

SCSOA Leader Meeting 7-10-14

Leadership Team Members Present: Sheila, Molly, Greg, Bob, Kelly, Lisa, Kira

COMMITTEE REPORTS:

Treasury report: Kiosk payment is due. Bob, Kelly and Sheila are current signers for checks. Discussion regarding having a prudent reserve in the bank account to cover expenses that come near the end of the year into the first of the next year.

See motion below regarding prudent reserve.

Membership report: As the result of a new member asking about how to get into the directory, the following process was discussed. When a new member pays electronically Bob gets notified and turns on access to the directory for that member. If new member pays by check Kelly notifies Bob. Bob emails new the member the new member they have access to the directory.

Secretary: Lisa Hertel to confirm we got the Episcopal Senior Communities grant check with Yvonne. Lisa will write a thank you note once confirmation is made.

VP report: Brief discussion regarding upcoming cocktail parties.

Volunteer Coordinator: We have two new volunteers for the driving program.

Speaker : Kira has all months except for Jan 2015 lined up.

Webmaster: Bob outlined process for incoming calls to the DME closet. Set up via Google Voice. Voice message notification goes to an email address that Bob puts into the system. Email notification goes to email address containing the written dictation of voice message. Person receiving the voice message makes return call to person who left the message.

OLD BUSINESS

- DME: rack cards are printed and will be distributed at next meeting to members. Cost for 5,000 cards was \$319.34 with tax and shipping. Need to make decision regarding Born to Age distribution. Lisa Hertel will handle inventory. July inventory went to Yvonne, needs to go out via email blast when Yvonne gets back from vacation. Cost for 5 signs is \$350.00 – check was cut to Carl from Careful Moving and Storage as he fronted the money for the signs. Signs are up at Careful Moving and Storage. Designated parking spaces will be created at Careful Moving for DME drop off and pick up. See motion below regarding Careful Moving and Storage not having to answer phones or return calls.
- Episcopal Grant – see notes above.
- See Treasury report regarding new signers on checking account.

NEW BUSINESS

- Discussion regarding process for adding new interim leadership team member during the year when someone resigns. The following process will be followed: 1) announce open position at general meeting. 2) ask those interested to submit a letter of interest to President outlining their qualifications. 3) leadership team to discuss candidates at next leadership team meeting. 4) If there is more than one qualified candidate leadership team discusses and picks the new member of the team.
- Committee for DME: sign up for volunteers at next meeting.

Motions and votes:

1. **Treasury: Motion by Greg Harder. Each year the June leadership team meeting shall have a mandatory new business agenda item to project expenses for the remainder of the year and the following Q1 in order to budget accordingly. Seconded and approved unanimously.**
2. **DME: Motion to remove Careful Moving from having to answer DME phone or make return calls. Seconded and unanimously approved.**

Action items:

1. **Lisa Hertel to ask Born To Age for receipts and expenditures from Q4 of 2013 through July 2014 so Kelly can reconcile the bank account. Need proposal regarding newly submitted expenses for kiosk and any advertising.**
2. **Kelly to reconcile Q4 2013 and 2014 invoices from Born To Age.**
3. **Lisa Hertel to write thank you note to Episcopal Services for grant.**
4. **Kira to find January speaker.**
5. **Yvonne to send out email blast with July DME closet inventory.**
6. **Somebody needs to set up voice message monitoring rotation for DME closet phone line.**
7. **Greg and Sheila working together for cocktail party places and topics.**

Announcements for next membership meeting 7/16/14

1. **Celebrate the first round driving volunteers as well as the 2 new people. Marcy please give Yvonne the names.**
2. **Subcommittee for DME being formed – sign up on wall. We will have an organizational meeting – date to be announced.**

Respectfully submitted,

Lisa Hertel

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