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**WF Board Meeting Notes**

Wednesday, January 4, 2023| 1-2:15 p.m.

Via Zoom

Attendees: Beth Terrana, Susan Hoehn, Mara Buchholz, Vivian Hardage, Nikki Ream, Kathy Sage, Donna Vance, Sara Bennett, Cathy Burch, Muffy Walker, Mary Consalvi, Sandra Coufal, Sue Major, Cheryl Salmen

* **Call to Order** – Susan Hoehn, Board Chair 1:05 PM
* **Advisory Chair Update** – Susan Hoehn

Susan started her report by letting everyone know that the notes from the November meeting were not available and so we will not be voting to approve them at this time. She went on to announce that we currently have had $41,421.47 in donations from *Above & Beyond*. We currently have 119 members paid. We are going to begin by having Mara give the board a demonstration on using the Board Portal on the new website.

Going forward all agendas, meeting notes and any other documents shared in a meeting will not only go out in the online invitation, but they will also be posted on the website under the *Board Portal*. To access the Board Portal > go to WF website> click on button in the upper right corner > you will then put in the password ***RSFWF2022!*** >. Once there, you will see 3 areas:

1. Board meeting links-includes Zoom link
2. Agendas and Minutes
3. Board files for review, i.e. budget or proposals to be voted on, etc.

All documents that members would like added for an upcoming meeting should be sent to admin. at least 1 day prior to the meeting. Only those with *admin access* to the website, can add meeting to the Board Portal. This should make access to documents much easier; everything will be in a centralized place.

Susan then turned the time to the Grant Chairs for their report.

* **Grants Chairs** –Cathy Burch and Kathy Sage

Kathy Sage reported that things are moving right on schedule. We received all 27 proposals from the organizations who were invited to submit. The proposals have all been added to the website and we will begin reviewing them in the Work Groups next Monday and Tuesday. Cathy Burch announced these 27 grant proposals have a total ask of $1,300,000 approx. The groups will be meeting 3 or 4 weeks respectively.

Susan asked if they would be ready to announce who is moving forward at Bubbles & Blanca. Cathy said they would not be ready to give a firm announcement at the meeting. Kathy Sage reiterated that we could receive more funds up to 4/1/23. Susan agreed that is the case. She went on to say that we have been somewhat successful getting members to shift to an early fall deadline for renewals.

Susan asked Korri to send the “lapsed notice” letter to her and Nikki to review before it is sent to the non-paid members. Those unpaid members cannot attend Bubbles and Blanca. Nikki asked if we should send an email sooner? Susan suggested we send the notice sooner, she decided on 1/9/23. Nikki asked Korri to resend the list of members, who have not contributed yet. Beth asked the membership team if they think we will get an additional 16 members this year as that is what has been budgeted for the year. Korri said she did not. Sara volunteered that she and Donna would call and email everyone on the list of 23 **members who have not contributed.** Vivian noted that Sandra Dodge will not be rejoining. Muffy said that Marina Pastor will not be rejoining, she has moved to Lake Tahoe. Susan said that Diane Pennock will not be rejoining.

* **Social Chair –** Muffy Walker

Planning is well under way for Bubbles & Blanca. Korri will book the valet. Susan, Sabrina and Muffy will be donating the wine and champagne. We also have an additional $1,000 for food. I would like to have Korri order plastic champagne glasses from Amazon. I have asked Korri to keep me updated on the current RSVP’s. Beth corrected Muffy that the budgeted amounts for the party are $800 valet, $900 wine and $650 for food. Susan reminded everyone to invite friends to this wonderful social event. Susan asked Mara and Nikki if we could have Girls on the Run come and give a brief presentation at B & B. Mara said that she will reach out to her contacts at GOTR.

