



**Executive Board Meeting Minutes
December 5, 2023**

Attendees: Byron Bebee, Tabitha Beebe, Sarah Dean, Renae Ross, Mitra Bennett, Yvette Sanchez, Melissa Murray, Emma Kalmbach, John Gavel, Anna Martinez, Pamela Stacey, Aline Santos-Teixeira, Yan Jiang,

1. **Call to Order:** Byron Beebe called the meeting to order at 5:06pm
2. **Welcome & Introductions:** Byron welcomed everyone and mentioned that all things will be about the Phling for the next few months. Lots of positions are being filled on the board as well as in Phling duties.
3. **Determination of Quorum:** Quorum was met with 13 members present.
4. **Reading and Approval of the Minutes:** The minutes were unanimously APPROVED as submitted.
Mitra – motion / John – second
5. **Treasurer’s Report:** Sarah updated the Board on the current balances. All of the outstanding deposits finally hit the bank. We are in a good spot financially.
6. **President’s Report:**
 - a. **MOTA Transition Report Update:** Byron sent a full MOTA report. Let him know if you have anything to share. We came in under budget even before accounting for pre-sales. Donations helped a lot. Good job group! The person that donated the truck was not thanked in the program; we’ll make sure communication is tighter on things like that next time. We could offer to proof the programs next year to make sure everyone is added.
7. **Old Business:** there was no old business to discuss
8. **New Business:**
 - a. **Sal’s Vouchers Discussion:** We donated ten vouchers to the Teacher Appreciation Luncheon. We still have 11-17 of them. Do we want to sell them out or keep them to use as needed? They are \$25 each. Anna mentioned holding on to them to give out for events as needed. It may not be worth trying to sell them but if someone wants to buy them, that would work out well. The committee agreed to keep them for now.
 - b. **New Board Members Discussion and Vote:** Aline Santos-Teixeira and Yan Jiang introduced themselves and shared their background and their willingness to serve on the board.
All approved the addition of two Members at Large
Byron – motion / Emma – second
 - c. **MOTA Ticketing Reimbursement Discussion and Vote:** Byron mentioned that we have left over magnets and stickers. It was suggested that we give them to the teachers for the holidays. Sarah explained that we had planned donated Five thousand to the school but since they were so generous to us with the ticket sales, we can afford to donate more: \$14,284.00. The committee discussed this at length. Yvette mentioned that we will be using Saroyan next year, although it is very expensive. There is not another venue that meets our needs, so it is the best choice.
All Approved raising the donation to UHS to \$14,284.00
Byron – motion/ Tabitha – second
 - d. **Phoenix Phling Planning Discussion:** Sarah will serve as Oversight for the Phling, payments, ticket sales and check in. Renae will be in charge of the Live Auction. Emma and Melissa are in charge of the Silent Auction. Mitra is in charge of the Dessert Auction. Byron will oversee the venue, catering, seating and

wine bar. Yvette is in charge of the theme and decorations. The committee discussed seating, ways to sell tickets, and possible ticket prices. Mitra suggested that the leads have a weekly check in on zoom and a group text thread. The plan is to sell the tickets 6 weeks in advance so sales will start the week of January 15th. Melissa and Emma will send out seekers for items. They will have a spreadsheet for donors with values so we can track each item. Melissa gave us donation letters to use as we do business at various vendors. Mitra explained that dessert donations asks will go out at the same time as tickets sales start. The desserts will be collected Thursday and Friday before the event and then packaged and transported to the event. Desserts should serve 8-10 people and NOT require refrigeration. Yvetta has some centerpieces in mind already. Colors will be black and gold with white accents. Pamela is in charge of entertainment.

9. Adjournment: Motion to adjourn ALL APPROVED

Pam - motion / Sarah - second

The meeting adjourned at 7:42pm