

## Honeywell Retirees and Activities Club Board Meeting Minutes

Date: March 4, 2025

Prepared by: Barbara Brockett

Note: These minutes were prepared to include key discussion points, decisions, and actions in an abbreviated format. Not all conversation was captured.

In Attendance: Keith Hughes, Kirk Anderson, Doug Metzger, Don Nicolas, Barbara Brockett, Larry Bowe, Kevin Harris, Judy Wilger

1. Welcome: Keith
  - a. Keith requested that those who are unable to attend the BOD meeting provide their updates or data to Keith ahead of time. Action: Establish this as a standard practice.
2. Review of Minutes: Minutes from February meeting were reviewed and accepted as submitted.
3. Key Action updates:
  - a. Barbara B will send the list of members who have not paid dues this year to the board for them to contact about paying. – CLOSED; sent with January membership report.
  - b. Decide Barbara Rippstein's future on the board - CLOSED: Keith reported that Barbara R. has submitted her resignation but will continue to offer cruises.
  - c. Remove Melanie Merrill as a board member on the website and in the Navigator. She submitted her resignation. – CLOSED; addressed in March Navigator
  - d. Keith will look into arranging a tour of Tovrea Castle. – CLOSED; See Keith's update in past and future events tracking.
  - e. Keith will send the results of a survey that was taken several years ago, regarding interest in activities. – CLOSED; sent to all board members.
4. Treasurer's Report presented by Doug Metzger:
  - a. Did a top level review of the report that was sent to all BOD members.
  - b. The current balance is **\$18,483**
  - c. The added list of short-term liabilities was reviewed. The BOD liked the format. The remaining liabilities include Wriggley Manion, Museum of Illusions and Spring Picnic. Action: Larry to send Doug the latest list of expenses for Wriggley Mansion for reconciliation.
  - d. Reviewed the income & expense table. Items in red font, which have a negative net for the month, were reviewed. This happens when payments are made in the prior month(s).
  - e. Upcoming Expenses: Go-Daddy was paid-up for this year; it is a 2-year contract and thus was paid ahead. Action: Keith send Doug details on the Go-Daddy planned expenses.
  - f. It was noted that PayPal usage over \$600 will require a 1099. Action: Doug and Keith will discuss potential PayPal 1099-K tax form requirements off-line.
  - g. Doug clarified that the event planners do not need to use the exact format of the event tracking form, though we do need the data. We need to show income and expenses, including all payment amounts, who they came from, and the makeup of each of your deposits..
5. Membership Report:
  - a. Did a top level review of the membership report that was sent to all members. Barbara reported that we have 572 members. We are up to 14 new members from the Garrett club.
  - b. Provided update on the VIP members; Garrett members will join or be removed from VIP list; 3 others were notified to determine interest in continuing engagement. Armand Peterson from Honeywell Golden Valley Retire Volunteers requested his VIP membership be retained.

- c. Membership renewal: 3 renewals were processed (see membership report). We have 41 “Payment Due” members. We will continue to send them newsletters until after the picnic and Barbara will continue to reach-out and encourage payment.
6. Past and future event updates: Discussions and updates on planned and potential events that occurred throughout the meeting are recorded in the table below.

Event	Organizer	Planned or Tentative Date	Changes, Updates, Meeting Notes
a. Wrigley Mansion	Larry	2/15/25 COMPLETE	Event went well. Keith Hughes and Sarah Loehrke coordinated two groups. Keith noted that if we do this again, a guided tour is recommended; docents are excellent.
b. ABT	Kevin V	3/12/25	Phantom sold out; no change.
c. Southwest Airlines	Keith	3/13/25	13 people are signed-up; smallest group ever but should be a good event.
d. Museum of Illusions	Kirk	4/12/25	Update: 5 people signed-up. If we don't get 15 people, we will just pay through the website. We will be \$22 short, considering the 15-person discount.
e. Spring Picnic	Larry	4/24/25	34 people signed-up so far; should get a big response after the March newsletter. The plan/action list was sent out to all BOD members; no updates to this at this time. Action: BOD members tell Larry if you will be attending. Action: We will add a volunteer sign-up sheet / table at the picnic.
f. MIM Tour	Barbara B	TBD	Considering Sept. tour to include Stradivarius special exhibit (ends 9/14). If we proceed with a Sept. event but must be advertised in April and May Navigator.
g. Lake Pleasant Music Cruise	Don	Tentative: Oct. 2025	The calendar has not yet been released, so a date has not been selected; Targeting a Friday in October.
h. Verde Canyon Railroad	Larry	Tentative: Nov. 2025	Need to select a date after the freeway work has been completed. Late October or early November dates were discussed. Traditionally Saturdays have worked well (good attendance); November 1 <sup>st</sup> is a potential date, as Halloween Pumpkin Patch traffic subsides.
i. Tovrea Castle	Keith	Tentative: Nov 2025	Keith investigated; a lottery system is used; for tours can buy tickets ahead. Keith will set this up and will target mid-November
j. Arizona Commemorative Air Force Museum	Tom Leard	11/13/25	Tom set-up this pay-at-the-door event. It has been added to the March newsletter.
k. Sanderson Museum	Keith	Tentative: Jan. 2026	Update: Docent who led past tours passed away. The son of the owner agreed to lead a guided tour.
l. Cooper Museum - Clarkdale	Don	TBD / Possibly November	Don suggested as potential event. It is open every day. Don will investigate.
m. Ping tours	Don	NA	Unable to identify POC. Tour unlikely.
n. Phoenix Worm Farm??	??	TBD	No updates

