

## PHOSC Board Meeting Agenda September 6 2023

September 6, 2023 • 1730 (HST) • In Person

### A. Call Meeting to order/welcome @ 1748

#### Roll Call

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

### B. Approval of previous meeting minutes

Kate moved to approve the previous minutes, first by Natasha and seconded by Tiffany.

### C. President: Natasha Fish

(1) *Secretary/Parliamentarian*: Natasha Fish appointed Natalia Harris to the role of secretary and parliamentarian. The board agrees with this decision. Kate moved to approve the appointment. First by Tiffany, seconded by Lauren.

(2) *Presidential Term*: Natasha was recently promoted with her job but confirms that she will stay on as president. There is an understanding that she will need to dial in at times and that she will not be able to be at all the events due to travel and additional responsibilities. She has the board's full support to stay on as president.

(3) *Cozy Things Dinner*: Natasha confirmed that the favorite cozy things dinner will be hosted on Saturday, September 30<sup>th</sup> at Macaroni Grill at 5:30 pm with a capacity of 15 people confirmed. Natasha is supplying a Cozy Things door prize. The group gave examples of how the game/exchange has been played in the past.

(4) *Future Favorite Things Dinners*: The board discussed opportunities for future favorite things events. Historically this has been a very popular event; however, due to the maximum capacity specified by most restaurants, there is typically a waitlist. Natasha recommended more frequent events so that everyone would have the opportunity to attend. The event could be hosted at the community centers at Moanaloa and Ford Island and catered to increase the maximum capacity. Kate explained how to reserve the community center and the rules of the rental. Natasha to look further into these options.

(5) *Bi-monthly Brunch/Lunch*: Natasha proposed the idea of a bi-monthly brunch at one of the community centers. This would allow members to socialize with one another and the board members. Catherine recommended a potluck meal, and the group agreed.

### D. Vice President: Kate Wilson

#### (1) *PHOSC Communications*:

- Board members should use the website to communicate with members to ensure there is a firm paper trail.

- Many members have complained recently about Facebook notifications not functioning properly. Specifically, they are not being informed about upcoming events and their associated signup deadlines. The board is exhausting all possible troubleshooting.
  - Notifications in advance
  - Comments section – using @everyone
  - Invite All when creating events

(2) *Website Costs and Event Fees:*

- The website is taking a cut of event fees, and last month charged \$120.88 out of the budgeted \$350 for event fees collected for The Magic of the Honu
- The board discussed alternative payment options for upcoming events due to concerns about the cost.
- The club has the following methods of receiving payment:
  - Paypal
  - Credit card
  - Zell (Navy Federal and USAA)
  - Email transfer to Navy Federal

(3) *Bunco:* The board discussed the details of the upcoming opening event. September bunco will be pirate themed and held Sept 22

(4) *Bingo:* The board considered adding a regular Bingo event to the club's calendar. Tiffany is researching large venues for where this event could be hosted. Moanaloa and Hale Moku are possible community center options.

(5) *Keiki Party:* Lauren and Kate brainstormed a potential Oct 21<sup>st</sup> Keiki party from 1400-1600. Meals would not be served, but snacks would be provided. Potential activities include a trunk-or-treat (minimum of 10 cars) and pumpkin painting.

(6) *Online Bucket List:* Kate would like to host an online drawing to collect Bucket List items from members who are unable to attend the Welcome Social. This will allow all members a chance to share what they would like to do with the club this year. Prize to include the gift items from The Magic of the Honu (a glass, a magnet, and a charm)

E. Treasurer: Katie Hauser

(1) Navy Federal Balance: \$4,794.93

(2) PayPal Balance: \$

(3) Venmo Balance: \$

(4) Tiffany will be reimbursed for a credit card charge of \$32.62 for event purchases

F. Membership/Hospitality: Lauren Holthaus

(1) 142 Members Currently

(2) 58 signed hold harmless agreements

(3) *Discussed potential events:* Harbor Tour- Oct 19 or 24, Wood Sign Painting with Indi and Dash- Oct 3, Halloween Party – Oct 27 or 28, Ford Island Walk to be held at the end of October

(6) *Bringing Guests to Events:* The board discussed the desire to bring guests to the events. Per the bi-laws members must be given priority to events. Guests can only be added to events after the event has been open to general membership. While the bi-laws do not designate a specific time frame, the board feels that once an event is open for 48 hours guests can be invited to join.

(7) *Hospitality:* The board discussed how to acknowledge life events of club members. While the board would like to provide support in the form of cards (discussed previously) and meal trains, it was decided that there wasn't a way to guarantee fair access to this help to all club members. The board decided to continue with the online birthday posts.

#### G. EVENTS COORDINATOR: Tiffany Isaacson

(1) *The Magic of Honu:* The board discussed the details of the upcoming opening event.

- 73 members have registered to attend
- There will be 6 high tops in the room and 7 tables set for 10 on the Lanai.
- 3 Gift Baskets – One for Bingo, One for the Bucket List, and one Grand Door Prize
- 7 Door prizes (1 per table)
- Kate has 61 glasses in her possession, and will get the remainder of the glasses from Micheala
- Ashley to send a reminder email to include the correct address

(2) *The Magic of the Honu Expenses:*

- \$1470 for buffet breakfast and venue
- \$266 for member gifts (estimated; \$210 plus tax for wine glass etching and \$34 for magnets)
- Total cost for magnets was \$36.58
- \$235.65 cost for decorations
- Paid \$501.60 for Entertainment
- Vote to approve for an additional \$150 in equipment charge for speakers.
- Members will pay a \$10 event fee per person. This fee will supplement the food and entertainment costs.

(3) *The Magic of the Honu Schedule:*

- 8:30 Board members to begin arriving for set up.
- 10:30 Members expected to begin arriving. They will be given their name tag, asked to sign the hold harmless, and asked to participate in the Bucket List drawing and the Bingo social game.
- 11:30 Tiffany and Natash to welcome guests at 11:30, Kate to release tables to the buffet
- 12:00-1 Entertainment will perform, board members to mingle with guests.
- 1:15 Winners to be drawn for game and door prizes.
- 2:00 Event concludes

(5) *Holiday Party:* The board discussed venues for the holiday party that could accommodate all members. Several options are being explored, including board member homes and community centers.

Themes were also discussed, and the board is considering “Winter Wonderland.” The option of guests was also debated, and the board decided to keep the event as members only.

H. Communications/Website: Ashley Kramer

(1) Ashley and Kate to print interest group flyers with QR Codes to have at The Magic of the Honu

(2) Natalia to send Ashley a picture and bio for the website.

(3) Ashley would like to make monthly posts to acknowledge members to host events for the Plan it to Win It drawing. Board agrees that this would be good to both acknowledge and thank our hosts, while also encouraging others to host as well.

(4) Ashley and Kate to work on a post to offer help to members who would like to host events, but don't know how to go about it.

I. Secretary/Parliamentarian: Natalia Harris:

(1) Natalia is happy to join the board and will provide Ashley with a profile picture and bio for the website.

J. OLD BUSINESS:

(1) Continue event planning and preparations for The Magic of the Honu

K. NEW BUSINESS: (motions to vote on)

(1) Board to approve appointment of Natalia Harris as Secretary/Parliamentarian

Motion to approve: Kate

First: Tiffany

Second: Lauren

(2) Approve \$150 rental fee for sound equipment for the entertainers to use at the welcome social.

Motion to approve: Kate

First: Lauren

Second: Natasha

NEXT BOARD MEETING – October 10, 2023 at 1730

Meeting adjourned @ 2025 (HST)

Motion to approve: Kate

1st: Lauren

2nd: Tiffany