



## **TLC WGC Chairs/Co-Chairs Meeting**

*January 11, 2023*

*TLC Clubhouse 10:00am*

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

**CHAIRS AND CO-CHAIRS PRESENT** - Present: Barbara Najmy, Jennifer Alokeh, Deborah Callahan, Lauren Hirsch, Sheila Lau, Nancy Lepain, Terri Prettyman, Julie Swan.

**CHAIRS ABSENT** – Liz Calasans, Josephine Coco, Terry Martinez.

**WELCOME AND OPENING COMMENTS** - Barbara Najmy, Jennifer Alokeh Barbara offered brief remarks.

### **CONSENT AGENDA**

- **APPROVAL OF PREVIOUS MEETING BOARD MEETING MINUTES 12/14/22**

Motion made by Nancy seconded by Lauren. Vote unanimous.

### **COMMITTEE REPORTS**

#### **GOVERNANCE –**

Najmy Thompson is in receipt of the Bylaws. Jeremy DeVries has been assigned to review and make recommendations and finalize the Bylaws.

I met with Jeremy on December 19, 2022 to review first set of recommendation and modifications to the Bylaws.

He has been inundated with work however has assured me that he plans to have a draft of final recommendations before the end of January.

As soon as we have the draft of the Bylaws the Board will receive a copy for review, schedule a time to discuss and to finalize the Bylaws for approval.

**Goal - Approval of Bylaws by the end of the first quarter of 2023. The Bylaws will be presented to the membership prior to membership meeting. Voted on at the membership meeting for approval.**

### **FINANCIAL REPORT**

Funds have been released by PayPal it was a push by Better Business Bureau. The funds were pushed out to the Food Bank.

Preliminary budget was presented. Lauren indicated that we would work towards operating with a budget.

Lauren reviewed the budget by recapping the history of the checking account that was opened by Barbara with her personal money. The balance we began with in 2022 was \$235. The actual column is what was actually spent (there was additional \$\$ spent that is not shown). The one area that we overspent was the fall meeting and that is where Barbara was able to underwrite some of those expenses.

2023 Preliminary Budget was presented. - we carried over \$479.31. We could retroactively put a check to Barbara to pay for some of the expenses in order not to trigger taxes. However, accountant confirmed that it would not trigger paying taxes.

We will be few will be filing taxes for the first time this year. Barbara's Sister-in-Law, Sandy will be filing our taxes this year on our behalf. It is an easy filing.

If 100% of the members (124) pay the \$25 administrative fee we will be lucky enough to pull in about \$3100. Deborah is generously contributing \$250 towards the QuickBooks. To date we have had 1/3 of the members have paid the administrative fee. Unpaid members by 2/1/2023 will receive an email reminder and an additional reminder in the newsletter.

Deborah suggested that we compose a list of the members who have not paid and distribute the names and personally reach out to them. The plan is to bring a list of unpaid members to the next meeting and distribute. It is important to pull in at least 60% of the admin fee in order to be able to operate.

Lauren continued reviewing the budget and asked for any feedback. This does not include any P/L. P/L's are kept separately.

Becoming a member of the LWRBB was discussed. Lauren indicated that there were not funds in the first quarter to pursue that. There is an annual discounted rate for non-profits. Julie expressed the importance of being a part of this organization for the exposure to small businesses and it draws in 350 members to a monthly luncheon. This would be vital to our continued fundraising efforts. Deborah is 100% on board. Lauren is in support for that reason. Unlimited members can attend. The question was raised as to whether or not there would be participation by the members.

**Motion moved to Join LWRBB by Deborah second by Julie unanimously approved.**

Meeting location is needed. We cannot have members paying to attend a meeting. Our hope is that the clubhouse will be available in the future.

Discussion about becoming a 501c3 by Julie was started with the concern of doing a major fund raiser in 2023 and not getting corporate support. Julie expressed the thought of doing 4-5 small fundraising events per year does not make sense to her. Lauren suggested to run down parallel tracks and put together an analysis and the pros and cons to becoming a 501c3.

Deborah made a motion, Lauren second the motion and the motion was so moved to put Ruth in charge of developing a subcommittee to begin the investigative work on becoming a 501c3, present and submit a report by the first quarter of 2023 to see if it makes sense to move forward and make application. Deborah & Julie both agreed to serve on the committee.

**WEBSITE**

The Website has been built and done pro bono by a friend Lauren plays golf with. She has agreed to keep it updated. The only cost associated will be a yearly fee to keep the domain. The website is phenomenal. Updates will be sent to Lauren, Barbara or Jennifer. The security of the website has been taken. Website is live.

Lauren presented the website [www.tlcwomensgivingcircle.org](http://www.tlcwomensgivingcircle.org). Lauren & Jennifer has been instrumental in working on the website since November.