7. March Navigator Review: We reviewed the newsletter and identified some changes for the March issue that Keith collected for Joyce. We also discussed some general formatting changes that Keith and Joyce has been discussing. The BOD provided some added suggestions. The recommended changes are as follows:
  - a. A standard order and structure will be adopted. Subheadings or section dividers will be used to enhance the flow and reader's experience. The structure is under development, but the following sequence was discussed:
    - a. Keith's Thoughts
    - b. Special Notices (with notation in title)
    - c. Events Coming Up (chronologically)
    - d. Events that Have Happened (chronologically)
  - b. It was recommended that the information that was on page 14 of the March newsletter be updated. The quadrant on Our Present & Past Activities is outdated and redundant with what is on the flyer. It was suggested that this information be deleted and possibly replaced.
  - c. We decided that the policy on event refunds should be published in each flyer for events that involve pre-payment, with no agreed-to opportunity for a refund from the venue. It will not be included in Keith's notes or in other newsletter sections. This makes the policy very clear for those paying in advance. The wording is as follows:

**HRAC sponsored programs and events, where payments are required in advance, will provide refunds anytime there is no cost to the Club. We will make every effort to provide refunds when requested, however, for some events funds will have been committed by the HRAC and will not be refunded.**

8. New Business – No specific new business was discussed.
9. Invitations to Ex Garrett club members – Keith/Barbara B
  - a. General Membership: The invitation was sent to members, with information on the benefit of joining now given the dues coverage through April of 2026 and the opportunity to attend the picnic. Sign-ups to date have been positive. Action: Will send out another invitation to join at the right juncture.
  - b. Board Membership: Keith contacted Garrett members to solicit their interest in joining the BOD. Action: Barbara to send Keith the list of added Garrett members to Keith so that he can expand his request for Garrett BOD members. (Note: We will also have a volunteer sign-up sheet / table at the upcoming picnic.)
10. Design of business cards – Kevin V – No updates on the new cards. Keith shared an example of meeting a past employee who was interested in joining. The cards will be useful.
11. New member survey – Don and Kirk: It was clarified that this survey is intended to be an electronic Google survey that will go out to members to gather their ideas and preferences for future events. It is not specifically a picnic survey, although the previous picnic survey, which Keith sent out to all BOD members, will serve as a guide and source of data. Larry noted that from experience, the survey input may not provide actionable information.
12. Election of Officers – The notice calling for nominations in the newsletter was reviewed. Nominations will be submitted to Kirk by March 31st. Keith will also solicit volunteer nominations from the new Garrett members. The BOD will vote on the replacement elected director at the April

meeting. The next cycle for officer and board member nominations will be in 2026, with elections in April.

13. Round Table discussion:

- a. Barbara suggested we test out an article on members' volunteer or support activities in the community. We can solicit similar future articles from members in Keith's notes.

## Action Items

### Carry-over:

- Prior to every meeting, everyone should review the minutes, and the reports sent out by Board members. – ON-GOING
- Who will take on the responsibility of the spring picnic after this year?
- Don and Kirk will look at doing a new member survey.
- For the spring picnic, Judy will oversee the book exchange and needs a helper.

### New:

- As a standard practice, those who are unable to attend the BOD meeting provide their updates or data to Keith ahead of time.
- Larry to send Doug the latest list of expenses for Wriggley Mansion for reconciliation.
- Keith to send Doug details on the Go-Daddy planned expenses.
- Doug and Keith will discuss potential PayPal 1099-K tax form requirements off-line.
- Keith will find and order permanent, reusable nametags for BOD members. The goal is to have these for the picnic. (Will have "HRAC Board Member" on the tag.)
- For Picnic, BOD members will tell Larry if you will be attending.
- Add a volunteer sign-up sheet / table at the picnic. Barbara to bring signs and a sign-up form.
- Garrett members: Will send out another invitation to join at the right juncture. Barbara to send Keith the list of added Garrett members to Keith so that he can expand his request for Garrett BOD members.
- Barbara to provide "trial article" on members' volunteer or support activities in the community.
- Joyce and Keith to Implement the newsletter standard sequencing and format improvements.
- All BOD members / Joyce: When events involve advance payments, the flyer for that event should include the following text.

**HRAC sponsored programs and events, where payments are required in advance, will provide refunds anytime there is no cost to the Club. We will make every effort to provide refunds when requested, however, for some events funds will have been committed by the HRAC and will not be refunded.**