



**Executive Board Meeting Minutes
January 9, 2024**

Attendees: Byron Bebee, Tabitha Beebe, Sarah Dean, Renae Ross, Mitra Bennett, Yvette Sanchez, Melissa Murray, Emma Kalmbach, Anna Martinez, Aline Santos-Teixeira, Yan Jiang, Brenda Riser, Sophia Riser

1. **Call to Order:** Byron Beebe called the meeting to order at 5:05pm
2. **Welcome & Introductions:** Byron thanked everyone for coming during intercession week. He mentioned that we would be concentrating on the Phling for the next few months.
3. **Determination of Quorum:** Quorum was met with 11 members present.
4. **Reading and Approval of the Minutes:** The minutes were unanimously APPROVED as submitted.
Sarah – motion / Melissa – second
5. **Treasurer’s Report:** Sarah updated the Board on the current balances. Total Give lively donations are \$1,484.34. The MOTA total changed by the amount we donated to the school. She still needs to reconcile the cash box, some of the gift cards were used.
6. **President’s Report:**
 - a. A Brief Look Ahead: We will have a booth at Vintage Days in April. May 6-10th is Teacher (Staff) Appreciation Week. We will send in 4 days of gifts or snacks and have a luncheon one day. We have a budget of \$500 but we received a lot of donations last year. We hope to do that again to keep costs down. The Senior Celebration will be in May. We will ask for donations for that too. We need to decide how to handle the nomination and election process for next year’s board. The current bylaws state (via a handwritten note) that nominations are in April and elections are in May but the new positions start in July. The bylaws also has a potential conflict with respect to the total number of Board members. The committee discussed the possibly of changing the bylaws to adjust when the voting and nomination process is and to increase the number of board members. This will be revisited at a future date.
7. **Old Business:**
 - a. **Phling Planning:** Byron, Mitra, Tabitha, Sarah and Emma will tour the venue on the 10th and choose the menu. There will be chicken, beef, and vegetarian options. The committee discussed adding specific menu options to the tickets. We have three wine contacts. We still need a bartender and a stage. The venue has one but we want one on risers if we have entertainment. Aline suggested asking trivia questions about the times and having prizes to add to the entertainments. She is willing to take care of this. We hope to have a 15-20 minute performance. Dr C is willing to work with us. Byron does have an outside contact for entertainment if need be. He will set up the order of events on the program. Melissa reported that google spreadsheets have been created. The 1st tab will be all items. The 2nd tab is the baskets created. We have 15 empty baskets so far. There was a discussion as to using the current bid sheets with labels to update them or buying new ones. Melissa offered to donate new bid sheets if we need them. We need more seekers for items. Baskets will be made Saturday February 24th with more being made after, as items come in. Renae reported on the live items we have or are working on. The committee discussed premier tables and their ticket price. Melissa suggested sponsorship tables: businesses would get 2 bottles of wine, signage on the tables, and their company name in the program. The committee approved the sponsored tables and set the amount at 5. We will use Give Lively for ticketing. Sarah would like help putting together the centerpieces on the 27th or 28th. Ticket sales will start the 17th of January.

8. Board Adjournment: Motion to adjourn ALL APPROVED

Emma - motion / Tabitha - second

The meeting adjourned at 6:10pm