ENCHANTED MOUNTAINS VILLAGE
BOARD MEETING MINUTES

January 23, 2023
4:00 PM Zoom

Call to Order: 4:03 PM

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

Approval of Minutes of the Previous Meeting (see attached minutes)
Motion: Motion to approve made by Ed.
Second: Athena
All approved.

Vote on three-year terms for Theresa and Linda

Motion: Motion to approve three-year terms for Theresa and Linda made by Athena.
Second: Ed
All approved.

Election of Officers:
Motion: Motion to continue with the previous year's officers (Chairperson – Theresa, Vice-Chairperson – Kim, Secretary – Linda, Treasurer- Jean-Francois) made by Athena.
Second: Ed
All approved.

Treasurer's Report: Jean-Francois reported that the previous end of month statement indicated that there was $3,777.84 in the checking account and $2,017.73 in the savings account. Additional income since the end of the month has brought the checking account to $4,127.84 at present.

Committee Reports:
Finance Committee: Jean-Francois has been doing research on QuickBooks and other accounting systems. QuickBooks is a subsystem-based program that ranges from $40 to $100 per month. He also looked at Aplos Software which is a software reporting system for non-profit organizations. This program includes a database of members, donors, and funding. It has a good reputation for customer support for organizations. Jean-Francois will send links to videos of Aplos to Board members. Linda will set up a Finance Committee meeting.

Marketing Committee: Athena reported that she was not able to meet with Todd Palmer but

she met with Denny Wilkins from the Journalism Department and he will connect her up with Dean Aaron Chimbel and Mike Jones-Kelley regarding using interns to develop a marketing plan. Ed, Lance, Jean-Francois, and Athena will meet with them. Athena mentioned efforts to get the name of EMV out in the public and getting some of the members known as is done by other Villages. It might include having interviews of members that focus on some particular interest or aspect of their lives. The students could do the interviews and create short "Snapshots" of the members. It would help members to get to know one another and benefit students by having them get to know older people and see their vitality and interests. Jean-Francois thought it would be a great way for the students to get more involved in the community since they are quite insulated from the community while on the campus. Members who agree to an interview will sign a release agreeing to the interview and acknowledging that the information will be made public on the Website and social media.

Membership Committee: Theresa reported that the committee (Theresa, Margaret Bryner, Connie Howard, Sarah Stangle) will start contacting members who have not yet renewed after February 1.

Program/Activities Committee: Athena reported that the committee met and included nine events for the February calendar. They also included the February birthdays on the monthly calendar.

Unfinished Business:

Internal control for membership/contact management: Kim wants to work on one reporting sheet that can include all of the information needed for keeping track of volunteer hours. The reporting sheet will include what was done, for whom it was done, when it was done, who volunteered, and where it was done. Privacy can be maintained by making this information only available to the Board. She and Linda will meet about this. This record will be helpful for tracking purposes, for grants, and for any liability issues. Theresa can report the number of hours to RSVP for those people who are also members of RSVP but not include any of the member information. Volunteers should only include the tasks they do for other members but not for friends that are not members.

Cross registration compliance with RSVP –Theresa met with Ellen Herner and says that the members are up to date. She sends the appropriate volunteer hours to Ellen who then includes them in her report to NYS.

Insurance: Did not discuss this.

New Business:

Strategic Plan: Kim sent two emails to Larry Sorokes regarding a follow-up meeting but has not heard back from him. She will send one more.

Bona Student Project: Ed, Athena, Jean-Francois, and Lance will meet with Tara Walker, Coordinator of Interns after the marketing project is confirmed. Ed wondered about a stipend for the students. Typically, colleges abide by an agreement with NYS to accord credits for a specific number of hours. There is a formula for this. If a student is outstanding and we want to use them for more hours, it would be a cleaner process to just hire the student for part-time work.

Creation of a committee to develop a job description for an assistant: Athena prefers holding off on this until we have the Marketing Committee fully developed and operating. It is difficulty at this time to determine what is needed until we see how all of the committees are functioning.

Confidentiality Policy regarding members information (Website, Pictures, Identifying members, etc.): Linda will look into Confidentiality policies used by other non-profits that will keep member information private and still allow for publicity of events that members attend.

Other information or concerns:

Adjournment: 4:59 PM
Motion: Lance moved to adjourn
Second: Jean-Francois

All approved.

