

MINUTES

Board Meeting

Wednesday, April 12, 2023

6:30 p.m.

Gallery Basement



Call to Order

President Chris S. called the meeting to order at 6:30 p.m.

Attendance

President Chris Schneider

Vice President Scott Ross

Treasurer Marlys Dunn

Fundraising Director Natasha Zarich

Director of Communications Miranda Olson

Secretary Michele Lindau

Member at Large Robert Morrison

Guest Trena Morrison

Approval of Minutes

Natasha Z. made motion, Michele L. seconded, to approve the minutes from the Board meeting held on January 24, 2023, as presented. All Ayes. Motion carried.

Vote in New Members

Scott R. made motion, Miranda O. seconded, to vote in new members Kari Francois, Kevin Hulke, Landen Lorfald, and Rob Lindeman. All Ayes. Motion carried.

2023 Budget Discussion/Presentation – Treasurer Marlys D.

Marlys D. presented a draft budget for 2023, that showed anticipated income being \$7,650 and expenses being \$3540. Chris S. talked about being official members of the Rotary at an annual cost of \$500 per year, which needed to be added to the budget. There was discussion on the website and IT expenses. Miranda O. said the renewal for the website was more expensive at the two-year mark and suggested \$250 be included in the budget for that. Additional fees were charged to have a blog, upload a lot of content, etc. Michele L. asked if the Adopt a Grandparent Program was adding a lot to the website and if some of the costs should come from that budget. Miranda replied that it was not enough to make a difference. There was discussion on selling merchandise on the website and the additional costs associated with that. Payment platforms were discussed more later in the meeting. Marlys provided information on some of the other details in the budget. The filing fee for chamber members was \$200, and she estimated on costs associated with the Gala in the fall. Chris S. pointed out that the Club really didn't have a good grasp on what the exact expenses would be since the Club was fairly new, and there was not a lot of historical data. He was okay with a simplified budget.

There was discussion on the need to add an attorney expense to the budget due to concerns about liability. Putting in docks and working on roofs was risky, and a homeowner would likely be liable if a member was hurt doing a good deed on their property. The Board talked about the necessity of having a waiver to protect the Club. It was suggested to add language to the original membership application they sign that indicated they would not hold the Club liable for anything. There was also a suggestion to have a mandatory waiver at each event. There was a question of whether the Club needed insurance to protect itself. Scott R. and Chris S. will consult with an attorney acquaintance and try to get answers to those questions. If it was determined legal or insurance expenses were necessary, it would need to be included in the budget.

Marlys will edit the budget and have it available for a vote at the annual membership meeting scheduled for the following night, April 13, 2023.

Merchant Sales and Merchant Account for Credit Card Transactions

The Board discussed the sale of merchandise and payments. Chris S. said he saw a need for a merchant account to sell on the website and at Club events. Square has a nice account, but there were fees attached. Venmo was unprofessional, and money should not go into a personnel account. There was a need to be able to link it to a website and pay immediately. Miranda O. provided information on GoDaddy, which cost approximately \$30 a month to have a transaction store. She suggested an Etsy store that you could do credit card transactions through and link to the Clubs website. There was conversation on how to do the shipping, and it was suggested merchandise be picked up at a membership meeting. Other issues were how to get the printing done, markups, and taxes if someone else sold our merchandise. The CLGNC is tax exempt on purchases. Another issue was having shirts available on hand for our volunteers. It was agreed there were many complications and that most platforms were vulnerable to data breaches. The Club currently had a link to PayPal. Natasha Z. said she liked using Jotforms for orders and suggested verifying that Square could work through that.

Miranda made motion, Scott R. seconded, to move forward with the merchant account if the Jotform works with Square. All ayes. Motion carried.

