

**Manitou Springs Women’s Club Board Meeting Minutes
Date:** 17-Dec-2018 **Time:** 9-10am **Place:** Manitou Springs City Hall **Attendees:** Tracy Shogren, Sally Fitzgerald, Jocelyn Redfern, Annie Schmidt, Lynn Beckner
**Announcements Not on Agenda**

* Annie’s jewelry sales raised $300. Thanks, Annie! Tracy will give the check to Dianna.
* Lynn suggested hosting a garage sale. Members could bring larger items (than the White Elephant) and Annie would have a space to host it. We would need to work out the details.
* Helen does not need to attend future board meetings, as long as she coordinates calling members for Regular Meetings.
* Tracy will try to send the agenda in email prior to each meeting.
* Annie will send the Donation Letter to Lynn and Jocelyn will post it to the new website to raise awareness of the Club’s fundraising activity.
* Jocelyn will send regular meeting announcements to Tracy’s contact at the Pike’s Peak Bulletin for monthly publication. She will also ask if they could do a short write up on the March Fashion Show and the April Fundraiser.
* Sally received a request to host a town-wide Pot Luck this summer. The timing on this would be difficult and we would need more information.
* Club Roles & Responsibilities: there is a lot of overlap of club roles. Some roles are outdated and others are emerging. We will hold a special meeting to review roles again. The meeting will be an extension of the next Board meeting on Jan 28th.

**Approval of Minutes**Lynn sent the minutes of the Nov 26th meeting in email and members provided a few corrections. Unless an issue is raised, approvals for future meeting minutes are assumed upon receipt of the email containing the corrected minutes. Lynn will not print copies for all at future board meetings.

**Treasurer’s Report**Tracy distributed the Treasurer’s report on behalf of Dianna.
Opening Balance: $2872.23
Closing Balance: $2809.41
Approval to post Treasurer’s Report on website, as this is public record.

**Website**

Costs to create and maintain the new website are:

* $70 annual hosting fee
* $50 domain registration fee (good for 5 years)

Jocelyn will submit receipts to Dianna for reimbursement. Sally will send Jocelyn a list of our Charity Partners to continue to improve website content and promote the Club’s community contributions.

**Booklets**The new Booklets look good. One comment about missing member info but Tracy is certain everything is accurate. To be included in the yearly booklet, members need to fill out the signup sheet and pay their dues.

**IT Committee**Jessica Barsotti leads IT Design and Marketing efforts. Jocelyn created the website, which is primarily for outward Marketing communications. Tracy currently maintains the Facebook page, which is primarily for the Club’s internal use.

**Meeting RSVPs & Attendees**Tracy collects meeting RSVPs from the Facebook page, which is used by about 50% of members. Helen collects remaining meeting RSVPs from the Member Call List. Tracy is asking for a list of members who actually attended. There is a sign in sheet, but this is not being consistently used.

**2019 Meeting Schedule**We would like to invite Hostesses to the Board meeting which occurs 2 months in advance of their scheduled meeting to help them prepare and fill in any gaps. I put together this brief list to help with planning.

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| **Month** | **Theme** | **Meal Hostess** | **Activity Coordinator** |
| **Jan** | New Year | N/A  | Tracy Shogren & Amanda Galloway |
| **Feb** | Sweetheart Dance | Raynelle Martin | Dianna Tuttle |
| **Mar** | Fashion Show | Sally Fitzgerald  | Kelsey Shogren |
| **Apr** | Fundraiser | Becky Pontz | Annie Schmidt & Jessica Barsotti |
| **May** | Year End Celebration | N/A | Tracy Shogren & Pam LeGrande |
| **Aug** | Summer Picnic | N/A | Jessica Barsotti |

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