**Board Meeting Minutes**

**February 1, 2023 via Zoom**

**Attendees:** Susan Hoehn, Nikki Ream, Ellie Cunningham, Donna Vance, Sabrina Applegate, Cheryl Salmen, Diane Solomon, Kathy Sage, Cathy Burch, Mary Consalvi, Sue Major, Muffy Walker, Sandra Coufal

Susan Hoehn called the meeting to order at 1:02

**RSFWF Chair** -- Susan began her report asking if anyone had any changes needed to be made to the January 4, 2023 minutes. No changes were needed.

Motion to Approve: Kathy Sage

Second: Nikki Carmody Ream

Vote: Unanimously approved

Susan thanked Muffy for hosting us at her house for Bubbles & Blanca. Thank to Sabrina, Muffy and Susan for donating the wine.

Transition has been made. Mara is now new Admin person. Mara has been issued credit card and all passwords have been moved over to her. The migration to the new Tenant 365 Share Drive has also been completed. We still have Wild Apricot, we still have JotForm, but the new share drive is where all of our archived files will now be stored. All files were successfully transferred. There is now a new email address for the Administrator roll. It is [Admin@rsfwomensfund.org](mailto:Admin@rsfwomensfund.org)

The new Administrator will be an employee of the Foundation. Karen Sprigle, CFO of the Foundation, will be initiating the search for this position, and Nikki, as incoming chair, will be overseeing the process and will be actively involved in the interview/hiring process.

Susan reminded Board members that all reports are also now posted on the website in the Board Portal

**Shutterfly account** – Shutterfly is deleting the option to have shared albums. If anyone has any ideas as to how we might handle this, please contact Mara or Cheryl

We will be asking Karen Sprigle at the Foundation for ideas to allow for additional flexibility with the credit card in terms of payment of expenses for events, etc.

**February, April and May General meetings** – February and April meetings will be at RSFCC. February meeting cost is $47 pp. Should we charge members $45 or $50? Muffy asked if gratuity is included -- yes. Decision was made to keep it at $45. Cathy Burch stated that she believes the April meeting cost is $26-$28pp, not the $47 that Susan had mentioned. When Cathy had met with Brian at RSFCC, he stated that he would honor price from last year. Susan asked Cathy to follow up with Brian at the club. Our May meeting will be at Morgan Run.

**Nominating update** – Susan gave Candise’s report. The Nominating Committee consists of Past Board Chair, Current Board Chair, Grant Chair (1 of 2), Past Grant Chair (1 of 2), Membership Chair (1 of 2) and 2 Members-at-Large. Positions to be filled – 2 Incoming Grant Chairs, 2 Membership Chair, 2 Program Chairs, Publicity Chair, Social Chair and Volunteer Chair but Susan asked Ellie if she would be willing to return. Ellie said yes. Susan asked anyone to please email her or Candise with any suggestions for people to fill those rolls.

**Grants** – Susan started by stating that if we have 125 members that gives us $250,000 plus she stated that the Angel donor has confirmed that they will be giving another $100,000 this year. Last month’s *Above and Beyond* balance was $41,400, bringing the total to close to $400,000. In addition, there should be another 5% coming from the endowment fund, but that amount is not in this total yet. Per Nikki, last year that amount was between $7-$17,000.

Cathy Burch stated 14 orgs will be moving on to Site Visits for a total ask of $679,891. Site Visits will be between February 28th and March 15th. Cathy hopes to have actual dates by Friday or Monday, at which point, Mara will post them on the website for registration. At the February 21st meeting, each member will be given summaries as well as a calendar. Members will have the ability to not only sign up online, but at the meeting, itself.

**Membership** – Donna stated we have 125 members, but we are hoping that a few more may join within the next couple of weeks. According to our records, we have 53 new members, but that is not accurate as some are people who joined over a year ago. Need to update system to change some of the older “new members” status to just “member”.

Sara has been doing a great job, bringing in new members. Mentor program is going well. Donna is periodically following up with mentors. New Member Orientation is scheduled for February 24th at 1:00. Will be in the Foundation room as well as via Zoom.

**Finance** – Diane did a fabulous re-think of the budget. Diane stated that every month, she and Beth get a Budget vs. Actual report from the Foundation. She would love to talk with the Foundation about redoing the report so it is in a more usable format for us, but that probably won’t happen until after they have completed their audit.

**Programs** – Sue talked about Deacon Jim coming to the February 21st meeting. He is coming with Wendy Ensley, who is Marketing/Development? Invitation should go out shortly and online registrations will be turned on.

**Volunteer** – For the Easter basket project, we will basically be doing the same thing as last time. Last time, we had 35 people. This time, we can fit 70 people at Susan’s house.

Sabrina – 24 chairs + pink + green overlays

Muffy – 60-inch round + card table + 8-10 chairs

Susan – has 2 banquet tables + ? chairs

Sue – 3 8-foot tables with white tablecloths and 15 chairs

Last time, we had box lunches from Thyme in the Ranch. Ellie feels she can do baskets for $30 and possibly $20 for lunch.

Susan suggested that Ellie save some funds to do something like the service project they did last year (cooking dinner at Haven House for Interfaith Community). Diane suggested she and Ellie meet to go over Ellie’s available funds. Ellie pointed out that not all projects cost money – sometimes, it is just showing up and helping out. Ellie is thinking about giving the baskets to Foundation for Women Warriors, Interfaith and Operation Hope of North County

**Social Media** – looking for a more sustainable, long-term solution for sharing photos now that Shutterfly is shutting down their album sharing option. She is thinking that uploading the photos to the new 365 share drive might be the simplest option.

**Publicity** – Blurb and Sabrina’s photos should be in today’s *Rancho Santa Fe Review.* Bigger article should be coming out in the next issue of *Ranch & Coast.* Sabrina has sent photos to Cheryl and Mara for posting. Susan asked if another article for *Rancho and Coast* might be at our May awards. Sabrina said yes, but that typically they want more social events, so our February and April meetings would be something that Sabrina would have to take photos and write a blurb for the *Rancho Santa Fe Review.* She is also hoping to write a longer article, highlighting Deacon Jim’s talk for the *Rancho Santa Fe* *Review* in February*.* Susan suggested in March, perhaps we could highlight the Easter Basket event.

Meeting adjourned at 1:56