ENCHANTED MOUNTAINS VILLAGE
BOARD MEETING AGENDA
January 18, 2022
at 4:00 PM
Location: Olean Public Library Conference Room

Call to Order 4:05 PM for the Annual Meeting

Present: Athena Godet-Calogeras, Theresa Schueckler, Kimberly LaMendola, Linda Matthews, Chuck Walker, Jean-François Godet-Calogeras
Excused: Larry Sorokes

Approval of Minutes of the previous Meeting

Athena moved to accept the minutes and Kim seconded the motion. All approved

Treasurer's Report – Jean-François Godet-Calogeras

The bank statements are on Google Drive. As of Dec. 31, 2022, there was $3,354.91 in the checking account and $20 in the savings account. Additional funds have come in with new applications. A discussion ensued about how much to keep in each account and a motion was made by Kim to let the Treasurer decide based on how much is available and any bills that we get or anticipate. Chuck seconded the motion. Jean-François will contact Mike Kasperski to see if he knows any accountants that would be willing to do pro-bono or low-cost work regarding filing our NYS tax form, the Federal 990 form, and the CHAR 500. Linda will put together a calendar of dates for these filings.

Unfinished Business:

Report on Insurance meeting – Larry

Larry had to miss the meeting due to work so Theresa will talk with him and will try to set up a meeting with the insurance company. EMV should also check with other companies that deal specific with non-profit insurances.

Report on NYS Charity Bureau – Jean-François

Jean-François reported that, after a few adventures with the NYS Charities Bureau, EMV has been officially registered.

Report on tax exempt forms – Larry

This item was tabled for this meeting. Theresa will contact Larry to see what needs to be done.

Membership management programs – Kim

Kim reported that she has not been working on the management programs since we have a workable excel list of members and contacts. Instead, she has begun working on a website on a platform available to the Villages.

New Business:

Installation of Board Directors for their first official term – Theresa

Theresa announced that the directors will serve the following initial terms:
Theresa - 1 year
Linda – 1 year
Chuck – 2 years
Kim – 2 years
Athena – 3 years
Larry – 3 years
Jean-François – 3 years

Vote and installation of Board Officers – Theresa

Linda made a motion to take a vote on the following slate of officers who will serve in these roles for one year. Chuck seconded. All approved.
Chairperson – Theresa
Vice-Chairperson – Kim
Secretary – Linda
Treasurer – Jean-François

Policy and procedure for recommending service providers and volunteer helpers – Athena

Warner Page and Chuck Walker are organizing a list of service providers that have been recommended by the members. Athena asked Chuck and Warner to contact the providers and ask if they will consider giving a discount to the EMV members since they are getting publicity from us. She reported that Citizen Printing has offered a discount to our members. Additionally, they are doing our monthly calendars.

Athena reported that we currently have 47 members of EMV and that our list of people who have offered voluntary services will be circulated to the members and the contacts to see if they all still want to do the services they offered or if they need to make changes to their offerings. Athena would like to have one person from each group of the services serve as a contact person. We all agreed that would be a good process. Theresa offered to be a contact person for one of the groups. We discussed the fact that we need to reach out to the members to see if they would offer some help to the organization. If we let people know what skills or tasks EMV needs, some will likely offer assistance. We need to begin working on an application form for

volunteers and develop a volunteer manual. Additionally, for anyone who is offering rides, we need to verify their licenses and insurance and keep a record. There are resources available through the Village-to-Village organization.

Discussion of Conflict-of-Interest Policy – Linda

Linda briefly reviewed the proposed policy. Jean-Francois made a motion to accept it and Kim seconded it. All approved.

Committee Reports – Athena

Athena reported that the Activities and Program Committee needs more people on it so she will send out an email asking for more members to volunteer for that committee. She also brought up the possibility of offering service opportunities to our members as an activity. Two local organizations, a food pantry and a youth group, are seeking volunteers. After some discussion, there was general agreement that, as we develop a newsletter, there could be a section where those kinds of requests can be featured along with contact information for those organizations.

The Marketing and Development Committee currently has no members. Linda volunteered to join that committee.

Personnel follow-up discussion – Theresa

Theresa followed up on whether or not there is a need for a paid person to do some of the tasks that Directors are doing. There was general consensus that we do not have enough money for that and we need to find out how much the insurance is going to cost before we commit to any other spending. We now have a group of members who may be willing to offer some volunteer services to the organization.