Discussion on Upcoming Annual Meeting and Board Vacancies

There was discussion on the upcoming Board vacancies. The president, secretary, and director of communication position were for one year at the onset of the board and will be two years after that. Miranda O. announced her desire to relinquish her role as Director of Communications due to her workload at her job with the City of Lindstrom. She said there was a lot of work with email, Facebook messaging, posting, blogging, etc., and this person would need to be very techy. She explained some of the processes and said it was very time consuming. Robert M. suggested a committee with one person doing Facebook and one doing the website. Miranda added that Marlys D. and Chris S. would need to handle the financial part of it. Chris said he would take the Gmail address, and Scott R. offered to help. Chris said the director of communication could be eliminated as a board member and split into different positions. Miranda explained that whoever takes it over would need to understand the process or they could make a mess of the website. It was agreed there needed to be a dedicated committee to make sure things were done properly. There was a suggestion to create a scope of work for each one. Natasha Z. said she could be the one to post her activities. Miranda pointed out that, according to the bylaws, she could resign with a 30-day written notice. She said she would accept a renewal in her position under the premise there was a transition plan. She would like to resign her position but does not want to put the Club in a bind.

Bylaws required that the annual Club meeting be held no later than March 31 of each year and include voting on the budget, bylaws, and Board positions. It was agreed by the Board to change that date to May 31 for 2024 and beyond. This would be included on the next Club agenda. Michele L. will have copies of the bylaws available for the membership at that meeting. Natasha will type up a nomination sheet for the vacant positions.

Other Updates

GNC Jr. Program - Chris S. said he was working on a GNC junior program to promote the youth to bring in the GNC's mission to the schools. He would like to get the kids more involved.

Activities and Participation – Chris S. said the Club had nearly 70 members to do activities, so he felt there was no need to do any more information booths. The Club’s name was out there, and the Club needed to keep doing what it was doing. Miranda O. commented the it was impressive how well the Club was known in the community and outside of it, and we can’t forget what we are all about.

GroupMe App – Marlys talked about the need to have someone to own the GroupMe app. Chris commented that Tim C. was doing a good job with onboarding but the weakness was if you don’t look at it, it kicks you out. Scott R. said he could help with onboarding, and the Club was still looking at the processes. It was agreed it was a good way to communicate last minutes information. Marlys D. questioned if there was a way to get a report on requests from GroupMe. Scott replied he could manually track it to get more awareness and engagement. He said there had been a lot of conversations on the value of having data on Random Acts of Kindness to help with sponsorship. It was agreed it was good data to know and share. Pictures collected by Miranda O. helped tell the stories on the Acts of Kindness.

Treasurer Update

Treasurer Marlys D. shared that \$200 was received from the Zion Church Endowment Fund, \$50 from the Chisago City Fire Department, \$100 from member Brad M., \$25 donated through an Act of Kindness, and \$280 was made with Turkey Bowling. Expense were minor. The Club had an invoice for Rotary membership for \$125 for the quarter. Scott R. added that the Club needed to make annual requests to the fire departments. Natasha will reapply to CenterPoint, the company she works for. The Club, acting as a fiscal agent, had \$5,000 that needed to be turned over to the Wild River Snowmobile Club.

Communications Update

Director of Communications Miranda O. provided stats on the likes and followers. She said there was not a lot of engagement on Facebook posts, and she talked about the importance of sharing them.

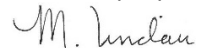
Next Meeting

The next Club meeting was scheduled for the following day, April 13, at the Chisago Town Hall at 6 p.m. The next Board meeting was scheduled for May 11. Scott R. talked about the Cleanest City Challenge saying Mike from the Forest Lake Good Samaritan Club wanted to challenge the Chisago Club. This would be on April 22 from 10 a.m. to noon. This would be added to the Club agenda for tomorrow. The Adopt a Highway road cleanup would be in May.

Adjourn

Chris S. made motion, Natasha Z. seconded, to adjourn at 8:22 p.m. All Ayes. Motion carried.

Minutes prepared and submitted by Secretary Michele Lindau.



“Chisago Lakes Good Neighbors club, through its resources and diverse membership, contributes to the needs and wellbeing of our communities through acts of kindness.”