Date and location of next meeting: March 6, 2023 4:00 PM Zoom

ENCHANTED MOUNTAINS VILLAGE
BOARD MEETING MINUTES

March 6, 2023
4:00 PM Zoom

Call to Order: 4:05

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

Approval of Minutes of the Previous Meeting
Motion: Lance
Second: Kim

Treasurer's Report – Jean Francois reported the savings account has $2,023.38 and the checking account has $5,487.83 for a total of $7511.21. He will be transferring $3,000 from checking to savings.

Committee Reports:

Finance Committee – Jean-Francois has sent out two software programs for the Board to review. The committee decided that QuickBooks does not meet our needs so we have reviewed Aplos and Run My Village. Aplos tracks all of the finances for nonprofits but would not manage member information other than donations. Run My Village manages all of the member contacts, messaging, website, emails and donations but does not manage any other financial information. The Finance Committee recommended that we continue to investigate other ways to track our finances and not make a decision at this time regarding software. Kim will check out Findley Lake to see what they use for member and finance management. Cheryl from Love Living at Home highly recommends Run My Village for member management but it is expensive. Kim suggested that we finalize a decision about how to track the finances by September so that we can try it out for the fourth quarter.

Marketing Committee – Athena reported that we still do not have a Marketing Committee but that arrangements have been made with faculty in the Business Department at St. Bonaventure to meet in the fall after the semester starts and create a strategy.

Membership Committee – Theresa reported that there are currently 64 members. About 5 did not renew. Some are moving, some are out of country, and another is too tied up with work. Ed suggested that we share the names and emails of new members so we can send a personal welcome. The member list is on Google Drive.

Program/Activities Committee – Athena reported that there is a full month of activities for April. There are two pages including the calendar and list of events. Some members expressed in the

survey that they prefer more outdoor activities. Kim said that we can suggest to members that want specific activities that they can feel free to agree to organize or lead activities such as hikes, etc. and we can publicize them. Kim also requested that we separate EMV events and community events in our calendar. She has done this on the website and asked us to check that out. This led to a much larger discussion about how we should differentiate between an event that the Program Committee is suggesting that EMV get together and attend as a group and those that are simply community events that we think members might be interested in. It also led us to discuss which community events we should promote and also start thinking about corporate or organizational sponsors if we are going to promote community events. In effect, we are giving them free advertising. Athena said she would take all these issues back to the committee. Several members supported the idea that the calendar can be separated into EMV supported events and community events of interest. Additionally, Kim stated that every written communication, whether email, letter, the calendar and Newsy Notes needs to contain a signature line that reminds people to check Facebook and the website, giving the web address to remind members to go to those resources.

Unfinished Business:

Conflict of Interest Statement – Linda reminded everyone to please send a signed conflict of interest statement to her if they have not already done so. It is required annually for all nonprofit Board Directors. You can mail it to her address or send it back as a PDF to her email.

Internal control for membership/contact management and volunteer reporting– Kim and Linda reported on a discussion they had regarding how to track volunteer hours that are donated to the organization and to members. Kim differentiated between Contributed Service Hours (those hours spent by Board Directors, committee members, and members that lead activities or groups or perform some service for the benefit of the organization) and Request for Volunteer Assistance Hours (those hours spent by members who are responding to a request by another member for assistance). Contributed Service Volunteer Hours are times spent helping to build the capacity of the organization. It is useful to track those hours so that we can acknowledge our volunteers and demonstrate to funders and the community how the members contribute to building the village. Currently, volunteer hours are tracked by means of a link to a monthly survey sent out by Kim. She has offered to also place the link on the website so that members who provide services have access to the survey.

The Request for Volunteer Hours are specific responses to members who are in need of assistance in the areas of communications, light housekeeping, transportation, and yard and garden assistance. The tracking system needs to be very specific and thorough and include a formal request, a response from one of the coordinators, who needed the help, who volunteered to give the help, what help was given, where the help was given, and how the contact was closed out. The Board of Directors needs to develop procedures that formalize a protocol to request assistance; formalize protocol for coordinators to fill, track, and close out a request; and develop a volunteer handbook for consistency, transparency, and safety of the members. Since one of the most valued benefits of a village is the opportunity for members to help each other in times of need, we have to make sure that the help is given safely and does not cause any liability to

members or the organization. We are working on a method of tracking the member-to-member service hours. We also need to make sure that members make a formal request through a coordinator and not just call up another member who may have helped them previously. The best way to track the member-to-member service hours is through the coordinators.