Discussion of Cheese Tasting Fund Raiser – Kim

Kim has suggested an activity/fundraiser that would be a cheese tasting party. She is in contact with a vendor that produces cheeses who would be interested in doing a zoom tasting party and would provide a selection of six cheeses for participants to enjoy. There would also be a discussion about the cheeses, how they are made, how to use them in cooking and some recipes. Kim is discussing with them the costs for one or two participants. They would like to have at least 30 orders minimum. The directors all liked the idea and will await the final pricing and plans. A tentative date is February, 24 from 6 PM to 7 PM. The cheese could be dropped off by volunteers and we also can have a central place to pick up cheese plates for those who can do so. An additional fee will be attached as the fundraising part. Kim will email the final details.

The next meeting will be a Zoom meeting tentatively scheduled for February 22 at 4:00 PM. The meeting was adjourned at 5:25 PM.

ENCHANTED MOUNTAINS VILLAGE
BOARD MEETING AGENDA
March 1, 2022
at 4:00 PM
Location: Zoom

Call to Order 4:14 PM

Present: Athena Godet-Calogeras, Theresa Schueckler, Kimberly LaMendola, Linda Matthews, Jean-François Godet-Calogeras
Excused: Chuck Walker

Approval of Minutes of the previous Meeting
Kim made a motion to accept the January minutes and Larry seconded them. All approved.

Treasurer's Report – Jean Francois
Jean Francois reported that there is $2020.12 in the savings account and $1954.91 in the checking account. He requested that the Board Directors send him confirmation of any money they had contributed in 2021 since some sent checks with membership fees and donations combined and others paid for some of the documents that had to be filed. He wants a clear record of all donations. Kim commented that those payments for documents can be used as in-kind donations for grant purposes. Kim will be donating $175 for the Village to Village renewal fee and will donate the money needed to purchase a domain name for our website and some other possible domain names that might cause confusion. Larry paid for the 501(c)(3) application and joining NYCON. Jean Francois also reported that he had contacted Ed Bysiek to see if he would do our taxes and Char 500 filings for a reduced fee.

Unfinished Business:

Report on Insurance - Theresa
Theresa reported that the insurance application through the Hedley agency was turned down because of concerns about risks occurring through going into peoples' homes and walking on trails. Hedley is now trying to submit to a different insurance provider. This one would be for general liability, officers, and a property premium. They need to check about how to handle meetings at other premises than the address given for EMV. The NYCON insurance would be $654 for liability and $600 for officers. Athena questioned what exactly does liability cover. Athena and Theresa will be meeting with RSVP and discussing if our members can be covered by their insurance if the members also sign up as RSVP volunteers. Athena reported that some other villages are connected to RSVP. Athena will contact some of the smaller villages and start-ups to see how they are handling insurance. She indicated that some annual reports of other villages don't show insurance payments.

Report on tax exempt forms – Linda
Linda reported that the application for tax exemptions requires a copy of an approved budget and a statement of receipts and expenditures for the most recent fiscal year of operation reflecting the nature and amount of receipts and the purpose and amount of expenditures. Additionally, they require a statement of activities. Linda sent a list of all activities to the Board Directors for review. Larry suggested that the list should reflect general categories rather than specific activities. Linda also reported that she was unable to determine whether EMV had to register with the New Your Department of State. Larry said he would check into that.

Report on website – Kim
Kim indicated that she had not been able to work on the website but directed us to view the Food Future WNY to see a sample of the type of website she has in mind. It will be a basic website that will explain what EMV is and give an introduction to the Board of Directors and how to become a member of EMV. She requested a timeline from Athena of how and when EMV started. She will also add a calendar so that events can be listed and updated. A membership portal will be created so that people can join, pay membership dues, and have access to information that is not available on the webpage.

New Business:

Committee Reports – Athena
Athena reported that the Program Committee needs more people who will be active is setting up some of the activities. Some suggestions made by the Directors include in-person large gatherings at indoor venues such as the Grand Slam and Fusion and outdoor gatherings in good weather at area parks with pavilions such as the Allegany Firemen's Park or Pfeiffer Nature Center. Ice cream socials can also be held in conjunction with the Olean Lincoln Park Thursday night music performances.

The Services Committee consists of Warner Page and Chuck Walker. Names of service providers have been collected. Some Directors have concerns about the providers. It should not appear that EMV is recommending these people since we don't want EMV to be liable for poor service or any problems. A suggestion was made to use the member portal so that members could directly communicate what services they need and other members can respond with suggestions or comments. Kim suggested setting up a tiered method where paid sponsorship can be acknowledged, discounts can be noted, and it will be more of a directory. The portal can serve as a forum for these kinds of requests. We need to continue to work on this.

Discussion of engagement of members in helping to create activities – Athena
A brief discussion was held about directly contacting members to see what activities they would like and asking if they will help to organize activities. We need to help give them some ownership of the events. Theresa and Linda agreed to make some calls.

