



***TLC WGC Chairs/Co-Chairs Meeting  
December 14, 2022  
TLC Clubhouse, Billiards Room 10:00am***

The meeting was called to order by Barbara Najmy at 10:05, having determined a quorum was present.

WELCOME AND OPENING COMMENTS - Barbara Najmy, Jennifer Alokeh Barbara offered brief remarks. We have lunch reservations, so we need to proceed to business. She thanked all who, in lieu of a leadership gift exchange, purchased a gift for Hope from their list on Amazon.

We have had an incredible year learning together and I could not be prouder of our landmark achievements.

After much soul searching about how to proceed into 2023, our intentions and goals should align on our continued growth and how to manage our growth.

The 5 areas of focus that will continue to validate the sustainability of TLC Women's Giving Circle is:

- **Collective Giving** – Emphasis on the basics and the true essence of a giving circle and that is uniting as women and collectively pooling our treasures.
- **Outreach** – continuing to find ways to impact the lives of those in our community through our involvement. It will be important to track our impact and volunteer hours
- **Partnerships** – developing and cultivating relationships with prospective business & individuals who want to make a contribution to our organization
- **Fundraising** – continue to fundraise through intention – 1 main fundraiser and consider 2 smaller fundraisers
- **Granting** – continue to focus on granting dollars to the nonprofits within our mission; grant to a specific program or material need within the nonprofit; report data on the impact made.

CHAIRS AND CO-CHAIRS ROLL CALL - Present: Barbara Najmy, Jennifer Alokeh, Deborah Callahan, Josephine Coco, Ruth Harshman, Lauren Hirsch, Sheila Lau, Nancy Lepain, Terry Martinez, Terri Prettyman, Julie Swan.

CONSENT AGENDA

- APPROVAL OF PREVIOUS MEETING BOARD MEETING MINUTES 10/12/22  
Motion made by Sheila, seconded by Lauren. Vote unanimous.

CHAIR'S REPORT - Jennifer is working with Lauren to create the TLCWGC website and would like tag lines, core values and vision statements. Jennifer distributed suggestions and would like leadership to select a few and email to her. The suggestions are:

Tag Line Suggestions (pick 1 or make suggestions): Our helping hands impact lives; Our helping hands impact big changes; Empowered hands empower change; Our helping hands help someone's dream; Empowered hands impact change; The power of hands impacts the empowerment of our community; Other recommendations?

Core Values Suggestions (Pick 4): Diversity; Equality; Integrity; Compassion; Respect; Transparency; Dependability; Innovative; Optimism; Flexibility; Service; Acceptance; Sustainability; Excellence; Generosity

TLCWGC Vision: Need suggestions please send to Jennifer.

Legacy Sponsors: Najmy Thompson (attorney); Karen Sergison (website); Beyond Marketing (logos).

**Deborah moved and Julie seconded, to accept the three listed Legacy Sponsors. Vote unanimous.**

Permanent Address: Najmy Thompson office. **Nancy moved, and Julie seconded, to table the determination of a permanent address until the organization re-charter and Paypal issues are resolved. Vote unanimous.**

Annual Sponsorship Levels:

Overall Title: Cornerstone Partners; Pillars of Annual Support; Foundational Supporters. Levels: Community Leader, Builder, Partner, Collaborator (with or without community). Need to consider where larger one-time donations such as Green's and Lauren's mother, would be placed. Jennifer requested that ideas be sent to her.

Jennifer proposed that we acquire a domain TLCWGC@gmail.com account for \$7/month to be used on business cards, emails, website, etc. **Terry moved, Lauren seconded, to table the decision on the domain to give consideration to implications of such an action. Vote unanimous.** Terry volunteered to work with others to accomplish the due diligence.

Barbara reported that we have 127 members and have granted \$41,330 to 19 organizations with \$40,030 matched by various foundations, totaling \$81,360 for 2022. Barbara said that her focus for 2023 will be: 1) collective giving and educating members; 2) outreach; 3) partnerships; 4) fund-raising; 5) granting.

FINANCIAL REPORT - Lauren Hirsch, Terry Martinez, Treasurers. **Terri moved and Josephine seconded to accept the Treasurer's report as presented. Vote unanimous.** Attached.

