



**Tallahassee ParrotHead Club**  
**Board of Directors (BoD) Meeting AGENDA**  
 Tuesday, March 22, 2022 | 7:00pm | Crolla Residence  
 2976 Compton Court, Tallahassee, FL 32309

BOARD MEMBERS		
PRESENT		NAME - POSITION
*		Ron Crolla, Captain
x		Sherri Wilson, First Mate
x		Susan Crolla, Purser
x		Pam Ward, Scribe
		Eddie Gines, Member at Large
x		Michael Ward, Member at Large
x		Michelle Presley, Member at Large
COMMITTEE CHAIRS		
x		Mary Grant, Membership Chair
x		Penny Weimer, Social Chair
ADDITIONAL ATTENDEES		

**AGENDA**

- I. **Call to Order:** Ron-Meeting called to order at 07:06pm
- II. **Opening Remarks**
  - i. Cap'n Ron-members were thanked for attendance, reminded if miss more than 3 meetings would be removed from board. Tentative dates for future board meetings will be announced soon so board members have plenty of time to prepare or request date change. Location of meeting, home versus restaurant was discussed, it was agreed it was better to have at home. Food not paid for by club.

1. Ripple in the water-members were encouraged to monitor what is being said and to lead by example, not allowing negative comments to continue. As board members we should help encourage other members to get involved. Efforts being made to spread out some of the responsibilities of the board.
  2. Captain's challenge-all board members are encouraged to do something on their own. The club is not restricted to just the monthly charities, and we are free to plan something like a food drive or any other event that would benefit someone. We should reach out to new members, find out their interests, pull them in, start grooming them for the future, invite them to participate. We realize we won't be around, in our positions forever. Help others understand what we do.
- ii. Crew-the "Thank You" poster from Heritage Trails was shared with the board. The poster and a video were posted on Facebook. It was expressed the kids were proud of what we do. It was announced we are losing one of our board members. A special election will need to be held to elect a new member. 1 of the storage sheds has been cleaned out and containers labeled, other shed still needs to be cleaned out and organized.

**III. Approval of January minutes-** voted and approved

**IV. Club Finances:** Susan

- i. Report on TPHC financials. As of the end of February there is \$9,000+ in checking account with approximately \$6465 designated for Phrenzy; \$5200 in CD as well as \$5700 in savings. We were able to give SGI \$2620.
- ii. Discuss creation on an annual budget. It was discussed the need to create an annual budget by the purser for 2022 and beyond. Listed as action item.

**V. Membership:** Mary Grant

- i. Report on TPHC membership. As of today we have 103 paid members, 93 were members from 2021, 2 from 2019 and 8 new members. 4 members have moved. There are 40 that have not renewed. We have 34 potential renews. Board encouraged to reach out to any they know they may want to renew but keep forgetting. We have 1 honorary member and 1 honorary member that has moved. It was discussed the possibility of adding another honorary member for next year.

**VI. Current Business:** Ron

- i. Review March Timeline - See separate handout. The responsibilities were discussed as well as the need to spread out some of the responsibilities.
- ii. Review Monthly Charity list. It was discussed and agreed to prepare packets for monthly chairs to include the instructions of responsibilities of the chair, activity report, how to get reimbursed along with form, and list of monthly chairs.
- iii. Discuss ordering new Club Attire. Information will be obtained concerning hat colors and styles that will be decided on, then we can begin to take orders. The extra shirts that are on hand will be offered for sale at the socials. It will be decided at a later date when to order new shirts, probably this summer.

## **VII. New Topics**

- i. Penny
  1. Phrenzy-date set for August 13 at the Moon. Band available, deposit paid last year. Some sponsors have paid and others have committed. Still have some silent auction items available but will still need more, plan on having on-line auction again for 2-3 weeks before (raised \$9,000 last year) as well as limited amount in person the night of Phrenzy.
  2. 5<sup>th</sup> Wednesdays-continue to have, just for fun, no 50/50, possibly a food drive, not necessarily have music, and no announcements. OK to continue to sell tickets for Honor Flight.
- ii. Sherri
  1. Chili cook-off wrap up-it was agreed that changes will be needed for next year with more volunteers needed to commit to specific times and duties so just a few aren't left with doing all the work. Club able to give SGI \$2620 with the club only spending \$30, the remainder paid by club member.
  2. ParrotHead trailer maintenance-need to get prices for trailer hitch, also overhead dome plastic cracked and will need to be fixed, member to get estimates. Tires are good on trailer. Extra tag will be returned to Tag office. Trailer needs to be cleaned out and organized, again.
  3. Trailer relocation-trailer needs to be moved from current location, to be moved to another member's home.
- iii. Ron

1. Succession planning-since we realize we won't be here forever, it was discussed the necessity of putting in writing plans for the future
  - a. What to do when the club disbands-if for some reason the club disbands, it needs to be put in writing what happens to the funds in the bank.
  - b. Bylaws and SOP-will be updated as needed, Quick Books has been updated as well.
2. Year-end shore up of funds-it was discussed what should be done with surplus of funds at the end of the year. It was decided to wait until the budget has been completed to decide the best approach, whether to distribute the funds evenly to past charities or let the board decide.
3. Proposal to reduce administrative fees-it was discussed the possibility of reducing the administrative fee from 10% to 5%, this will be decided at the next board meeting once the budget is completed. Deadline for budget is May 10.

**VIII. Old Business: Ron**

- i. SOD, Bylaws, and Timeline – complete, from previous year, but will continue to update as needed
- ii. Gift card for storage company – complete, they were very appreciative.

**IX. Upcoming TPHC Events: Ron**

- i. Springtime Tallahassee Music Festival April 1, Jubilee is April 2. -have volunteers for both events. Friday night volunteers will need to go through a short training. Saturday volunteers will be scheduled, more details once pick up packet. Will get tent from trailer and sign from closet.
- ii. Panama City PHC Rendezvous, April 21-24-all set, have spot will need tent.
- iii. Crolla Annual House Party, April 29: Ron, Susan.-some food provided by Crollas with others asked to bring side dish, donations will be accepted. Open to new and old members, all just for fun, not a membership drive. Volunteers needed about 4:30 to help set up.

- X. Open Forum – Monthly Charity chairs should be encouraged to let the club know the location of the 1<sup>st</sup> Wednesday social by Friday the week before to give time to plan. SWIM-Saltwater Independent Music.org. SWIM was started by Trop Rock musicians so they could have a way to let people know who they are and book themselves even if there were no ParrotHead functions**

going on. On the website, you can learn about the musicians and their music and book an entertainer for a private event.

**XI. Next Board Meeting:** May, date and time - TBA -May 10, 2022.

**XII. Adjournment:** Ron-meet adjourned at 08:47 pm.

Action Items				
Assignment #	Assignee	Description	Assignment Date	Status
1	Mike	Get quotes for repairs to trailer, dome dry rot and trailer hitch	03/22/22	New
2	Mike	Trailer relocation from Sherri's to Ward's	03/22/22	Complete
3	Sherri	Order TPHC hats for club purchase	03/22/22	New
4	Susan	Create annual budget.	03/22/22	New
5	Ron	Send proposed future meeting dates to BOD	03/22/22	Done awaiting response
6	Ron	Announce and initiate special election of out-going Member at Large-Michelle Presley	03/22/22	New
7	Ron	Add language to Bylaws and/or SOP to address succession planning and steps on how to disband TPHC when/if time comes	03/22/22	New