

Friends And Neighbors Women's Club Board Meeting Minutes

Friends And Neighbors of FM 1960

August 20, 2024

Meeting called to order by Kim at 10:00 am.

Present: Kim Gerrish, Gail Stone, Jennifer Banks, Gayla Baker, Merry Keith, Debi Swaney, Laurie Nimberger, Donna Morris, Barbara Pack, Carolyn Grimes, Mary Ales, Sandy Darst, Kathy Court, Claudia Gallagher, Carol Peterson, Susan Kleimann, Karren Sims, Marybeth Magallanes. *Not Present:* Susan Butler

Motion to accept the July Minutes was made by Mary Ales, 2nd by Merry Keith and motion passed.

Board Reports:

- **President – Kim Gerrish**

- Draft 2 Proposed FAN Budget 2024-2025

- Kim pointed out the changes from Draft 1 in the Directory Ads & Publishing, Newsletter costs, Treasurer costs, and new category Software.
- Marybeth asked why CD interest isn't shown under the Income category. The answer was that it doesn't belong in the budget. Members will receive a copy of the budget (for vote at General Meeting) plus a separate document showing the CD interest income as attachments to the General Meeting reminder notice.
- Gail asked for clarity on 2023-24 *Actual*. Kim responded that *actual* represents actual income and expenses through end of May 31, 2024.

Motion to approve the Proposed Budget was made by Sandy Darst, 2nd by Karren Sims and motion passed.

- Credit card payment progress.

- Kim and Laurie will meet with a representative from Houston Association of Professional Landmen to learn more about how we can emulate or translate their best practices using this type of software.
- Claudia asked about how the process of notification of payments would work. The software tool would send notification to a FAN 'administrator' and that administrator would notify the responsible FAN Board member.
- Discussion ensued about the amount of ongoing work this would involve and if a separate position for 'administrator' would be created. Kim responded that there are several Board members who have smaller amounts of ongoing work than others and she was considering assigning 'administrator' to one of those; however, all options are being considered.

- Member Appreciation Gift choices (previously voted on) are Travel Tumbler and Umbrella. Kim reports that these were the two most expensive choices. Right now, the high shipping costs for both may necessitate other choices. She will report back to Board with status and options at the September Board meeting. After discussion it was decided to order 250 of whatever item is chosen.

- **1st VP, Programs – Sandy Darst**

- Sandy passed around the Community Center's guidelines which we're obligated to follow. Sandy is the main (only) contact with the Community Center's staff and she asks that any changes, questions or last-minute needs for General Meeting go through her. A sample table map of the meeting room was passed around.
- September meeting program will be Robert Webre "Stay Safe & Empowered – Self Defense for Seniors".
- October meeting program will be flower arranging. It will feature a vase, flowers, water and scissors at each table where one arrangement will be created by that table group. Each finished arrangement will be awarded to the person who has a sticker under their chair at that table.

- **2nd VP, Membership – Gayla Baker**

- Gayla distributed Board Member name badges to be worn at the General Meetings, events, etc.
- We currently have 252 members. 40 did not renew from last year and we have 21 new members.

- **Secretary – Marybeth Magallanes**

- July Board Meeting Minutes emailed to Board Members for approval vote at this Board Meeting.
- Marybeth will send the reminder for September 3 General Meeting to FAN membership on August 23. Included attachments will be the 2024-25 Proposed Budget and CD interest income report along with a request to send any written comments to Kim no later than August 30. Responses to submitted (only) comments will be provided at the General Meeting prior to the vote to approve the Budget.

- **Treasurer** – Karren Sims
 - Bank Balance as of July 31, 2024 is \$17,881.83.
 - Reconciliation Report submitted to Auditor.
 - Attached to August Board Meeting Agenda
 - CD 0337 Itemized Categories with Detail
 - CD 4887 Itemized Categories with Detail
 - Income/Expense – Discussed need for this report and consensus is no.
 - Itemized Category with Detail
 - Monthly Budget
 - Need to buy more raffle tickets
- **Auditor** – Gail Stone
 - Received report from Treasurer and found no issues or discrepancies.
- **Newsletter Editor** – Laurie Nimberger
 - Deadline for October *FANfare* articles is September 9, 2024.
 - We've previously printed and mailed 11 copies of newsletter and now we're providing just 4 members with this service.
- **Historian** – Claudia Gallagher
 - Slide Show for September General Meeting is all set.
- **Advisor** – Kathy Court
 - August 6 *Summer Fun Day* at Spring Creek BBQ had 24 in attendance with 21 playing Bingo. 4 of the those attending were brand new members. Best card and worst card won prizes.
- **Activities** – Donna Morris
 - Activity Leads have been updated and one activity name change.
 - Generic calendar of Activities will be in September Newsletter.
 - Signup forms are ready for tables at the September General Meeting.
- **Charity** – Mary Ales
 - MCWC Donation Letter has been provided in hardcopy only and Mary will ask again for an electronic copy. If not available then we'll scan the hardcopy to create our own electronic form.
 - More MCWC brochures will be requested by Mary.
 - Working with several restaurants to see about fundraisers – goal is for one a month.
 - MCWC representative will be invited to November meeting to speak for a few minutes and the Club portion of 50/50 raffle will go MCWC that month.
 - If we take a tour of MCWC it needs to be before January. Volunteers are always welcome in their Thrift Shop.
- **Day Trips** – Carolyn Grimes
 - Friday, October 25th is a trip to the Painted Churches. Mr. Pettit at Sengelmann's Hall has agreed to cater lunch.
 - A trip and tour of TranStar is planned for December 6. There is a 25-maximum capacity.
- **Directory** – Barbara Pack
 - We needed \$3,988 to print Directory. \$4,600 in advertising was raised. Great job! The excess income will go into general funds.
 - Finished directories will be picked up next week and be available for pickup at September General Meeting. Extra copies will be stored at the Community Center.
 - Fabulous new cover art this year thanks to Barbara's brother and sister-in-law.
- **Goodie Exchange** – Susan Butler (Not Present)
- **Greeters** – Susan Kleimann
 - Greeters are all lined up for September, October, November and January General Meetings.
 - Lunch after the September General Meeting will be at Hasta La Pasta.
 - Going forward the website will indicate that there will be a lunch after the General Meeting and the location.

- **Holiday Charity Luncheon** – Carol Peterson
 - The December 3, 2024 event will be held at Northgate Country Club at 11:00 am. The theme will be *Let It Snow*. 200 table favors have been purchased for 20 tables of 10. Currently there are 10 volunteers and at the September meeting there will be a signup table for more volunteers. Menu is not yet finalized.
 - Carol will ask for donations for the wine pull, tiny treasures, silent auction, and raffle at the September meeting.
- **Hospitality** – Merry Keith
 - Met with 10 committee members to plan the year.
 - September will be a Movie Theme and the snack will be popcorn and Twizzlers.
- **Social Media** – Debi Swaney
 - MCWC Amazon wish list has been put on our website along with a copy of their brochure.
 - There were 16 interactions with our website in July
 - Facebook engagements are up 90%, reactions up 140%, comments up 136% and photos viewed up 65%.
- **Spring Luncheon** – TBD
 - Date: May 6, 2024
- **Sunshine** – Jennifer Banks
 - One card sent out this month for Get Well.

Motion to adjourn was made by Claudia Gallagher, 2nd by Susan Kleimann and motion passed at 11:45 am.