* **Membership Chairs** – Sara Bennett & Donna Vance

Donna updated the group on the Mentor program. She stated that we currently have 16 people assigned to be mentors. She tried to recruit 17 more via email, unfortunately only 2 responded. Donna reminded all the Board Members to reach out to their mentee, and remind them about the upcoming events. We are still looking for more mentors -- it is a simple and easy way to make new members feel more a part of the organization. Nikki has been calling all of the new members to welcome them, as well. Susan requested that Membership plan a New Member orientation, either in person or via Zoom, on around Feb. 1st. Sara agreed that she would get that going. Nikki suggested that they could also inform the New Members about the Site Visit Sign-up meeting on 2/21/23 and Site Visits, in general. Susan then turned the time over to the Finance team to present the budget. Diane Solomon has done a lot of work!

* **Financial Chairs** – Diane Solomon and Beth Terrana

Diane said that we have reformatted the entire budget and process to be more transparent and easier to understand. This year we have nine events scheduled and we plan to charge for each one of them. Korri shared the budget with the group. Nikki said that the new process is seamless and for the first time, she was able to understand it. Diane stated that there is a social event tab, within that there is a section for each event. We approximated the income from each event (guest x fee) and then, looked at the expenses. This will allow us to change and alter funds based on what is really spent or received. We are able to take any excess and put it other places in the budget. Susan said that we all have great confidence in this new budget. We will be adding this budget to the Board Portal and updating it throughout the year. **Beth said the budget can be voted on pending changes that need to be made to the membership revenue.**

* + Proposed budget for 2023- **VOTE Required**

Motion: Nikki Ream Second: Mary Consalvi Approved: ALL

Looking forward we are planning the Feb. 21 meeting. Susan asked if the group would prefer to have this event at Morgan Run or the Golf Club. The majority of the group said they would prefer to have the lunch at the Golf Club. Moving onto Programs.

* **Program Chairs –** Sue Major

Sue reported that she is all ready for the February meeting with Deacon Jim. His topic is homelessness in San Diego, and she asked the board if there is anything else you would like to have him cover.

* **Publicity** -- Susan for Sabrina Applegate

Susanread Sabrina’s Publicity report. Sabrina stated that she is very excited about the publicity she has lined up for B & B. Bob and Mia from Ranch & Coast will be attending to take photos. Sabrina and Cheryl Salmen will also take photos at the event for social media and our press release. Sabrina will write an article to submit. Sabrina would like to host a Meet & Mingle at her home later in the spring, a cooking demonstration and/or perhaps a tequila tasting.

* **Social Media** – Cheryl Salmen

Cheryl reported that she has been having issues with Instagram. Korri suggested that they talk after the meeting to figure out how to get Cheryl back into the account.

Susan then asked about the agenda for the Feb. 21 meeting. It was suggested that the Grant Chairs speak during the lunch.

Mara said she will be adding a new tag line onto the top of the website, promoting Bubbles & Blanca.

* **Volunteer Chair**– Nikki for Ellie Cunningham

Ellie had asked Nikki to read her Volunteer Activity report. Ellie has started working on the Easter basket luncheon. She would like to open this event up to more than the 35 guests we had at Susan’s home 2 years ago; she suggested that the meeting be held at the Village Church. Ellie has begun reaching out to various organizations. Ellie expects that each basket will cost $30-35 per basket. One question which came up was whether or not we would be serving lunch. Beth and Diane described the current budget, as well as the volunteer budget. Kathy Sage suggested that not-serving lunch and holding it in a church hall will not attract the same numbers. Mary Consalvi also said the Village Church is limiting its access to renting out its space. It was concluded that the event will be at Susan’s home, the event charge will be determined at a later date. This charge will include the cost of the Easter basket and the lunch. The event is tentatively scheduled for March 30, 2023.

* **Adjourn –** Susan Hoehn \_\_\_\_2:15 PM

*2023 Upcoming Meetings:*

*January 25 5-7pm Bubbles & Blanca Muffy Walker’s home*

*February 1 1:00pm WF Board Meeting Zoom*

*February 21 11:30-1:30pm Site Visit Presentation & Speaker Program TBA*

*Feb. 28-Mar 16 TBA Site Visits TBA*

*April 5 1:00pm WF Board Meeting Zoom*