The website is now live. Lauren surfed through the various tabs and briefly reviewed the information. There will be a direct donation ability that will link our checking account. Grant recipients will make application through our website. Prospective members will have the ability to review all membership forms on the website, etc.

There will be a member log in. Members will have access to pertinent information, minutes, newsletters, administrative payment, etc. Jennifer will be communicating through constant contact with the members on how to log into their portal. Our new website will be posted to social media.

We will decide on an appropriate thank you gift and gesture.

## **MEMBERSHIP**

Jennifer Alopeh will cleanup membership information and be sure that there will be no duplicated information. and All membership information and registration will be available on the website.

## **FUNDRAISING/SOCIAL**

No January meeting. The Grove has been approached about hosting the bartender event however the proposal presented by the Grove will not make it a true fundraiser due to the high cost of liquor. Janice Gallogly is still not doing well, therefore it does not make sense to pursue having it at their home. It will be difficult to pull off the bartender event unless we find a private venue. Time does not allow to plan anything for the spring.

Another idea is a sip and shop fundraiser with the Waterside shops and restaurants. Presently, Waterside does not have many options of restaurants and retail. The retailers that Terri reached out to were very positive about participating. The other option is having an event at Gulf Coast Eagle. However, without being a 501c3 they cannot take the liability of alcohol sales.

Nancy presented doing a wine pull for the entire community. The bottle of wine would be worth a minimum of \$25.

Deborah presented an event in the linear park -- Movie in the Park. Insurance is required. This would be in Jan-March. This is a lot of work for \$3k - \$4k. You need another stream of revenue.

Lauren stated that we needed to build fund 2 so we need to think of an event for spring.

A St. Patty's fundraiser was also discussed.

## **OUTREACH**

There was some concern expressed regarding outreach events and the same people always participating. Terri mentioned that there is still a stigma about TLCWGC. In response, the outreach committee is going to embrace their hands around the four organizations they have been currently working with and organize additional events. These four organizations are: Embracing our Differences, Twigg, Hope Family Services, Manatee Elementary.

## **GRANTS**

The Grant Committee has developed an on-line grant application which can be downloaded and submitted electronically. Additionally, we have developed an on-line post grant survey which can also be downloaded and submitted electronically. Both forms can be found on our website at [www.tlcwomensgivingcircle.org](http://www.tlcwomensgivingcircle.org). Just as a reminder, we granted a total of \$17,000 to 9 different organizations. 8 received \$2,000 and 1 received \$1,000. Flanzer match totaled \$15,000 for a grand total of \$32,000 of GOODNESS!

Deborah asked if we should we be focusing on any other organizations.

Nancy is working closely with Donna Rae at SAS and with Wendy at the Flanzer Trust to get SAS part of the match program.

Hope Family Services

Streets of Paradise would be good organizations to reach out to for outreach. They are focused on working with Veterans.

Manatee Community Health – they focus on women’s breast health

## **GALENTINE’ S SOCIAL**

See attached report. Save the Date will go out this week.

## **SOCIAL MEDIA/COMMUNICATION**

Jennifer is continuing to handle the social media posts.

Website looks amazing!

Emails have been created for each of the committee chairs through the website

We are looking for members to handle Social Media/Communication

## **TLC CONNECTION NEWSLETTER**

Jennifer is handling including information and working with Chelsea. We are bound by their parameters. They only allow one graphic under our general section at a time.

It was discussed and all agreed to publish the Embracing our Differences event.

## **THE GIVING CIRCLE CONNECTION NEWSLETTR**

See attached report

Because we go live with our website, we will be publishing the newsletter every 2 months.

## **MEDIA**

See attached report

**OLD BUSINESS** - No report

## **NEW BUSINESS**

We have had a few resignation emails and while we are sad to see this happen, we expected this after the administrative fee was implemented.

The Board decided that the communication and responses to these resignations will be handled on a case-by-case basis. Both Catherine Henley (moved out of TLC) and Betsy Keshish emailed their resignation to our TLCWGC gmail account. All ladies felt the same way, that again we were very sad to see these ladies leave the organization but certainly respect their decision.

Template emails have been created.

## **GOOD OF THE ORDER**

Meeting adjourned moved by Deborah moved and Sheila seconded. Vote unanimous.

The meeting was adjourned by *Barbara Najmy* at 12:15p.m.

Respectfully Submitted

## **NEXT MEETING:**

February 8, 2023 - 9:30am - 11:30am

Galentine's Social - February 16, 2023 - 4:30pm - 6:30pm

March 8, 2023 - 9:30am - 11:30am

St. Patrick's Day Fundraiser - March 17, 2023 - Time TBD

March 25, 2022 - Annual Membership Meeting at Clubhouse - 4:00pm - 6:00pm

April 12, 2023 - 9:30am - 11:30am