Insurance – Theresa stated that we are paid up until June and will bring back up for discussion at that time whether to continue on with RSVP or to just buy our own member insurance.

Strategic Plan – Kim reported no response from Larry Sorokes so she will work on a way for us to continue on with developing a strategic plan based on the information that we provided at the retreat in the fall.

New Business:

Bona Student Project – Athena reported that 11 EMV members have agreed to participate in a project with St. Bonaventure students to give interviews and talk about any aspect of their lives that they choose. It is a way to help the members get to know each other.

Confidentiality Policy regarding members information (Website, Pictures, Identifying members, service responses, etc.). – The Board reviewed the proposed confidentiality policy and decided to remove the section that says we will not share addresses, phone numbers, or email addresses since the EMV application indicates that we will share that information in order to promote people getting to know one another and gives members an opportunity to opt out of having their information in our member directory. The rest of the policy seems fine. It will be amended and come back to the Board for a vote at our next meeting.

Other information or concerns – Linda asked for help in developing a volunteer manual. She will begin gathering information. Athena said she would be willing to review whatever Linda developed.

Jean-Francois mentioned that Veggie Wheels is fundraising through the Community Foundation. He wondered if EMV could help sponsor this organization. Athena mentioned that 12 of the EMV members are involved with this fundraising ride. The Directors all offered support for the organization but several wondered if it is appropriate for EMV, as a nonprofit to donate member money to another nonprofit. After discussion, the Directors decided that we would pool our personal donations and send the money to the Foundation from the Board of Directors of EMV rather than from the organization. That way we can show support for Veggie Wheels and also for our members who are participating. We wanted to avoid any conflict of interest and also avoid any concern about use of the organization funds.

Adjournment – The meeting adjourned at 5:25 pm.
The next meeting will be on Zoom at 4:00 pm on April 10, 2023.

ENCHANTED MOUNTAINS VILLAGE
BOARD MEETING MINUTES

April 10, 2023
4:00 PM Zoom

Call to Order: 4:08 PM
Present: Athena Godet-Calogeras, Theresa Schueckler, Kimberly LaMendola, Linda Matthews, Jean-François Godet-Calogeras, Ed Miner, Lance Chaffee

Approval of Minutes of the Previous Meeting (see attached minutes)
Motion to approve: Kim
Second: Athena

Treasurer's Report – Jean Francois reported that EMV has $5,024.13 in savings and $2,587.83 in the checking account.

Committee Reports:
Membership Committee – Theresa mentioned that she knows of one person who may join EMV and Athena has met with someone who was referred as a possible member.

Program/Activities Committee – Athena said that members have been contacted regarding things they might like to do. Toni Fragile has suggested getting together for card games and is willing to teach people how to play. The calendar has gone out and Kristin Chambers will send out a weekly reminder about the activities while Athena is away.

Unfinished Business:
Layout of the Calendar – Theresa referred to our last meeting discussion about how we designate EMV sponsored activities vs. community events. She said that the recent calendar did a good job of distinguishing between the two categories. Jean-Francois suggested that any activity that is suggested as an EMV activity should be listed as such. Athena mentioned that sometimes committee members just give information about community events they think might be of interest and those will be listed separately. We discussed whether we should have an RSVP to the EMV email for events to track them so we would know if a committee member should go or whether we need to cancel. After some discussion, the consensus was that we will only ask for an RSVP if one would be required to have a count of attendees due to space limits or to get tickets, etc. Kim offered to put links on the website or Facebook for special events.

Internal control for membership/contact management – Linda reviewed the volunteer tracking sheets for services. It was suggested that the coordinators should do a follow up with the members receiving services to check on how things went. There is a space on the volunteer tracking sheet for that. Theresa stressed that only people who have signed up for RSVP should be allowed to provide services and she thought that they should get training. She also thought that we need to contact those who are listed as volunteers to remind them that to remain on the list, they have to fill out the application for RSVP.

Confidentiality Policy regarding members information – Linda reviewed the amended proposal for the confidentiality policy to see if it is ready for a vote. An explanation was given that the Confidentiality Policy would only apply to members who are volunteering to give services to other members since some directors wondered if all members had to sign the confidentiality policy.
Motion to approve: Jean-Francois
Second: Ed

Volunteer Manual: Linda is still working on it.