Discussion of Whistleblower Policy – Linda
Linda reported that while not required of small non-profits, there is a standard template available for all non-profits that delineates how employees or volunteers can report issues that they think are inappropriate. A copy tailored for EMV was sent to all Directors. Athena moved to accept the policy and a second was provided by Linda.

Review and vote on budget for 2022 – Jean Francois
The Secretary inadvertently sent the wrong budget for review. Theresa and Jean-Francois provided correct information, a brief discussion took place, and a decision was made to send a correct written copy and do an email vote by the Board. Kim and Larry reminded the Board that a budget is more of a plan and that things can change.

Other Information or Concerns
Larry suggested looking at a list of funds in the Cattaraugus County Regional Foundation to see if some grants or gifts might apply to EMV. Athena suggested that she will contact an order of nuns to see if she would be able to apply for a grant. There is also the Renodin Fund which we could apply for to assist lower income people. We need to attract a more diverse group of senior citizens and can contact the Coasters, the 60+ Club, and the Dresser Retirees. Theresa suggested that we need to create a plan for doing this. We will continue that discussion at the next meeting. Other ways of getting information out can be through newspaper articles and Facebook ads which are inexpensive. We can also encourage our members to spread the word on their own social media pages. Larry suggested that we check out the Home Assistance Referral Team (HART) Inc. in Niagara County (hartprogram.org).

Adjournment – The meeting was adjourned at 5:30. Jean Francois moved to adjourn, Athena seconded.
Date and location of next meeting: The next meeting will be on Tuesday, April 19, 2022 at 4:00pm on Zoom. Kim will send an invitation.

ENCHANTED MOUNTAINS VILLAGE
BOARD MEETING AGENDA

April 19, 2022
at 4:00 PM
Location: Zoom

Call to Order: 4:01 PM

Present: Athena Godet-Calogeras, Theresa Schueckler, Kimberly LaMendola, Linda Matthews, Jean-François Godet-Calogeras Excused: Chuck Walker

Approval of Minutes of the Previous Meeting
A motion to approve the March 1, 2022 minutes was made by Kim with Athena seconding and approved by all Directors.

Treasurer's Report – Jean Francois
After a meeting with an accountant who advised him, Jean-Francois filed the 990N and CHAR 500 for 2021. EMV was approved for exemption from paying taxes on purchases from New York State. The form is on our Google drive. We still have not heard about exemption from New York State corporation taxes.

Bank Accounts: Jean-Francois reported that there is $2011.72 in the checking account and 2020.21 in the savings account.

Athena made a motion to accept the Treasurer's report, Linda seconded the motion and all approved.

Committee Reports
Athena reported that a calendar of events for April was distributed to all members. She said that there is attendance at the lunches but it is mostly the same people. There is mini memoir zoom session planned with Darlene Goetzman and the perennial exchange zoom has been cancelled but those who responded with offers of plants or requests for plants will get connected and plants will be exchanged thanks to Kristin Chambers. We need more members to become involved in the Program Committee and we need to schedule some hikes or walks now that the weather is getting better.

Unfinished Business:
Report on Insurance -Theresa reported that RSVP will cover our members liability as a secondary insurance after their personal car or health insurance. We still need to get Board of Directors insurance. Hedley Brook gave a quote of $843 and the Alliance for Non-Profits gave a quote for $605. A discussion ensued about whether we need to have Board insurance. Athena reported that some small villages don't have it and make members receiving services sign a waiver of liability. Since there is doubt about whether or not waivers provide any real safety for the Board, a director offered to pay for half of the cost of the Alliance for Non-Profits if EMV pays the other half just so that we can be sure that there is coverage. Linda made a motion to go with the $605 quote, Theresa seconded it and all approved. It was stressed that we need to get the members to make application to RSVP prior to providing any services. We will have to work on that.

Report on website – Kim reported that the website for EMV is up and running. PayPal has been added so

members can pay dues or donations directly. There are still some things that need to be added. We need to encourage members to add to the blog posts and we need to have a way to notify members each time something new is added to the members portal on the website. Chuck had suggested that we should replace the photos of masked individuals with other photos that do not have masks. We also need to encourage members to take pictures at any of the events that they attend so we can add them to the website. One of our new members is a photographer so maybe she would be willing to take some photos or give us tips. Athena asked about what kinds of things should be in a blog and we discussed that we should encourage people to contribute their thoughts, memories, or other things that might be of interest. Linda suggested that she might be interested in doing a piece on cooking for one and starting a thread so that people can contribute some quick and easy recipes for people who have scaled down their cooking patterns. The group decided that blogs of up to 1000 words would be a good start. Kim also stated that she will train other people to add to the website.

