. Membership – The importance and follow up of new members was discussed, resulting in the development of a procedure to be followed with each new member. Once Sharron Wesley Porter receives the dues, she will send the new member a welcome and link to the Yahoo group. She will notify the Board members and Tommy Edwards who has agreed to serve as the Club’s Membership Ambassador. Tommy will be responsible for the Yahoo Group and new member follow-ups. Susan Kennedy will provide the announcement on the website, produce the ID and lanyards.
 - b. Facebook – Tim Lutz will ask Tommy Edwards to maintain the Facebook with all Board members having access to the account.
 - c. Anniversary
The Board identified several potential members to serve on the core anniversary committee. During the Board Meeting, acceptance was received from Bob Wolf, Barry Swihart, and Joy Moll. Dave Comstock and Mary Harbor have also been asked to serve on the committee with their acceptance pending.
The need to identify a charity was discussed with the infrastructure and organizational characteristics of the charity to be essential in the decision. A few suggestions included Glute-One, Special Olympics, and Disaster Blaster).
12. Christmas Party – Susan Kennedy will begin looking for potential locations.
 13. Logos – Tim Lutz requested information on the current status of the logo changes. Lisa Bowman noted that a logo contest had been suggested. The current logo is very detailed with multiple colors making it difficult to produce at a low cost. Changing the log was tabled by the 2013 Board. Several possibilities for revising including the use of BCTC’s Information Management and Design Students (as a project), Bumble Bee, and Hands on Originals.
 14. Club Banner – An inquiry was made about the location of the Club Banner. Lisa Bowman will give it to Tim Lutz for use at Panama City’s Rendez Vous.
 15. Goals – Each Board Member was asked to identify “One Word Goals” for the 2014 Board.
Simplify
More Togetherness
Group Involvement
Delegation
Retention and Return of Members
 16. Adjournment – The meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Karman K. Wheeler