GOVERNANCE - A meeting is scheduled with Jeremy at Najmy Thompson at 11am on 12/19 to review the modifications and recommendation to the bylaws.

## COMMITTEE REPORTS

GRANTS - Nancy Lepain. Nancy thanked all the ladies for participating in this year's grant cycle. Next year the intent is to be electronic through our website. **Terri moved and Sheila seconded to accept the Grants Committee report as presented. Vote unanimous.** Attached

MEMBERSHIP - Sheila Lau, Josephine Coco. Sheila discussed a new member's interest in the STEM program at MOTE and referred the member to Outreach. Coffee Clutch idea is not getting positive responses; discussed alternatives. **Deborah moved and Terry seconded to accept the Membership committee verbal report as presented. Vote unanimous**

OUTREACH - Deborah Callahan Stratton, Liz Calasans. Deborah described the process for the committee to visit a different organization each month and determine appropriate follow up for Circle outreach. November Hope visitation led to leadership team gifting to Hope in lieu of gift exchange for the holiday. Committee meets Tuesday mornings. January visit will be Manatee Elementary. Intend to use calendar to get info to Circle membership. **Julie moved and Terri seconded to accept the Outreach Committee verbal report as presented. Vote unanimous.**

FUNDRAISING/SOCIAL - Julie Swan, Terri Prettyman. Julie discussed the many moving parts of the potential spring fundraiser. Committee will continue to discuss. **Sheila moved and Josephine seconded to accept the Fundraising Committee report as presented. Vote unanimous.** Attached

Motion by Terry seconded by Lauren to adjourn the meeting to Silva Grill. Vote unanimous. 12:30 p.m.

Meeting resumed at 1:15 p.m.at Silva Grill.

SOCIAL MEDIA/COMMUNICATION - Barbara reported that the newsletter will be sent every other month. Website is still under construction. Barbara proposed a 'galantines' event for February 8 or 9 (Valentine's event) as a pot-luck where beer and wine would be provided. This event would be held outside of TLC and would be a purely social event – not a fund raiser. Discussed partnering with GNO (Girls Night Out), the purely social women's group in TLC organized by Kim Longhitano. **Lauren moved and Sheila seconded to have Josephine contact Kim to see her level of interest in such a joint event. Vote unanimous. Deborah moved and Lauren seconded to accept the verbal report. Vote unanimous.**

OLD BUSINESS – No report

NEW BUSINESS – We have an opportunity to utilize the Clive Daniel Showroom to host a social gathering. Jennifer and I are proposing Galantine Social on February 8 or 9.

Clive Daniel would provide the wine & beer.

Northern Trust has sponsored the food in past years for the Giving Circle Galantine socials. I have a contact that I can approach.

Concerns that GNO will be hosting an event that week. How does everyone feel about approaching GNO and if they would like to collaborate and host a Galantine social together.

Would this be TLC WGC member? All TLC ladies? Spouses?

GOOD OF THE ORDER - Barbara, Jennifer – No report

Deborah moved and Sheila seconded to adjourn. Vote unanimous. 2:45

NEXT MEETING: Strategic planning meeting January 11, 2023, at the Clubhouse.  
February 8, 2023, 10:00-noon TBD; March 8, 2022, Monthly Leadership Meeting at Clubhouse.

Respectfully submitted,

Ruth Harshman, Acting Secretary

## **Finance Committee – December, 2022 Status Report - Lauren and Terry**

### **Help Build Fund 2 Monies Ahead of End-of-the-Year Payouts by the Grant Committee**

- Turkey Trot wrap up. Provided ongoing support and leadership for the November 25th Turkey Trot event. This included on-site support during the event, distributing reimbursement checks for expenses incurred, and reconciling all income/expense.
- No contributions received in response to our Newsletter article requesting consideration for an end-of-the-year contribution to Fund 2

### **Implement an Administrative Fee**

- Provided changes for the Registration Form to better define where the pledge payment goes and to which fiscal year the payment applies. Added the requirement for Admin Fee payment and clarify to which calendar year the fee will be applied. Added one-pager for the new/potential member packet that outlines Fund 1 pledge requirements, our relationship to MCF, etc.
- Published Newsletter article that announces the Fee and drafted the email requesting Admin Fee payments

### **Provide Alternative Payment Options**

- Fully converted to Stripe and Zelle.
- PayPal has frozen \$701.70 and has not provided status or process to release our funds. Initiated actions to force the release of our funds.