New Business:
Board candidates – Since Larry Sorokes resigned due to work responsibilities, Theresa suggested that we need to grow the Board of Directors, committees, and people to work on special projects. Linda made a motion to go into executive session to discuss possible candidates for the Board, for committees, and to lead special projects and Kim seconded with all approving the motion. When the Board came out of executive session, Kim moved that the Board would contact Ed Miner and Lance Chaffee to request a zoom meeting with them to see if they would be interested in being a Board Director, serving on committees, or leading special projects. Linda seconded the motion and all approved. The board discussed some of the skills that are needed such as good organization, legal, and financial skills as well as making sure that potential leaders have a good understanding of the mission of EMV and a commitment to it.

Grants – Linda reported that a grant application was submitted to the Sisters of St. Joseph of the Third Order of St. Francis for the amount of $1000 to cover the cost of two full membership meetings and visits to sites where senior citizens are in attendance. EMV would provide refreshments, brochures, an explanation of EMV, and possible other media. That grant was approved so we will need to begin planning. For the two full membership meetings, plans will be to have them during the warm weather and use an outdoor venue. A second grant application has been received for the Cattaraugus Region Community Foundation. Linda researched costs for videos ($400 each from Boundless Connections), radio ads (The Pig $750 for 30 ads, The GOAT $270 for 30 ads, Big Oly $270 for 30 ads), Times Herald ads ($80 or $120 depending on size for one ad), and Facebook (relatively cheap and cost varies by demographics, frequency, etc.) After discussion, it was decided that we should request $1200 from the Foundation to produce two videos for $800, order 500 brochures for $250, and buy Facebook ads for up to $150. That grant is due April 21. Kim moved we should submit these items for the grant and Jean-Francois seconded. All approved the motion.

Formation of new committees – Theresa suggested that we formalize some of the committees we need. Per the by-laws, all committees must have one Board Director included. Theresa appointed Board Directors to the following committees. We currently have a Program Committee headed by Athena and will form a Finance Committee that includes Jean-Francois and Linda, a Marketing Committee that includes Kim and a Membership Committee that includes Theresa. We now need to invite members of the organization to join the committees.

Creation of a logo & brand – Kim discussed Catchafire which is an organization that helps non-profits to develop logos and branding. She put out a request for assistance from them with developing our logo.

She added us to the request and we each have to create an account through them. The organization has volunteers that will help non-profits with various projects. If we see something we like, we can set up a zoom with the volunteer and the members of the Board.

Public relations effort to attract more members – Linda is working on grants that will give us money to attract more members. Kim continues to develop the website and will develop ads for Facebook when we have funding for that. Athena will be doing some speaking engagements and other Board members can do that as well since we have committed to doing 5-7 speaking engagements as a part of the Sisters of St. Joseph grant.

Internal control for membership/contact management – Kim found some integrated member management programs but thinks that they are too costly for us at this time. She will develop a master program on Google that will contain a membership sheet, grant sheet, donor sheet, and volunteer sheet so that all can be tracked. She has also developed a method of tracking volunteer hours that is currently being tested.

Cross Registration with RSVP – this was covered in our discussion about insurance.

Full membership meetings – this will be discussed at a future meeting.

Other information or concerns – Athena reported that she and Jean-Francois will be out of the country from May 19th to June 8th. She has identified categories of volunteer services and found people willing to be the primary contacts. Theresa Schueckler will be responsible for all calls regarding property services, Connie Howard will be responsible for transportation, Kristin Chambers will be responsible for household assistance and meals, and Linda Matthews will be responsible for communication services. The contact information for these people (phone and email) will be sent to all of the members so that services can continue while the Executive Director will be away.

Adjournment: 6:01 PM

The next meeting will be on Zoom on Wednesday, June 15, 2022 at 3:00 PM.

ENCHANTED MOUNTAINS VILLAGE
BOARD MEETING MINUTES

June 15, 2022
Location: Zoom 3:00 PM.

Call to Order: The meeting was called to order at 3:00 PM by Kim due to the absence of Theresa.

Present: Kim, Athena, Jean-Francois, Ed, Linda
Excused: Theresa, Chuck

Approval of Minutes of the Previous Meeting
Athena moved to accept the minutes with a second by Jean-Francois; all approved.

Treasurer's Report – Jean Francois reported that as of the end of May there was $2,020.38 in savings and $1.711.71 in checking. Jean-Francois paid $602 for the Board insurance. In June, he deposited a check for $1000 from a grant given by the Sisters of St. Joseph of the Third Order of St. Francis. EMV received a donation of $302 to go toward the Board insurance. Linda moved to approve finance report with a second by Athena; all approved. The grant was given to help to publicize the Enchanted Mountains Village through talks and to create community by holding two full members meetings

New York State Tax Form: Still no response by the state.

