

## PHOSC Board Meeting Agenda July 2023

July 17, 2023 • 1800 (HST) • In Person

### A. Call Meeting to order/Welcome @ 1815

#### Roll Call:

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

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

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

### C. PRESIDENT: Natasha Fish

- (1) All necessary legal paperwork was submitted to the legal office.

### D. VICE PRESIDENT: Kate Wilson

- (1) Kate gave Lauren and Catherine administrative control of all club Facebook groups
- (2) Kate gave club members notice that the PHOSC Island Info group would be deleted, and archived said group.
- (3) Kate noticed that members have been attempting to post general questions and introductions in the club's main Member's Only Group. Suggested making that group one in which only admins can post new content to keep attention on news and updates. The rest of the board agreed with this change.
- (4) Kate has reached out to two vendors regarding wine glasses for the Welcome Social gift. One vendor has offered to laser etch the glasses for \$3 apiece, the other is still in negotiation.
- (5) Kate would like to wait to post club events until August 1, the beginning of the club year. Once Lauren has removed non-members from the Facebook groups, hosts can begin to post events for sign up. She recommends having at least four events: Book Club, Coffee, Bunco, and the Ford Island Walk.
- (6) Kate wanted to address the Plan It to Win It drawing and how the verbiage of "quarterly" implies 4 gift cards for the club year. The board decided to call it a "seasonal" drawing with the Sept-Nov, Dec-Feb, and Mar-May being the time frames for each season.

E. TREASURER: Katie Hauser

- (1) Navy Fed Balance: \$2,466.12
- (2) PayPal Balance: \$0
- (3) Venmo Balance: \$0
- (4) Website fee of \$810 due on August 24

F. MEMBERSHIP/HOSPITALITY: Lauren Holthaus

- (1) Membership opened on time on August 15, and at the time of the meeting, the club had 52 Members pending and paid including the board.
- (2) During the meeting, Lauren discovered that manual invoices could be sent to the board members. Lauren and Natasha settled their membership dues. Lauren and Kate will work to invoice remaining board members before next meeting.

G. EVENTS COORDINATOR: Tiffany Isaacson

- (1) The Dahlia room has been secured with a \$200 deposit for September 9.
- (2) Board members can arrive at the location at 10:00. The event will take place from 11-2.
- (3) Tiffany to meet with the location coordinator on August 9 to select linens and finalize reservation needs.
- (4) 50 people are needed for the buffet; there will be 8-10 guests per table. Tables will be round and located outside on the lanai.
- (5) Entertainment at this time has not been secured due to budget or time constraints. The board brainstormed ideas including talking to a local turtle rescue, reaching out to local musicians, and other connections which Tiffany will contact.

H. COMMUNICATIONS/WEBSITE: Ashley Kramer

- (1) Ashley has worked on updating our website with a new layout. She has updated the board profiles as well.
- (2) Due to the high cost of the website, Ashley has looked into some alternatives. Out of the ones she found, she feels that Wix is the best option for the club due to it's user-friendly interface and it's budget friendly plans.
- (3) Wix was listed on a recent Top 10 Membership Sites and offers the first year free. The two plans that Ashley felt would best fit our needs cost \$324 and \$384. Some additional benefits to this web host is it's mobile friendly viewing and social media linking.

- (4) Ashley to contact Wild Apricot, the current webhost, to see if a lower price can be negotiated.
- (5) The board discussed whether or not to make the change to the new website at this time. With membership already open, it may be too difficult to make the swap now; however, the price difference and user-friendly nature of the site makes it very appealing. The discussion has been tabled to be looked into and discussed further at the next meeting.
- (6) Ashley is missing the February 2023 – May 2023 meeting minutes. She will post them to the website once they are forwarded to her.
- (7) Ashley to post sneak peeks of returning and upcoming events to entice new members and keep current members engaged.

I. SECRETARY/PARLIAMENTARIAN: Amber Bagley

- (1) No new news.

J. OLD BUSINESS:

- (1) Ensure that member registration began
- (2) Discuss the website costs and fees.
- (3) Ensure Lauren and Catherine were given administrative rights for the Facebook Groups

K. NEW BUSINESS: (motions to vote on)

- (1) No new motions to approve

NEXT BOARD MEETING – August 10, 2023 at 1730

Meeting adjourned @ 2030 (HST)

Motion to approve: Amber

First: Kate

Second: Tiffany