### **Develop Our Website**

- Started construction of our TLCWGC website by registering a domain name and creating the structure.

### **Implement QuickBooks and Input 2022 Expenses/Income**

- Purchased QuickBooks. Upgraded from basic version to one that includes “classes” of expenses (increasing the monthly cost from \$55 to \$85). This upgrade allows us to track profit and loss on a project-by-project basis. We can downgrade at any time if we don’t need this feature in the future.
- Learned how to use QB (with help from Jennifer). Set up automatic links to WGC checking account and currently reconciling all transactions so that we will use this tool for 2022 and beyond.
- Collecting questions for CPA as more is learned about proper bookkeeping and accounting for not-for-profit organizations.

### **Upcoming in January**

- Send request for Admin Fee via Constant Contact to all active members (1/5/23) due by the end of January.
- Lead a 2023 Budgeting Process by reviewing history, listing fixed expenses, and forecasting other expenses (committee input will be needed).
- Continue website construction.
- Begin Tax preparation activities under the guidance and direction of a CPA.



## Fundraising/Social Committee - Julie and Terri

Celebrating huge success with Turkey Trot, \$17,500, plus a match! It was not without its struggles and frustrations and recommendation will be to not partner with this group in the future. All sponsors have received an email with pictures, an individual thank you from whomever secured them and a thank you letter from the Chair. They will also receive our monthly newsletter to keep them engaged throughout the year. We will quickly work on a Fall event to replace the trot and we have a committee meeting 12/15. Celebrity Bartender Challenge - we are working with Jim and Janice Gallogly who have graciously agreed to host in their home. We hope to meet this week to discuss dates (March, April) as well any concerns, limitations this location may have. We have also reached out to The Grove as a backup plan and am waiting to hear. We are open to discussing a third. smaller event - sip and shop or something along those lines but want to see what the Clubhouse and TLC social calendars look like.

## GRANTS REPORT - Nancy

Thank you so much for all of your votes for this year's grant recipients. Overall 30% of you responded. Your philanthropic passions were taken seriously. As you know, you voted in four categories:

- Human Services
- Health
- Children's Programs
- Women's Programs

We simply took the top nine organizations from these categories that had the most votes. We decided to grant as many as we could while maintaining our mission of making enough of a donation to have a meaningful impact. You all did an outstanding job because we were able to grant at least one from every category. Additionally, all but one of the organizations is part of the Louis & Gloria Flanzer Philanthropic Trust and we are working now to make that organization a part of the Flanzer Trust Match Program.

This year we have \$17,000 to grant. The top eight with the most votes will each receive \$2,000 and the final recipient will receive \$1,000. Now, for the most exciting part! We have just learned that the Louis & Gloria Flanzer Philanthropic Trust will do a monthly match spread out over four months. We can turn \$2,000 into \$4,000!

It works this way:

Mothers Helping Mothers: \$2,000

\$500 per month with a matching Flanzer Donation of \$500 per month equals \$4,000.

This will begin in December and go through March.

Feeding Empty Little Tummies: As above

Streets of Paradise: As above

The TWIG: As above

Blue Butterfly Program Tidewell Hospice: As above

Hope Family Services: As above

SPARCC: As above

School Attendance Support: \$2,000

(They are not part of the Flanzer Trust Match program but hopefully will soon be)

WE Care Manatee: \$1,000

\$500 per month for two months with a matching Flanzer Donation of \$500 per month for two months

This all totals \$17,000 of GOODNESS from us with an additional \$15,000 from the Louis & Gloria Flanzer Philanthropic Trust for a total of \$32,000! Well done ladies of The Giving Circle. Thanks to the Grant Committee for their help and support. We should all feel very good about this effort and all of the people in our community who will benefit from these donations.

Stay tuned for information about our upcoming Spring Event.



Thanks again for your votes.