Committee Reports – Athena reported that during her absence, Etta Walker and the Program Committee put together the June calendar. Athena noted that there has not been a lot of attendance at the coffee and lunch events. She wondered if we need to ask people to RSVP for events. In other news, she and Jean-Francois will be speaking at the John Ash Center to senior citizens and to the 60+ Club in Allegany soon to inform people about EMV and promote membership. Each group has between 80 – 100 people that attend.

There was no Membership Committee report this month. The Finance Committee needs to meet soon. Linda invited Ed Miner to join her and Jean-Francois on the committee. He accepted. A July meeting will be planned. Kim reported that there is no Marketing Committee report. She needs to find some people willing to join that committee.

Unfinished Business:
Full membership meetings -Athena said that the Program Committee will work on planning the members/get together meetings. The cost of the rentals and refreshments will be covered by the grant that was received. Kim recommended that the members meeting be more social than business. The Board discussed possible venues and decided that a summer meeting could be held in one of the parks that have pavilions. Linda will check out costs. Board members discussed various time frames and decided the outdoor meeting could be late July or into

August. The fall meeting will be indoors, preferably mid to late October and could be held at Grand Slam. The Program Committee will work on possible dates and Linda will look into costs of the park pavilions. Kim would like to see EMV members bring in some new people to the events. Attendees for the outdoor meeting will need to bring chairs.

New Business:
Kim welcomed Ed Minor to the Board. Ed had been approved by an email vote to replace Larry Sorokes who resigned.

Approach to adding people to the committees – This will be covered at a later meeting when Theresa is available. Kim reminded us that committee members do not have to be EMV members and there is no age requirement for committee members.

Creation of a logo & brand- Kim reported that she posted a request for help on Catchafire and initially did not get much response. A college student, Hannah Johnson, responded and Kim explained the purpose of EMV to her and she has responded with some possible logos. A discussion ensued about logos and branding. The logo becomes the recognizable image that represents the organization and the branding is usually a statement that reflects the philosophy or purpose of the organization. Kim will send the samples to the board members for review. An example of the suggested branding was the statement "Choose the life you want to live!"

Internal control for membership/contact management – Kim reported she is working on that.

Cross registration compliance with RSVP – Athena reported that Theresa brought the RSVP applications from our members to Ellen Herner at RSVP. However, in a follow-up conversation, Athena said that the applications had not been reviewed yet. There is an invitation for an RSVP reception on July 7 but only 6 of our members were on the list. Theresa and Athena can follow up with Ellen on that. A discussion ensued regarding EMV members that don't want to be crossed registered as RSVP volunteers. Since RSVP provides the insurance for all of the EMV volunteers, they have to be registered with RSVP. That will have to be addressed with our EMV volunteers. Once we have a list of the volunteers that are crossed registered, then the coordinators that can contact volunteers in various service areas will need to get an updated list that reflects those who are insured. EMV cannot request someone who is not insured by RSVP to assist any of our members.

Other information or concerns:
Ed asked if EMV kept a list of requests for assistance that tracks who is helped, what kind of help is given, and amount of time spent. Kim responded that we do have a volunteer sheet that just keeps track of hours each month. Ed said that all of the funding sources he has looked at to try to find funding for a paid part-time employee (20-25 hours per week) require that we provide a detailed track record of how many people we have helped, how much time is spent, and what type of help is provided. We have to show that it is worthwhile to invest in our organization.

Adjournment – Date and location of next meeting

The next meeting will be on July 13 on Zoom at 3:00 PM

The meeting adjourned at 3:59 PM

Note: A later conversation occurred among directors and Theresa recommended that the Board Meeting on July 13 be cancelled and a special vision and planning meeting be held on July 11 at 4:00 PM at her house to discuss the future vision of what EMV can be for its members and also allow some planning for what needs to be accomplished in the full membership meeting. We need to be able to reach out to our members to see what services and social activities they need or want and what is reasonable for EMV to be able to provide. We also need to get our members more active on committees and help them get to know each other.

ENCHANTED MOUNTAINS VILLAGE
BOARD MEETING AGENDA

August 5, 2022
4:00 PM Zoom

Call to Order: 400 PM

Present: Present: Athena Godet-Calogeras, Theresa Schueckler, Kimberly LaMendola, Linda Matthews, Jean-François Godet-Calogeras
Excused: Chuck Walker, Ed Miner

Approval of Minutes of the Previous Meeting - A motion to accept the minutes was made by Kim and seconded by Athena. All directors approved.