New Business:
Strategic Plan: Kim will work on a follow-up to our first meeting.

EMV – Summer Picnic (pot luck?)
Theresa suggested that we should have another summer picnic this year. Athena reported that Mike Blumenthal and Darlene Goetzman offered to host a summer picnic at their house. We will check with them about dates that are convenient. Theresa also would like to have another ice cream social at Lincoln Park in conjunction with the Thursday night music performances.

Bona Student Project – Getting to Know You Project – Athena reported that Jefrey, a student from St. Bonaventure, began interviewing members who agreed to have their interviews placed on the EMV website. Jean-Francois said that he participated in an interview with Jefrey and was impressed by him. The process begins with an interview which Jefrey then writes up and sends back for approval. Once the interview is approved then it is uploaded to the website in the members only portal. We need to ask the interviewees for a picture. Kim had a question about how it would be formatted to go on the website.

Business Sponsors – Linda reported that she had a conversation with Kevin Stevens, who owns Focus Physical Therapy, about EMV and that he was very interested and suggested that he might like sponsor someone or something involving EMV. Jean-Francois and Athena are going on a trip to Italy with some business owners and they will talk to them about EMV as well. We discussed the need for proper planning if we are going to seek business sponsors. Ed volunteered to chair an ad hoc Sponsorship Committee. In order to do this well, we need to be organized about this. Ed suggested that we need three things:

1. A good plan for how the money would be used
2. Target specific businesses to look into
3. Choose businesses that have sufficient funds and interest in community-based programs

Lance offered to join the Sponsorship Committee. Linda also is interested since she and Ed are both on the Finance Committee and there may be some mutual planning and information sharing. There is an unfinished business plan that needs to be finished that may be of use.

Signature Line for All Communications – Kim has a suggested model that is used by some non-profit organizations. It contains information about how to access the organization by social media and serves as a reminder to members to check them frequently. She also suggested putting a reminder in our weekly emails about the password for the members only portal on the website.

> Your Name
> EMV role (Executive Director, Board Chairperson, Treasurer, etc.)
> Enchanted Mountains Village, Inc.
>
> Find EMV on the web!
> Website: www.enchantedmountainsvillage.com
> Facebook: https:/www.facebook.com/EnchantedMountainsVillage
>
> ***Choose the Life You Want to Live***
> Enchanted Mountains Village is a 501(c)(3) nonprofit organization

Other Information or Concerns:
Jean-Francois reported that the combined donations by the EMV Board Directors for Veggie Wheels was $265. Since a number of EMV members volunteer to fundraise for Veggie Wheels, it was a nice show of support for them and for the people who will receive fresh vegetables.

Adjournment: 5:05 PM

The next Board meeting will be on May 15 at 4:00 PM on zoom.

ENCHANTED MOUNTAINS VILLAGE
BOARD MEETING AGENDA

May 15
4:30 PM Zoom

Call to Order: 4:31 PM

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

Approval of Minutes of the Previous Meeting (see attached minutes)
Motion: Lance
Second: Athena
Motion passed.

Treasurer's Report – Jean Francois reports that we had a total of $5,024.96 at end of April and that he paid $622 for the liability insurance in May.
Committee Reports:
Finance Committee – Linda gave an update on the business plan that had been started last year. Most of it has been written and reviewed by the committee and Jean-Francois edited it. One thing that remains to be done is a section on the particular skills that key members of the organization bring to the ongoing management of EMV. Now that there are bios on the website, we can take that information and edit it to add to the plan. The last part of the plan involves a financial plan for the future of EMV. That will include our financial needs for the next two-three years and will address developing fundraising and sponsorship goals. Athena offered to put out a request for people to help the Finance Committee with fundraising and consider joining the Finance Committee. The Finance Committee recommended contacting the Credit Union to see if there are any employees who would be willing to do community service and help us with our financial reporting and development. If they not able to provide that, we decided we could also contact a local accounting firm that is known for community service. Jean-Francois offered a third alternative and suggested that he would contact Ed Bysiek to see if he would assist us. Lance suggested some minor changes to the narrative and will send his suggestions to the committee. The next meeting of the Finance Committee will focus on fundraising.

