# Impact 100 Redwood Circle

# Leadership Team Meeting Minutes

Tuesday, July 17, 2018; 11:30 a.m. to 1:00 p.m.

Community Foundation Sonoma County, 120 Stony Point Rd., Ste. 220, Santa Rosa

# In Attendance:

Melissa Kelley, President

Helga Lemke, Vice President

Susan Milstein, Vice President

Ginger Kelly, Treasurer

Suzy Marzalek, Impact Grant Committee

Jan Houts, Marketing

Robin Wendler, Membership Committee

Jan Gilman, Impact Grant Liaison Committee

Kristin Nelson, Impact Grant Liaison Committee

Ina Chun, Community Grants Committee

Mary Radu, Community Grants Committee

Ann Nolen, Technology

# June 20 Membership Meeting Recap and Community Grants Committee Update

Ina and Mary were commended for a fabulous meeting showcasing our Community Grants recipients from 2017 and 2018. Turnout was excellent (85 members plus 11 guests) and the entire event flowed smoothly. The only hiccup was our tetchy AV system. (We all decided to replace it with new equipment ASAP! See below.) Mary and Ina shared wrap-up notes from the post-meeting survey along with their own reflections. Upshot for future grantee presentations: anecdotal stories are highly effective, but data demonstrating the impact of our grant is also enlightening.

Ina and Mary reported that they are trying to recruit replacements for themselves as committee co-chairs for next year as well as committe members for two specific committee roles. Carol Newman has agreed to handle communications between the committee and our membership and the committee and nominated grantees, arole that Jennifer Cornell filled this year. (Thank you, Carol!) Discussions with other committee members to take on leadership roles are ongoing.

Technology Update

Ann Nolen reported that she has started using Wild Apricot to send out emails to our members. Next step is to create the member directory and work with Vicky Groninga to create a link from our website to our Wild Apricot account. In order for our members to access Wild Apricot, they will need to set up individual logins. Ann will guide us through this step and future steps down the road to help us learn to use Wild Apricot. Wild Apricot is a little more techie than Ann expected but she is confident that she’ll be able to set it up properly and, with lots of handholding, train our leaders and members in how to use it.

 (Ann, you are a peach! Or maybe I should say, you are an apricot. Thank you, thank you.)

Wild Apricot is a flexible, dynamic program and has a lot of automatic options; for example, Ann will be able to schedule reminder emails for events to be sent out automatically. Individual members will eventually be able to review their personal membership information and update it. We also will be able to use the software to conduct member surveys and election. It eventually also could serve as the platform for our newsletter and website. But the first step is to get all our members logged in. Charlene has told Ann that she wants to use Wild Apricot for member renewals, so Ann will be working with her starting in August to make sure our membership roster is accurate and kept up-to-date. Ann and Charlene still need to straighten out the renewal dates for members.

For now, committee chairs and officers who need to send out emails should send the emails to Ann, and she’ll send them out to the membership using Wild Apricot.

ACTION ITEM: **At the August LT meeting, Ann will demonstrate the capabilities of the software and show us the sequence of the roll-out of various capabilities that she plans to follow.**

Initial Discussion: Policy regarding announcements of member activities

Melissa introduced a discussion about the need for a policy addressing the question of whether we should be open to promoting events and news of nonprofits other than our grant recipients among our membership. The question arose when a member asked if she could promote a Laotian women's craft fair to our members. Melissa politely declined the woman's request since we had no overall policy addressing this matter.

After a lengthy and productive discussion, we reached consensus that we would prohibit the promotion and dissemination of events or news for organizations other than our grant recipients. We talked at length about what the policy should be for the promotion and dissemination of news and events of current and former Impact and Community grant recipients. Consensus was reached that we would promote events and disseminate news to our members through email, newsletter, and social media for our grant recipients during their time period when their grants are active. No clear consensus was reached about whether or how we would continue such promotion and dissemination after the period of the active grant has ended.

ACTION ITEM: Helga will draft a policy and email it to the Leadership Team in advance of our August meeting so that we can continue our discussion.

Purchase of AV equipment

Suzy proposed that we purchase our own AV equipment. (No disagreement there!) She also suggested someone on the Events committee assume responsibility for operating the equipment at our meetings.

ACTION ITEM: Suzy will confer with Events Committee Chair Pat Edelstein and with Kristin Nelson (whose husband is a musician) about the best all-encompassing sound system for us to purchase. A purchase is definitely in our future.

# Nominating Committee Update

Susan submitted the following written report:

The committee met for the first time on Friday, July 13. Members of the committee this year include Susan, Ellen Wear, Bev Curry, Laurie White, and Jennifer Cornell. The committee is the process of developing a ballot of officers. Officers will serve a one-year term from January 1 to December 31, 2019.

We already have secured nominations for four of the five officer roles:

President: Jan Gilman

First VP: Carol Orme

Nominating VP: Sharon Beckman

Treasurer: Ginger Kelly

We still need a nominee for secretary, although we have identified possible candidates and are reaching out to them. We also will solicit the entire membership for nominations through an email that will go out next Friday. If we get more than one nominee for a spot, we will have a contested election. The five officers will be selected by the general membership via email vote using Election Buddy prior to our annual membership meeting on Saturday, October 6, 2018.

At the committee meeting last Friday, we decided to start calling members who we knew personally to see if they are interested in getting more involved in the organization, either through joining a committee or perhaps taking on a leadership role.

We will need more help from the LT in making these calls in the future.

I also have been talking with several of the committee co-chairs about succession of leaders for next year. Everyone is working on finding replacements for themselves if they no longer want to chair or co-chair their committee next year. Jan Houts has recruited Ann Marie McGee to serve as co-chair of Marketing with her effective immediately. Welcome, Ann Marie!

Strategic Planning Workshop, July 26, 4-6 p.m.

Melissa requested that participants to the workship arrive by 3:50 so we can start on time. Sharon Keating will facilitate. One final reminder will be sent out four or five days before the event. Whatever recommendations come out of that meeting will be considered by LT in formulating a proposed policy about whether to give money to finalists for the Impact Grants. The proposed policy will need to be put to the membership for a vote at some, undetermined point in the future.

Upcoming Events:

* July 26, 4-6 p.m., Strategic Planning Workshop, Scottish Rite, followed by no-host dinner at Basilico
* July 28, 9:30 – 11 a.m., Hike, Ragle Ranch Regional Park
* August 21, 5-7 p.m., no host Cocktails and Conversation, Flamingo Hotel
* August 25, Docent-led hike and Summer Social, Quarryhill Botanical Garden
* September 6, 5-7 p.m., no host Cocktails and Conversation, Red Brick Restaurant in Petaluma
* September 29, 10 a.m. to 11:30, Guided hike at Pepperwood Preserve
* Oct. 6, 9 a.m. to noon, Annual Meeting/Impact Grant Award, Scottish Rite

Minutes Respectfully Submitted by Susan Milstein