Treasurer's Report – Jean Francois said the finances have not changed much since our last meeting. There was a printing cost of $237.61 for more brochures. The savings account has $2021.05 and the checking account had $2524.10 at the end of July with an additional $75 in dues coming in since then.

Committee Reports

Program Committee – Athena reported that the committee decided to have reduced activities for the month of August since there are many community events and people are traveling. There will be a social get together of all members and guests on August 28 from 5:30 to 7:30 at the Lincoln Park Pavilion West. The program committee is seeking members who would like to offer events. If a member wants to lead an event, that person would be responsible for organizing and setting it up and then EMV will publicize it. Etta Walker sent out a survey to see what activities people would like to have. Jean-Francois will be offering an activity at St. Bonaventure University in August.

Marketing Committee – no report

Finance Committee – no report due to members not being available. A director asked what exactly would be the role of the Finance Committee. Linda responded that the committee should be designing the budget to be presented to the Board for 2023, should make recommendations about the cost for joining in 2023, and should look at other possible sources of funding. The Board decided that we need to come up with a way to pro-rate the membership fee so that we can keep the membership year from January to December and do an annual renewal but accommodate for those who join after the January start date. A formal proposal will follow at the next meeting. Kim has all of the applications and will put copies on the Google Drive so we can track when people join.

Membership Committee – no report

These committee reports lead to a discussion of the need to develop a strategic plan. Members should be invited to participate in planning. We also need to plan a membership drive and should have an annual report ready for the October Full Members meeting. Theresa will work on an annual report and Linda will give her the lists of activities that have been held and a copy of the unfinished business plan.

Unfinished Business:

Full membership social August 28th planning – Athena reported that the social for the full membership and guests will take place from 5:30 to 7:30 at Lincoln Park. Members and guests need to RSVP by August 24 so that we can order sufficient food. The Board decided to serve sliders and a veggie platter. Tables will need to be moved and attendees should bring chairs and beverages of choice. A brief discussion was held about how to get people to meet each other. Not wanting to make it seem forced, a decision was made to encourage members to introduce their guests. A very brief presentation will be made by Athena to ask members to consider offering their talents by serving on committees and/or offering their gifts and talents by presenting activities throughout the year. There will be sign-up sheets for committees and activities.

New Business:

Approach to adding people to the committees – Theresa said that if members don't sign up for committees, she will begin calling them to make a more personal request. We discussed the possibility of getting interns from St. Bonaventure. A discussion ensued about how they could best be used given that they would only be with us for a brief amount of time. Some directors also wanted to make sure that interns would not have access to members' private information. Agreement was reached to request interns from the Business School and to focus on developing a marketing plan and a plan for social media. Athena will contact Todd Palmer about getting interns and Ed Miner will be asked to take the lead with the interns.

Creation of a logo & brand- Kim reported that she will follow up with the person who has expressed an interest in helping with this.

Internal control for membership/contact management – Kim will work on a way to track services rendered to members: who did the service, who received the service, what was done, and how much time they spent.

Cross registration compliance with RSVP – Athena reported that only 13 members were cross registered. Each of the coordinators for services should probably call their volunteers to remind them to register so that they will be covered by insurance and we will be able to use them as volunteers. Some people don't want to put their license numbers on the form. Athena said that probably would be okay for those who will not be providing transportation.

Other information or concerns:

The meeting finished with a reminder that we will need brochures, committee sign-up sheets, activity sign-up sheets, and RSVP applications for the social on August 28th. Depending on how many people RSVP, a decision will be made whether we need name tags or not. Also, Jean-Francois will contact a member to see if he might be interested in joining the Board and will also contact a Board Director who is on a leave to see if he is ready to rejoin the Board.

Adjournment – Date and location of next meeting

The meeting ended at 4:55 PM and the next Board meeting will be on October 7 at 4:00 PM at the Olean Library meeting room

ENCHANTED MOUNTAINS VILLAGE
BOARD MEETING AGENDA

September 26,2022
2:00 PM Zoom

Call to Order: 2:01 PM

Present: Athena Godet-Calogeras, Theresa Schueckler, Kimberly LaMendola, Linda Matthews, Jean-François Godet-Calogeras, Ed Miner
Guest: Lance Chafee

Approval of Minutes of the Previous Meeting (see attached minutes)
Moved: Ed
Second: Athena
All approved.

Treasurer's Report – Jean Francois
The monthly bank statements are on Google Drive. There has been income from new members.

