

PHOSC Board Meeting Agenda August 2023

August 10, 2023 • 1730 (HST) • In Person

A. Call Meeting to order/Welcome @ 1810

Roll Call:

- Natasha Fish
- Lauren Holthaus
- Catherine Wade
- Kate Wilson
- Tiffany Isaacson
- Katie Hauser
- Ashely Kramer

B. Reading and approval of previous meeting minutes

- Kate moved to approve and first by Tiffany and seconded by Natasha

C. PRESIDENT: Natasha Fish

(1) Natasha discussed the first Favorite Things dinner for the club year. It is to be hosted on Sept 30, at 5:00PM at the Romano Macaroni Grill. The theme of the dinner will be Fall/Cozy with a price point of \$20 per gift.

(2) A date for the second Favorite Things dinner was suggested for December 2, with the possibility of it being a catered event at a community center to allow for more members to attend.

(3) The idea of a cocktail hour or other recurring evening event was discussed, possibly at someone's home. This would provide an opportunity for those who prefer evening events to meet and mingle.

D. VICE PRESIDENT: Kate Wilson

(1) Kate acknowledged the hard work that Ashley and Lauren have done during the registration process, and thanked them for all that they've done so far.

(2) Kate and Ashley to work together on a post regarding Plan It to Win It and the changes made to how it will be run. Board discussed gift card options for Plan it to Win It. The first card will be to Nico's restaurant, and will be picked up by Katie. The board hopes to select gift cards to a boutique and to an experience of some sort as well.

(3) Welcome Social teaser posts to be shared on social media between August 16-23. Registration to open on August 23 and close on September 3.

(4) The subject of the website was returned for discussion. While the board agrees that Wix is a fantastic option, the timing of a new website does not work at this time. The board plans to get a new website set up near the end of the 2023-2024 club year for the 2024-2025 club to utilize.

(5) Kate addressed a concern in the June 2023 minutes. Natalia Harris was listed as a board member in Roll Call, and placed as Co-VP On the Minutes. While Natalia was in attendance at Kate's request, she is not a board member. Kate moved to amend the June 2023 minutes and have her name removed. First by Tiffany, Second by Katie.

(6) Kate informed the board that there are 23 yellow koozies remaining from the previous club year, plus 4 personalized Koozies. Three of the 4 members these koozies were intended for are still club members.

(7) Kate followed up on the idea to print and post Flyers to get more exposure for the club. After researching several options, UPS had the best pricing at \$0.60 per sheet for 25 flyers for a total cost of \$15. Katie is to have the flyers printed, and the board will work together to distribute them to locations.

(8) Kate confirmed with Katie that all board members were invoiced for their club dues and that all invoices were paid.

E. TREASURER: Katie Hauser

(1) Navy Fed Balance: \$6,089.04

(2) PayPal Balance: \$0

(3) Venmo Balance: \$0

(4) Transaction Fee on the website for \$157.10 for July

(5) Katie and Tiffany secured a debit card for Tiffany to use for Events expenses.

(6) One member had a payment failure. Katie has reached out via email, but has not received a response. She will attempt another email before Kate or Natasha attempt to reach out.

F. MEMBERSHIP/HOSPITALITY: Lauren Holthaus

(1) Lauren was unable to attend the meeting but sent her notes to Kate to be shared.

(2) 120 active members currently; 2 members have joined but have not yet paid. One has been reminded several times and as of 15AUG Lauren will send the "Membership not in good standing" email to her. The other had a payment issue and communication has been attempted.

(3) Most members have joined the Facebook groups.

(4) Lauren noticed an increase in Facebook Group members after the most recent blast e-mail. She recommended using this cross-platform method in the future; and the board agrees.

(5) Prior to the Welcome Coffee, 27/120 members (22.5%) of membership had submitted HHA via e-mail. Kate was able to gather 14 more signatures at the coffee event.

(6) Ashley and Lauren to work together on Happy Birthday posts for club members.

(7) Prior to the meeting, Kate and Lauren discussed posting on the social media pages in regards to the fires on Maui. While the board cannot fundraise and contribute in that way, it was decided to share the Hawaii News Now post with information regarding reputable organizations. Kate is to share the link with Ashley for Ashley to share across PHOSC Platforms.

G. EVENTS COORDINATOR: Tiffany Isaacson

(1) Tiffany received an estimated total of \$1,140 for 60 people.

(2) Food per person will be \$17.50 for a breakfast menu.

(3) \$120 has been allocated for gift baskets to be given as door prizes/drawings. \$180 has been allocated for wine glass etching, and \$17 for magnets, to be given to each member as a gift. \$250 has been allocated for decorations.

(4) The board discussed the use of a projector (\$55) and screen (\$25) to have a rotating slide show of pictures from the previous year, but decided it is unnecessary and therefore will reduce the estimated total found above.

(5) Entertainment for the event will include one hula dancer and one musician, with a 30-45 minute performance and a 10-15 minute lesson for members. Total cost will be \$501.60

(6) Welcome Social price to be \$10 per person to attend.

(7) Holiday Social preparations need to begin. Tiffany will contact the USS Missouri regarding a 40s themed party on board the ship. Tiffany will also secure the Moanalua Terrace community center for a possible Winter Wonderland party. Board to decide on which event and discuss details once more information is gathered regarding costs and availability.

(8) Board briefly discussed future socials and agreed that a mid-year social is unnecessary.

H. COMMUNICATIONS/WEBSITE: Ashley Kramer

(1) Ashley contacted Wild Apricot in an attempt to negotiate a lower price. They offered 5% off a two year contract. The board agreed not to accept.

(2) Ashley has a number of posts she is planning to share in the upcoming weeks; including price increase warnings, welcome social teasers, a week of "meet your board" posts, and a highlight reel of August events.

(3) Ashley plans to use the blast email feature of the website to update members twice a month regarding upcoming events.

(4) Ashley brought up the subject of hospitality. The board would like to send a handwritten card when appropriate to share their congratulations, condolences, and well wishes. Kate will discuss this with Lauren, as hospitality falls under the membership umbrella.

I. SECRETARY/PARLIAMENTARIAN:

(1) Amber Bagley has formally resigned from her role as Secretary. A formal letter was sent to Natasha. She also requested to be removed from PHOSC. She was refunded her club dues, removed from all Facebook groups, and removed from the website.

(2) A social media post has been made seeking out a new Secretary. Ashley to send an email to all members, and another post will be made to continue advertising the role.

J. OLD BUSINESS:

(1) Readdress the website cost and possible transition

K. NEW BUSINESS: (motions to vote on)

(1) Amend June Meetings to remove Natalia Harris from Roll Call and VP Position.

Motion to approve: Kate

First: Tiffany

Second: Katie

NEXT BOARD MEETING – September 6, 2023 at 1730

Meeting adjourned @ 2108 (HST)

Motion to approve: Kate

First: Katie

Second: Tiffany