Membership Committee – Theresa has consolidated the volunteer list and streamlined the list of services since many volunteers offered their services in several areas. She would like to get more ideas from our members regarding their involvement in EMB. Athena offered to put out a request for members to join committees in her next Newsy Notes. Kim also will put up a members list on the EMV website. Athena reported that since she sometimes gets requests for assistance, she is now passing them along to the appropriate service coordinators. The coordinators will contact a volunteer and then do a follow up contact. Coordinators will also then periodically contact the volunteers on their lists and make sure they are still available.

Program/Activities Committee – Athena reported that the Program Committee will be meeting soon to set up the June activities. She also reported that the Women's Group has been well attended and very successful. They will take a summer break and then resume at a later date. She also indicated that since some of the members still work, its better to have large group gatherings on weekends. Smaller events can still occur during the week. Kristen Chambers has offered to host a gathering at her house at the end of July. Kristen has requested that the Board consider sending a stipend to St. Stephen's Church for hosting the Women's Group. They were very gracious and provided refreshments as well as space to meet. She suggested a $250 donation.
Motion: Athena
Second: Jean-Francois
Motion passed.

The committee also discussed having an ice cream social to coincide with the Music in the Park on Thursdays at Lincoln Park. Theresa offered to host that. Linda will send a list of musicians to Theresa.

Unfinished Business:
Insurance – Theresa reported that she has been unable to get in contact with Ellen Herner regarding the insurance RSVP provides to our volunteers. She left a message that we are looking for more information and would like to see a copy of the insurance. Theresa suggested that we table our decision about purchasing additional insurance until we are able to see what RSVP is providing. She will continue to follow up on that.

Summer Picnic – Athena reported that Mike Blumenthal said that August 27would be a good date for him to host a picnic at their house.

Coordinator Reporting - Theresa reported that the process for requesting services is for a member to contact the appropriate coordinator who will find a volunteer and connect them and then do a follow up contact to make sure all went well. Athena said that since she sometimes gets calls for assistance, she will now send the requests to the coordinators. The coordinators need to remind the volunteers to call the member before going to meet them to make sure that they are available.

New Business:
Strategic Plan – Kim has not had a reply to her emails so she will call Larry Sorokes regarding the Strategic Plan.

Bona Student Project – Athena reported that Jefrey has finished his interviews and is working on them but is busy with end of school and exams. All interviewees will be sent a copy of the interviews for their approval. Athena will request photos and then send them on to Kim in either a jpeg or png format.

Confidentiality Policy regarding members information (Website, Pictures, Identifying members, etc.). – Theresa asked Linda about the volunteer orientation and Linda indicated that she is working with Kristin Chambers and has sent her some information and is waiting to hear back from her. Lance will also be joining in the orientation project.

Ad hoc Sponsorship Committee - Ed Miner reported that he and Lance will work on that once the basic framework for the business plan is in place. A discussion ensued where it became clear the business plan, strategic plan, fundraising plan, marketing plan, and sponsorship plan all influence each other. EMV is not well known in the community and we need to become more visible in our area. We need to reach out to the business and the medical communities.

Other information and concerns – The Board discussed topics for our next meeting and agreed that we need to start setting some goals for the next few years. We need to develop a vision for EMV and then decide how we can get there. Linda suggested that we all spend some time looking at other village websites and see what they are doing. Our main topic for the next meeting will be to take a look at how far EMV has come and where we want to be in the next two to three years.

Adjournment – 5:20 PM

Next meeting will be June 19th at 4:00 PM

ENCHANTED MOUNTAINS VILLAGE
BOARD MEETING MINUTES

June 19
4:00 PM Zoom

Call to Order: 4:03 PM

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

Approval of Minutes of the Previous Meeting
Motion: Lance
Second: Jean-Francois
Motion passed.

Treasurer's Report – Jean-Francois reported that he spoke with Ed Bysiek about helping us with our financial records and Ed agreed. For small jobs, he will not charge. For larger jobs, he will give us a discount. Ed created a spread sheet and Jean-Francois will enter the numbers and have Ed review it.

Bank Accounts: Checking - $2084.83; Savings - $5,020.85
A check for $250 was sent to St. Stephen's Church for the use of their space and hospitality for our women's group. It has not been cashed yet.

Summer Picnic – Date for Summer Picnic at the Chambers/Miner home is July 23.

Focus Planning – Theresa and Linda

1.Discussion of Board Evaluation Forms - what are we good at and where do we need improvement?

