



Officers Board Meeting  
Wednesday, January 10, 2024  
9:30 a.m.  
TLC Clubhouse

### Minutes

1. The meeting was called to order at 9:34 a.m. Julie Swan moved and Nancy Lepain seconded the motion to approve minutes from the November 15 Board meeting and Notes from the December 10 Zoom meeting.
2. Roll Call: In attendance were Barbara Najmy, Jennifer Alokeh, Lauren Hirsch, Nancy Lepain, Lisa Levesque, Julie Swan, Josephine Coco and Sheila Lau. Absent were Terry Martinez and Kathy Hall. A quorum was present.
3. Reports
  - a. Chairperson's Report – Barbara Najmy shared her vision for 2024 as a calendar of opportunities, including outreach, growing membership, identifying organizations which align with our mission, and bonding and growth as a leadership team.
  - b. Vice-Chair's Report – Jennifer Alokeh felt that 2023 was our best year yet and looks forward to 2024. She announced that the January 18 luncheon is cancelled.
  - c. Finance Report - Lauren Hirsch reported on the payment status of dues for 2024. There was discussion on whether the new annual fees will deter continued membership. January 15 is the deadline for dues. For those who do not pay, Lauren will e-mail all of them and remind them of the deadline. Everyone will be given until February 15. If there is no response, then they will be removed from rosters, website access and constant contact. A confirmation letter will be sent. Discussion continued about what the continuing member profile will look like with respect to their views on philanthropy. Lauren submitted a management report for year-end 2023, which is attached to these minutes.
  - d. Committee Reports:
    - Outreach – Nancy Lepain reported on the successful Tidewell Blue Butterfly and Mothers Helping Mothers events. For September, a Baby Shower in partnership with Meals on Wheels is planned. For May, The Lake Club Artists guild will provide paintings for Hope Family Services. Discussion is ongoing with Dreamup Camps. In March, the SAS event will supply



ponchos and umbrellas for 5-14 year old's. Nancy continues to rework the 2024 calendar for drives and outreach.

- Membership –. Josephine Coco suggested that we host another new member social. We unanimously agreed to have it on Leap Day, February 29, from 5:30 – 7:30 at TLC Clubhouse.

We all agreed that the March 28 Clive Daniels event will focus on celebrating our grant recipients, women, and philanthropy. Barbara, Lisa, and Josephine will put together a committee to execute the event. Grant recipients have been invited and Lisa confirmed that they will be attend.

- Grants – Lisa Levesque. No grants have been awarded 2024 to date.

- Communications & Social Media – Jennifer Alokeh will include a blurb each week in TLC News. She sent a year-end review and “look-ahead” to members and the press. Barbara will send dates for outreach and upcoming events to the press for publicity (i.e. Observer.)

Barbara emphasized that we need to identify one of our members who will take the lead on the social media part of communications. Barbara, Lisa and Josephine will work on invitations, RSVP and name tags for the Clive Daniels event.

4. Old Business - none

5. New Business – Jennifer discussed the opportunity to collaborate on a Philanthropy Day with the upcoming planned children's activities at TLC to include kids and grandkids. Activities will include family-oriented events to encourage philanthropy in children. Jennifer will contact Cindy Stimart to ask if she would be interested in assisting.

Jennifer discussed the opportunity for TLCWGC to dedicate a children's bookshelf in the Billiards Room. We unanimously felt it was a great idea. Jennifer will continue communications with Samara to pursue this idea.

6. Open Floor – no discussion

7. Adjournment – Julie moved, and Barbara seconded a motion to adjourn at 11:19 a.m. The next Board meeting is April 10, starting at 9:30 sharp.

# Management Report

The Lake Club Women's Giving Circle  
For the period ended December 31, 2023



Prepared on  
January 7, 2024

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# Statement of Activity

January - December 2023

|   | <b>Total</b>      |
|---|-------------------|
| <b>REVENUE</b>                                |                   |
| Contributed income                            |                   |
| Admin Fee                                     | 1,249.81          |
| Donations directed by individuals             | 5,451.59          |
| Fund 1 Pass Through to MCF                    | 200.00            |
| Fund 2 Pass Through to MCF                    | 6,175.00          |
| Member Fee                                    | 3,444.91          |
| <b>Total Contributed income</b>               | <b>16,521.31</b>  |
| Sales   |                   |
| Shamrock 2023                                 | 3,729.43          |
| <b>Total Sales</b>                            | <b>3,729.43</b>   |
| Uncategorized Income                          | 0.02              |
| <b>Total Revenue</b>                          | <b>20,250.76</b>  |
| <b>GROSS PROFIT</b>                           | <b>20,250.76</b>  |
| <b>EXPENDITURES</b>                           |                   |
| Advertising & marketing                       | 617.32            |
| Social media                                  | 95.22             |
| <b>Total Advertising &amp; marketing</b>      | <b>712.54</b>     |
| Awards & grants to others                     |                   |
| Manatee Community Foundation                  | 4,464.00          |
| <b>Total Awards &amp; grants to others</b>    | <b>4,464.00</b>   |
| Contract & professional fees                  | 50.00             |
| Legal fees                                    | 279.12            |
| <b>Total Contract &amp; professional fees</b> | <b>329.12</b>     |
| Office expenses                               |                   |
| Memberships & subscriptions                   | 1,512.89          |
| Merchant account fees                         | 2.25              |
| Office supplies                               | 321.22            |
| Printing & photocopying                       | 257.76            |
| <b>Total Office expenses</b>                  | <b>2,094.12</b>   |
| Uncategorized Expense                         | 3,240.35          |
| Fall Meeting 2023                             | 384.07            |
| Galentine                                     | 1,370.03          |
| Membership events                             | 635.05            |
| <b>Total Uncategorized Expense</b>            | <b>5,629.50</b>   |
| <b>Total Expenditures</b>                     | <b>13,229.28</b>  |
| <b>NET OPERATING REVENUE</b>                  | <b>7,021.48</b>   |
| <b>NET REVENUE</b>                            | <b>\$7,021.48</b> |

# Statement of Financial Position

As of December 31, 2023

|                                     | <b>Total</b>      |
|-------------------------------------|-------------------|
| <b>ASSETS</b>                       |                   |
| <b>Current Assets</b>               |                   |
| <b>Bank Accounts</b>                |                   |
| Checking 7002 - 2                   | 7,700.79          |
| Minimum Annual Contribution         | -200.00           |
| <b>Total Bank Accounts</b>          | <b>7,500.79</b>   |
| <b>Total Current Assets</b>         | <b>7,500.79</b>   |
| <b>TOTAL ASSETS</b>                 | <b>\$7,500.79</b> |
| <b>LIABILITIES AND EQUITY</b>       |                   |
| <b>Liabilities</b>                  |                   |
| <b>Total Liabilities</b>            |                   |
| <b>Equity</b>                       |                   |
| Opening balance equity              | 235.00            |
| Retained Earnings                   | 244.31            |
| Net Revenue                         | 7,021.48          |
| <b>Total Equity</b>                 | <b>7,500.79</b>   |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b>\$7,500.79</b> |