Committee Reports:
Finance Committee – Linda (2023 fee recommendations and budget proposal)
Fee recommendation – The Finance Committee recommended that the annual fees be changed slightly. Individual membership would remain at $75 and couple membership would go to $100 to reflect the greater costs for hospitality for social events for couples.

The Board also discussed how we should handle people who join throughout the year. Initially, most members paid in October of 2021 and that fee counted for all of 2022. Since people are joining throughout the year, rather than having to keep track of anniversary dates and billing accordingly, the Board decided to pro-rate the annual fee for those joining after January and charge according to the months left in the year. As an incentive for people to join, the Board recommended that anyone joining after September 30 would be given a free three-month trial and their annual fee would apply to the annual membership starting in January. Annual fee reminders will be sent out in November.
Moved: Kim
Second: Theresa
All approved.

The Board decided to vote on the new budget proposal at the next meeting so that Athena can identify all of the tasks she is doing as the Acting Volunteer Executive Director and determine what tasks could be assigned to a paid part-time assistant so we can determine if the amount budgeted is sufficient. Additionally, Kim recommended that some of the money should be allocated to contract services. The budget proposal will be adjusted accordingly. A recommendation was made to try to find a way to financially account for all of the volunteer

hours that are done by Board Directors and members of EMV.

Board Directors were asked to make any donations directly to EMV rather than just paying for things. When individuals pay the bills directly, there is no financial record of it in the EMV financial statements. If a director wants to pay for something, give a check to EMV with a note on the check what it is for.

Marketing Committee: No report this month

Membership Committee – Theresa has appointed Connie Howard and Margaret Bryner to join her on the Membership Committee. They will meet in October. As part of their duties, they will take on keeping track of the membership and send out notices for the annual member fees.

Program/Activities Committee – Athena reported that the October calendar of events is ready to be printed and will be sent out shortly to the members.

Unfinished Business:

Creation of a logo & brand- Kim reported that the volunteer that was involved did not produce a logo that really reflected the spirit of EMV and suggested that perhaps students from the Marketing Department at St. Bonaventure University might be able to assist us.

Internal control for membership/contact management – (tracking of services rendered to members: who did the service, who received the service, what was done, how long did it take) Kim reported that she has tracked hours of service for Board Directors and has an up-to-date tally. Since she does not know which members are providing services for other members, she does not have a tally of those hours unless they have been submitted to her. Theresa suggested that service hours should be tracked by the coordinators who are managing requests for service and connecting volunteers up to persons requesting help.

Cross registration compliance with RSVP –Theresa reported that RSVP does not have a record of all of the members. She will address that with RSVP.

New Business:
Strategic Plan – Kim reported that she contacted Larry Sorokes who suggested a half-day or three-quarter day session. He would prefer to do it on a weekday and start in the afternoon going into the evening. Kim will work with him to get some dates and talk to him about whether to work with just the Board Directors or invite committee members as well. The Board will set goals and benchmarks for 3-5 years and figure out tasks to be accomplished.

Bona Student Project – Ed will connect with St. Bonaventure University Business Department to arrange a meeting to explore any assistance the students can give us.

Appointment of a Nominating Committee for Board Directors – Theresa reported that she and

Linda will be finishing their one-year Board appointments. The Board is also looking to add an additional Director. She appointed a Nominating Committee of Athena and Ed to make the necessary contacts and make recommendations at the next Board meeting.

Other information or concerns:
There is grant money available to have an annual meeting for all of the members. Athena suggested having a first anniversary celebration and combine it with some fund-raising. The Board discussed having it on a Sunday when there are no Bills football games or Bonaventure basketball games. Details will be planned at the next meeting. After a brief discussion, the Board decided on November 6th for the anniversary celebration for members.
Moved: Ed
Second: Kim
All approved.

Adjournment: 3:15 PM
Motion: Jean-Francois
Second: Linda
All approved

Date and location of next meeting TBA

ENCHANTED MOUNTAINS VILLAGE
BOARD MEETING MINUTES

November 16, 2022
4:00 PM Zoom

Call to Order: 4:07 PM
Present: Athena Godet-Calogeras, Theresa Schueckler, Kimberly LaMendola, Linda Matthews, Jean-François Godet-Calogeras, Ed Miner

Approval of Minutes of the Previous Meeting
Motion – motion to approve was made by Ed
Second – second by Jean-Francois
All approved

Treasurer's Report – Jean Francois
Bank Accounts: Checking - 2,512.84; Savings – 2,022.06