A. How well has the board done its job?

Theresa began by reviewing the Mission Statement. All are in agreement that it very accurately represents what EMV is and what it wants to be. We went over the statements in the questionnaire and agree that the Board communicates well. We actively monitor our budget and fiscal management, and do not need an audit at this time. We have consulted with outside partners and organizations about what we should be doing and with whom we should be working. Athena actively communicates with the Department of Health, the Department of Aging and has communicated with Interfaith Caregivers. Currently, Interfaith Caregivers is experiencing a shortage of volunteer drivers as a result of Covid. Theresa communicates with RSVP and recently obtained a copy of the insurance policy that covers our volunteers. She will distribute that to Board Directors. We

provided an annual report to our members which included what we have been doing and also a financial report. As Executive Director, Athena regularly communicates with many of the members and is usually aware of any needs or difficulties they may be having.

We identified things that we are working on. We recognize the need for a strategic plan and are working on that so we can begin to set short-term and long-term objectives. We are developing our committees. The Program Committee is very strong, meets monthly and comes up with a monthly schedule of activities. The Finance Committee has met three times, developed a budget, and is currently working to get our reporting documents in order. It has been working on a business plan and is close to achieving that. We recently welcomed a new member of the committee, Sue Groves, bringing it to a total of four members. The committee's future plans are to finalize the business plan and start working on a plan for fundraising. The Membership Committee now has four people and did the follow up for the membership drive. They recognize that there is more for them to do and will be working on additional efforts to grow and stabilize the number of members. A new ad hoc Sponsorship Committee consisting of Ed Miner and Lance Chaffee is looking to build relationships with area businesses and organizations. They are waiting for the business plan to be finalized to begin making contacts. Some of their ideas are to identify what benefits a business would get from donating to us and a possible suggestion to businesses that they offer employees a one-year paid membership to EMV upon retiring.

The Board then focused on what we are not doing well. The Marketing Committee is nonexistent and the Board recognized that marketing is a critical need for EMV. While professors and students from St. Bonaventure University will help us develop a marketing plan in the fall, right now we have not been doing a lot of marketing. The St. Bonaventure endeavor will be to help develop a plan but they will not be following up on the plan so we need to get people now who will commit to joining a Marketing Committee. Athena has made visits to senior centers and she and Jean-Francois had the opportunity on a recent trip to contact a local business man and his wife who are active in the community and might be willing to help spread the word about EMV. We also have not developed any short-term or long-term objectives and expect that the strategic planning session on June 28 will help with that. Larry Sorokes will be facilitating. We also have not really focused on any future issues such as succession planning for the Executive Director position and future Board Directors. We need to really look at the skills that we are missing on the board as we think of adding or replacing Directors. With two years of Board existence, we have lost two Board Directors so we need to be prepared and also help to manage expectations of new Directors.

B. How well has the board conducted itself?

We have regularly scheduled meetings, stay on track with our agenda, and our meetings finish on time. We are aware of the By-laws and refer to them as needed. Additionally, we work well together as a team, receive and monitor financial information, and generally

have a high morale. Currently, we do not receive regular committee reports and we need to be more aware of board recruitment. We also need to do board orientation for new Directors and some ongoing education for current Directors. As the Board Directors get to know each other better, communication and participation is improved. Board morale seems to be quite good.

2.Discussion of the Vision identified at the last Strategic Planning session. It is highlighted in the attached EMV Strategic Planning Session Notes.

The Board affirmed its support of the vision that was identified at our last planning meeting.

Enchanted Mountains Village aims to be the largest social support organization for people over age 55 in Cattaraugus County. It will be an inclusive, intergenerational community with fully participating members who are well engaged with programs and services and administered by a paid director/staff member.

3.Consider the following topics:

A. Potential number of EMV members:

The Board agreed that 100 members seemed to be ideal for the group and that if we aim for attracting 10 new members each year, we can achieve that number in a few years and account for those who leave.

B. Diversity of members

The Board acknowledged that there is not a lot of racial diversity in our locality but that we should work on that and also look to increase people from more diverse incomes, ages, and levels of disability.

C. Board recruitment and diversity

Board Directors suggested that we look to corporations, bankers, insurance companies to help find people who can assist with things like finances and fund-raising.

