

SCW Zymurgy Club Board Meeting Minutes
Wednesday October 1, 2014
Approved 10/12/14
Zymurgy Room, RH Johnson Recreation Center

Present: Randy Pace: Vice President, Sheri Houck: Secretary and Nancy Pines: Treasurer, Crystal Tavares: Membership Chair and Donna Whiteside: Events Chair. Member, Barry Pines also present. Absent, Gary Dawson: President

Meeting Called to Order at 1:10 PM by Vice President: Randy Pace. President, Gary Dawson is sick.

Additions and Changes to the Agenda: Under Unfinished Business, Meeting with Mike Whiting, Cindy Knowlton and Larry Griffith removed.
Under New Business, Open House added.

Approval of May 7, 2014 Board Meeting Minutes: Secretary, Sheri Houck reported Minutes approved by Board via email in May, 2014.

Treasurer's Report: Nancy Pines Cash Flow Statement (See file)

September Income:	\$76.00
September Expenses:	\$675.30
Operating Balance	\$5,835.64
Reserve Account	\$7,324.55

Nancy provided revised Cash Flow Statements for months of May, June, July and August 2014. She also provided a Cash Flow Statement January thru September 2014. (See file)
These revisions were the result of an Audit and Bank Reconciliation.

Nancy also provided a copy of the document (See file) showing approval of our Non-Profit Status.

Property Committee Report: Randy Pace, Vice President said the bids are expected to be in by October 7th for the building project. He plans to present bid amounts to the membership for voting at the Oct 8 General Meeting.

Membership: Crystal Tavares, Membership Chair reports membership is at 190 members. Badges are on order and expected by October 4th.

Reports from Committee Chairs:

Events Chair, Donna Whiteside said that it was difficult for her to do her job without meetings thru the summer months.

A Halloween party is being discussed for Oct 29 at the club room.

The Christmas Party will be Dec 3.

A New Year's Eve Party could be planned, but would not be able to last until midnight unless club decides to pay the extra costs for the 3 hours after the Rec Center closes.

The Mash-tini party is scheduled for Feb 7.

Zoktoberfest Chair: Crystal Tavares reported that 45 tickets have been purchased to date. She needs to place the food order by October 10.

Unfinished Business: Club needs more classes for wine and beer making. It was suggested that an *Education Committee Chair* was needed. Also a *Proactive Committee* had been suggested at a past meeting to make sure that our interests are represented accurately at meetings of the Governing Board. It was suggested that we invite our Liaison person, Matt Szydiowski to our General Meeting. Nancy Pines volunteered to send him an email.

New Business: The board agreed that there is a need for a *By Law Review Committee*. Some of the bylaws need to be updated and some changes need to be made. Some issues for review: responsibilities of Board Members and Committee Chairs and voting rights and changes in some titles. It was suggested that a *Scheduling Committee Chair*: persons responsible for securing rooms for activities, should be considered also. The need for a *Safety committee*, an *Audit Committee*, and a *Publicity Chair* was mentioned also.

Membership Audit: Nancy Pines reported that the current form we use for listing all members does not have the Recreation Card numbers on it. She stated that we need to use the CR-15 Form provided by the Rec Centers for turning in our annual Membership report. Sheri Houck stated that Crystal Tavares provided her with a membership roster this year that did have the Rec numbers on it and she was able to turn it in simply attached to the CR-15 form. Sheri will double check with the Rec Center to make certain this is still possible. Randy volunteered to update our current Membership List, to include Rec numbers and he will arrange for this list to be emailed to members.

Membership Time Parameters: Our bylaws current show that membership is from Jan to Dec, with renewals due by a Jan 31st deadline. The board discussed the benefits of allowing members to start or renew membership on October first to cover membership fees through December of the next year.

Randy Pace, Vice President made a motion:

All new and renewing membership dues paid after the first of October will cover membership for the following year. This motion was seconded. No further discussion was needed. Motion was carried by a unanimous approval vote by the board.

Committee Responsibilities and Club Room Access: Randy stated that a list of members who can have access to the club room is needed. He said we will have more supplies in the future it will become even more important that only certain members have access to the keys to the room and supply room. It was decided that at present the *Board members, the Events Chair, Membership Chair, Brew Master and Wine Maker* will be the only ones on the list for approved access. These members will need to be responsible for

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any activity they are allowing room access to, including room clean up and use of supplies.

Nancy Pines said that she will remind members at the General Meeting to bring their Rec cards to all meetings and to sign in with the Rec monitor.

Updating Application form and advertising words: Nancy presented information on costs of printing and ideas for updating the tri-fold Club Membership Application. Randy said Bob Murray is working on the logo. He also said that the wording on of our Mission Statements needs to consistent in all our advertising, which it currently is not. Donna mentioned that the form needs to include the option of a name tag as well. Nancy will talk with Roberta and Maryalyce about making the necessary changes. Nancy also said that the ad in the bowling alley also needs up dated. She suggested that the picture be removed and more club info is included instead. Everyone agreed.

Gary Dawson: Nancy reported that Gary Dawson will no longer serve as President effective Nov 1, 2014. He has circumstances which require him to step down. She said that he plans to continue as an active member in the club. Vice President, Randy Pace will be the Pro-Tempore President for the remainder of the year. The board needs to select a temporary Vice President for the rest of the year as well.

Open House: Nancy noted that a Newcomer's Coffee is being held this month and asked if the Club would be represented. Sheri reported that she volunteered, along with Randy to represent the club at the Nov 1st RH Johnson Chartered Clubs Open House.

Club Member comments: Barry Pines suggested that the Christmas Party be called a Holiday Party and that the Wine Maker position should be called a Vintner.

Additional Comments:

Nancy Pines suggested that each board member tell what their office responsibilities are to members at the General meeting to assist members in deciding to run for a position on the board.

It was also said that the needs for Committee Chairs should be on the General Membership agenda also.

Sheri Houck suggested a Volunteer sign up sheet for members. Randy asked Sheri to create this list and Sheri said she would do that.

All present agreed to adjourn at 3:40 PM.

Minutes written by,
Secretary, Sheri Houck