Noon Toastmasters Executive Committee Meeting Minutes

7-2-19

Officers: Bert Rangel, President; Frank Moraes, VP Education; Gabriel Cox, VP Membership; Holly Young, VP Public Relations; MeL Konrad, Secretary; Mark Burchill, Treasurer: Kelly Cunneen, Sargeant at Arms

Absent: Holly Young

Call to order 11:08a

June minutes approval vote:

Moved: Mark Seconded: Frank

Financial report: $882 in bank

 Report as presented includes dues for future 6 mo. period Oct – Mar.

 Report needs adjustment for liability to members for future period

Draft of new TM year’s budget presented by Mark.

 Draft to be adjusted to reflect pre-paid dues by some members.

2018-19 Budget items reviewed for possible adjustments for new year

Distinguished Club Program – 1 point achieved for submitting new officer list to TMI

VPE

Frank asked for update to club website for access to meeting agendas

 Frank to meet with Brian for transition info

VPM

Welcome to new EC member, Gabriel

Reviewed opt in email sent to club guests for adjustment.

 Gabriel will wait to enter guest info after sending thank you email

 Including an alert that the guest will receive this opt in email.

Phone calls from guests routed to VPM (Gabriel) instead of VPPR (Holly)

VPPR =Holly absent

Bert mentioned that we need to update our address on Google maps. Google’s process is to send a postcard with a code in order to verify ‘business’ owner’s location. Wasn’t able to send cards to Brookdale (club’s previous location). But, can send to SCTB.

Old business

MeL found missing sign-up sheets and gave them to Frank

Bert updated club’s marketing and calendar items for yearly tracking

New Business

Bank account transition. Controlling individuals are President and Treasurer.

Paperwork needs updating for new year and sent to RCU

Does our club want to add additional EC members as signors on our bank accounts?

 Not at this time.

Extended time, offsite officer meeting for new year’s planning

 include marketing calendar and other agenda items suggested by EC

 plan for date after Toastmasters’ Officer Training class

 Sat. July 27th at the Flamingo Hotel Santa Rosa 8am

Extensive discussion of member Recognition methods

only 6 name badges left – buy more?

Stop use of Toastmasters’ $10 gift certificates

 Toastmasters’ non profit status prevents the club from using funds for any gifts

 (certificates, gift cards, etc.)

 Make up paper certificates instead

 Badges for new members and paper certificates for ice breaker and level completion

Report these milestones on club’s social media

**Action Items:**

Mark to adjust Budget Draft to include reflection of prepaid dues

EC members to contact Mark about suggested changes to the budget

MeL to make club site changes for new officer positions

Bert to adjust Google phone to route potential guests’ calls to Gabriel

EC to review Club Calendar for suggested additions

MeL to get paperwork prepared for transition of club’s bank account

Bert to organize EC extended meeting for date after TLI

MeL to get member recognition guidelines from TMI

Adjourn 11:51a Next meeting: Aug 4th

Time and place TBD