4. How can we get members to feel more comfortable requesting services?

Several Board Directors acknowledged how hard it is to ask for help, particularly if you are used to being very independent. The general consensus was that the more you get to know members and become friends with them, the easier it is for people to see if you need help and for members to ask for help.

Other information or concerns:

Athena reported that she has talked to Suzanna Stitt who is willing to do some volunteer work for us and who might be able to help us look for some place to have an office should that be required. Also, there was a discussion about isolation and loneliness among older people, particularly in rural areas where help may not always be available. Linda requested that Directors that find information about loneliness and its connection to health and wellness in older people pass that along to her to help with grants. Athena mentioned that Christopher Crawford, a fellow at the Department of Health may be able to assist with that.

Adjournment: 5:25 PM

Date and location of next meeting – August 14, 2023 4:00 PM on Zoom

ENCHANTED MOUNTAIN VILLAGE
BOARD MEETING MINUTES

August 14, 2023
4:00 PM Zoom

Call to Order: 4:10 PM

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

Minutes of the last meeting:
Motion to accept: Athena
Second: Ed
The vote to accept was unanimous.

Treasurer's Report: Jean- Francois reported that we have $1,834.83 in the checking account and $5.027.49 in the savings account.

Motion to accept: Linda
Second: Ed
The vote to accept the Treasurer's report was unanimous.

Confidentiality and Privacy Policy Signature Change Form: Linda reported that a request had come from Kristin Chambers to make the language on the signature page a little clearer. The actual policy, which had been previously accepted by the Board remains the same. A few minor changes were made to the signature page to make it clearer to volunteers what they were agreeing to.

Motion to amend the signature page: Ed
Second: Jean-Francois
The vote was unanimous.

Volunteer Orientation Progress - Linda told the Board that she received information from Kristin Chambers that she was continuing to work on the volunteer orientation plan. She will also be working with Mike Blumenthal to prepare a video that can be viewed by all potential volunteers to inform them about the expectations EMV has for volunteers. Once completed it will be given to the Board for approval.

Business Plan Progress - Linda reported that most of the business plan has been completed except for the financial plan. The Finance Committee is waiting to receive the strategic plan so that they can use that information to build a two-year budget and financial plan. They hope to be finished in October. It is important to finish the strategic plan proposal since the Board wants to present it at the Annual Meeting in October.

Money - how to account for donations (Board, members, corporate, other) - Theresa talked about the need to track donations according to the category of donors so that when we begin marketing, we can see where we need to put our efforts. There was a discussion about how we need to acknowledge donations. We can send a handwritten thank you or we can use a form. It's just important that whatever method we use, it needs to have the name of our organization, the amount donated, and the fact that EMV is a 501(c)(3) non-profit organization. The Membership Committee will take that process on. We also discussed the fact that we need to make a plan for how we will spend the money we have. Suggestions were made to purchase a dedicated cell phone with text and internet capability. That way, EMV will have a permanent phone number so if the Executive Director is out of town, the phone can be given to another Board Director or to an employee, once we hire one. Additionally, we discussed getting a permanent address by having a PO Box rather than using the address of our volunteer Executive Director. Once we accomplish this, we will need to order updated brochures and perhaps some business cards with a Logo. Jean-Francois will get information about the cost of a phone and some plans from Credo and then Linda will take that information to Verizon for a comparison of costs. The Board decided to move forward on these suggestions and voted to begin the process of getting a phone and PO Box. The Finance Committee will begin to consider payment for an Executive Director that is not a volunteer.

Motion to purchase a dedicated phone (after costs are compared) and a PO Box: Linda
Second: Ed
The vote was unanimous.

Annual meeting for fall - Theresa and Athena discussed choosing a date to have an annual meeting of the members of EMV. It will be part social and part business so that we can engage the members and find out what they would like to see as programs and services and how willing they are to engage and help to keep the village going. October 15th was chosen for an afternoon meeting with refreshments. Theresa will check out venues that would work. Hopefully, the strategic plan proposal will be ready so it can be presented to the members.

Volunteer Insurance - Theresa asked for feedback on the CIMA insurance plan that covers our volunteers provided by RSVP which was sent to all Board Directors. Since we do not have a lot of requests for volunteer services, the general consensus was that it is probably sufficient for now. However, volunteers are only covered if they have registered with RSVP and not many members have done that. This can also be addressed at the annual meeting.