Committee Reports:
Finance Committee – Linda reported that Jean-Francois had contacted Ed Bysiek (accountant) to get recommendations for improving our financial records. Jean-Francois told the Board that Ed recommended that we use QuickBooks which can be rented and is cloud based. Jean-Francois will look into what would work best for us. Kim recommended looking at the simplest package. Ed Bysiek will recommend an accountant for us if we should need one. Theresa reported that she looked into insurance costs for directors and any personnel will remain the same in 2023. The Board also reviewed the proposed 2023 budget.
Motion – motion to approve the budget was made by Athena
Second – second by Kim
All approved

Marketing Committee – Currently, there is no Marketing Committee. Kim asked to be removed from the Marketing Committee and will concentrate on the website and Facebook. The Finance Committee had recommended that the EMV website be moved to its own platform. Kim has been sharing her platform with EMV and absorbing the cost. The Board agreed that we should be paying for our website. The current agreement ends in April of 2024 at which time we will move the EMV website to its own platform. Athena has some ideas for people to contact to see if they would agree to join the Marketing Committee. We would still need to have one Board Director on the committee.

Membership Committee – Theresa reported that the Membership Committee consists of Connie Howard, Margaret Bryner, Sarah Stangle, and herself. Currently, recruitment of new members is mostly occurring by word of mouth and personal invitations. The Membership Committee will take on the task of notifying current members by sending an email reminding them that membership needs to be renewed in January and advising them of the 2023 fee schedule. Fees are due by January 17. Members who have not sent their fee by the 17th will be

called to see if they want to continue.

Program/Activities Committee – Athena reported that the November social was very successful and well attended. There are currently eight members on the committee. Linda requested more Zoom activities or events since there are still some members who are not comfortable in large groups. Kim said she could offer a relaxation and meditation event one time a month online. Athena talked about having a subgroup form for people dealing with loss and grief. She is in discussion with Kristin Chambers about starting this. Ed Miner asked about the possibility of paying a stipend to a church or organization that would offer some space for such a group. Several Directors mentioned that there is money in the budget for event space. The amount can be discussed at a later date when more plans and information is available.

Unfinished Business:
Creation of a logo & brand- Kim indicated that the logos that have been submitted have not really achieved the message that we are seeking. Athena and Linda felt that the logo was less important than getting a functional Marketing Committee at this point and that we should wait until that is in place and have them responsible for working on branding and a logo.

Internal control for membership/contact management – Kim has a system that tracks the volunteer hours of Directors and any members whose names are submitted to her. That system does not track the exact services, who they were given to, and when they were given. The Board decided that should be the responsibility of the group leaders who connect members who give services to other members since they will be responsible for making those contacts. Those records would be given to Athena.

Cross registration compliance with RSVP –Theresa reported that she continues to have difficulty getting meetings with RSVP and having accurate records of which EMV members have also joined RSVP and are covered by their insurance. Linda suggested that we should just pay for the additional insurance for our members since most have not signed up with RSVP and we don't have good records that let us know who has insurance coverage by RSVP. The Board had previously agreed that only members who are covered by RSVP insurance should be permitted to enter the homes of or provide rides to other members. Theresa will try again to work with the Department of the Aging and RSVP and we will revisit this issue at our next meeting.

Discussion of hiring an assistant – Theresa talked about hiring an assistant. Athena has given a list of things that she could use help with, Jean-Francois might also want to give some tasks to the assistant once a financial system is in place, and once the EMV website is in place, Kim may also have some tasks that she would give to the assistant. A committee needs to be formed to write a job description and skill requirements for the assistant.

New Business: A 90 year old in need of companionship and rides has been referred by the Department of the Aging. Athena will talk to them to see if EMV is appropriate for that person.

Strategic Plan – Kim will follow up with Larry Sorokes about what comes next as we develop our strategic plan.

Bona Student Project – Ed and Athena reported that attempts to contact the Chairperson of the Marketing Department at St. Bonaventure have not worked. Phone calls are not returned. Ed will contact Beth Eberth and Lynda Dunn to see if they have some ideas about marketing and people who might volunteer to help or serve on the Marketing Committee.

Recommendation of the Nominating Committee for Board Directors and Officers – Ed reported that Linda Matthews and Theresa Schueckler have agreed to stay on the Board with three-year appointments. Lance Chaffee has already been approved for a three-year appointment. Additionally, the currently Board officers have all agreed to continue with their current duties for 2023. Formal appointments will be made at the annual meeting in January. Ed reported that Sr. Margaret Carney may have an interest in joining the Board.

Insurance – Theresa reported that the Board insurance will be $603 in 2023 and that if the Board decides to add member insurance for liability, that will be an additional $654.

Other information or concerns: None

Adjournment
Motion -Linda moved to adjourn the meeting at 5:30
Second - Second by Athena

Date and location of next meeting to be determined.

Submitted by Linda Matthews, Board Secretary