

## PHOSC Board Meeting Agenda December 2023

December 4, 2023 • (HST) • In Person

### A. Call Meeting to order/Welcome @ 5:52 pm

#### Roll Call:

- Natasha Fish
- Kate Wilson
- Tiffany Isaacson
- Lauren Holthaus
- Katie Hauser
- ~~Ashley Kramer~~
- Natalia Harris
- Catherine Wade

### B. Reading and approval of previous meeting minutes:

Minutes Read by: Natalia Harris

Moved to Approve: Kate

First: Katie

Second: Tiffany

### B. PRESIDENT: Natasha Fish

- a. Base Legal was sent all required paperwork. There has been no response by Base Legal, and no further action is needed at this time.
- b. The “Favorite Things” event at Nikos was a success.

### C. VICE PRESIDENT: Kate Wilson

- a. Kate Wilson provided receipts to Katie for Winter Social gift basket.
- b. The Board discussed problems with event wait lists and agreed on restructuring when popular events are posted for sign up as well as posting reminders.
- c. The Board discussed sending New Years postcards to members, a budget of \$100 was set for postcards and stamps. Kate will look into options.
- d. Kate discussed the plans for
  - a. Keiki Holiday Party (crafts, decorations, music, and food items)
  - b. Bunco / Ugly sweater
  - c. Mug Exchange

### E. TREASURER: Katie Hauser

- a. It was brought to the board’s attention on November 24, 2023 that the 2022 taxes were not filed. Katie compiled all necessary paperwork and submitted the 1099K on November 28, 2023 with the club’s tax office. Many attempts were made to contact the tax consultants prior to this event; fortunately, there were no financial delinquencies or errors due to the club. The next tax filing season for 2023 will be due and filled in February 2024.
- b. Navy Fed Balance: \$4911.54

- c. PayPal Balance: \$0
- d. Venmo Balance: \$0

F. MEMBERSHIP/HOSPITALITY: Lauren Holthaus

- (1) 32 people still need to submit hold harmless agreements.
- (2) Events Lauren is planning:
  - (a) 18 Dec: Waikiki Trolley
  - (b) 20 Dec: Ford Island Walk

G. EVENTS COORDINATOR: Tiffany Isaacson

- (1) The Board discussed the December Winter Wonderland Holiday party.  
Specifically:
  - (a) Date: Saturday, December 9<sup>th</sup>.
  - (b) Time: 1600-1800
  - (c) Location: Catherine Wade's Home
  - (d) The following items were firmed up:
    - (i) Food provided by the Board and PHOSC
    - (ii) Total cost for food and other supplies purchased by the Events Coordinator is currently \$801.73
    - (iii) Gift Baskets still budgeted to be \$50 each, for a total of \$150
    - (iv) Budget for member gifts has increased to \$422.50 to accommodate the high attendance.
    - (v) Decorations and Music discussed
    - (vi) Setup timeline planned

H. COMMUNICATIONS/WEBSITE: Ashley Kramer

- (1) Not present

I. SECRETARY/PARLIAMENTARIAN: Natalia Harris

- (1) Nothing to report

J. OLD BUSINESS: none

K. NEW BUSINESS: none

L. NEXT BOARD MEETING: Jan 9 at 5:30 pm

Meeting adjourned @ 7:32 pm

Motion to approve: Natalia

1st: Tiffany

2nd: Kate