

PHOSC Board Meeting Agenda February 2024

February 22, 2024 • (HST) • In Person

A. Call Meeting to order/Welcome @ 6:06 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: Tiffany
Second: Katie

C. PRESIDENT: Natasha Fish

- (1) Thank you note and gift delivered to PAO and CO for USS TOPEKA submarine tour.
- (2) Natasha confirmed that she will be conducting a PCS at the end of May, so transfer to the new president needs to be done prior.

D. VICE PRESIDENT: Kate Wilson

- (1) New Year PHOSC postcards mailed in late January. Kate was reimbursed for the associated expenses.
- (2) Confirmed with Katie that refunds were issued for two new late December members and for one member whose orders changed.
- (3) PHOSC is looking for new Board members. Kate shared this news at Bunco and will advertise in the Members Only group for positions. At this time a few members have expressed interest in learning more.
- (4) PHOSC discussed hospitality outreach to a member.
- (5) March 15 Bunco will be St. Patrick's Day themed.
- (6) The Board discussed ideas for the next Keiki event.

E. TREASURER: Katie Hauser

- (1) Navy Fed Balance: \$4,292.35
- (2) PayPal Balance: \$0
- (3) Venmo Balance: \$0
- (4) The previous year's taxes have been completed. \$209.42 is due to the tax consultants.

- (5) The Board will look into having a PO Box to provide a constant address for easier board transitions.

F. MEMBERSHIP/HOSPITALITY: Lauren Holthaus

- (1) Hold harmless is brought to events for signature. Kate to discuss with Ashley finding digital options for filling out the form.
- (2) Events Lauren is planning:
 - (a) 2/28/24: Ford Island Walk
 - (b) 3/10/24: Paint and Sip
 - (c) Potential Destroyer Tour
 - (d) Girl Scout Cookie and Wine Paring event

G. EVENTS COORDINATOR: Tiffany Isaacson

- (1) Tiffany presented a draft outline for the end-of-the-year social which included a rough timeline of events, menu, cost estimates, entertainment, gift ideas, decorations, and hail/farewell.
 - (a) Venue: Tradewinds Ball Room
 - (b) Date: May 4, 2024 from 12:00 to 2:00 pm or 11:00 to 1:00 pm
 - (c) Lunch Buffet Menu

H. COMMUNICATIONS/WEBSITE: Ashley Kramer

- (1) Ashley was not present but submitted the talking points below.
- (2) New website:
 - (a) Storage capacity options and price
 - (b) Payment platforms
 - (c) Advantages of a business account
- (3) Advertising PHOSC Board openings:
 - (a) Send in a short blurb about what you enjoyed.
 - (b) Position descriptions.
 - (c) Dates: 26-29 Feb
- (4) Upcoming events:
 - (a) Coffie and Keiki event:
 - (i) Possibly 2/22
 - (ii) Island brew

I. SECRETARY/PARLIAMENTARIAN: Natalia Harris

- (1) Nothing to report

J. OLD BUSINESS: none

K. NEW BUSINESS: none

L. NEXT BOARD MEETING: March 12 at 6:00 pm Tiffany's house.

Meeting adjourned @ 8:22 pm

Motion to approve: Natalia

1st: Katie

2nd: Tiffany