Theresa Scheuckler announced that she would be resigning from the Board of Directors as of December 31, 2023. She will continue to serve as the Chairperson for the Membership Committee and is remaining a member of EMV. She would like to put her energy and time into strengthening the Membership Committee which is newly formed.

Motion to adjourn at 5:15. - Athena

Second - Ed

The date for the next meeting will be determined through email.

Submitted by Linda Matthews

ENCHANTED MOUNTAINS VILLAGE

Board Minutes
October 23, 2023
Zoom

Call to Order: 4:03 PM
Present: Jean-Francois Godet-Calogeras, Athena-Godet-Calogeras, Theresa Schueckler, Lance Chaffee, Linda Matthews
Excused: Ed Miner

Approval of Minutes of the Previous Meeting:
Motion: Jean- Francois
Second: Athena
All approved.

Treasurer's Report – Jean Francois reported that as of the end of September, there was $5,029.17 in savings and $5,835.88 in checking. Since October 1, $645 was paid to the American Legion in Hinsdale for the annual members meeting and $52.90 to Staples for paper and donations amounting to $326.79 were received.

Finance Committee Report – Linda reported that, in preparation for making the budget, the committee discussed the EMV fees. Currently the fees are $75 for a single person and $100 for a couple. She mentioned that other villages had single member dues ranging from $25 to $470 and that some villages posted statements that indicate that finances should not be a determination in not accepting members and that if the dues are a problem to discuss that with the Executive Director. In the future, we can seek donations to create a sponsorship fund. We discussed the need to increase our funding due to the increase in costs that EMV will accrue in the future. We now have a phone bill, a zoom bill, and will be hiring a part-time assistant so we will need to adjust the budget to account for those costs. The Finance Committee discussed an increase to take the fees to $85 for a single member and $140 for a couple but stopped short of making a recommendation to the Board and left it for them to further discuss the fee structure. We will be seeking funding through our local government officials since they have money available for member items. We discussed the fact that other villages receive funding through the NYS Departments of Health and Departments of Aging. Dr. Watkins from the local health department is getting EMV $5000. We also discussed the need to include the in-kind donations of rent, phone, and pay of the Executive Directors in the budget so that our members will see why we will need to increase member fees and donations. Since the Finance Committee meeting, Athena has provided us with in-kind salary approximations and Jean-Francois has provided rent, phone, and zoom costs. At the next meeting of the Finance Committee, we will put together as much as we can for our budget. Athena mentioned that Sr. Marge White has let her know about money that might be available from a Social Justice Committee, possibly up to $5,000 that we can apply for.

The Board discussed fees following the Finance Committee and decided on a moderate fee increase of $85 for a single membership and $120 for a couple membership.

Motion: Linda
Second: Lance
All approved.

Strategic Plan Discussion – Linda briefly reviewed the draft of the strategic plan and with minor language changes, the Board decided to vote on it.

Motion: Athena
Second: Jean-Francois
All approved.

New Board Directors – Theresa reported that Lance has completed the final year of Chuck Walker's term and is eligible for a three-year term. There is a need to find a replacement for Kim LaMendola whose term ends December of 2023 and who has resigned. Her replacement will be eligible for a three-year term. There is also a need to find a replacement for Theresa who is resigning in December of 2023 and still has two years left on her term. Theresa appointed herself, Linda, and Lance to a Nominating Committee. The Board then discussed possible people who might bring their skills to the Board. Additionally, we discussed not only replacing the exiting Directors but possibly increasing the Board from seven directors and adding a few more. The By-laws allow for a maximum number of 11 Directors. We decided to stay with seven for the remainder of 2023 and then add more in 2024. Names mentioned as possible Directors are Jack Hart, Margaret Bryner, Mike Blumenthal, Mary Rich, and Joann McAndrew. The Nominating Committee will begin contacting some of these people. We can also contact the people at Leadership Cattaraugus and see if they have some recommendations.

Additionally, Robin Muscato was mentioned as a possible member for the Finance Committee and Jeff Steiner for the ad-hoc Business Sponsor Committee.

Old Business – Theresa mentioned that Joann McAndrew, who works for Total Senior Care and is an EMV member, said that her boss is interested in working with EMV. Discussions will follow. The Board agreed that the Annual Members Meeting was very successful. The food and decorations were wonderful. Jean-Francois told the Board that the EMV Google Drive is going to be reorganized and he will send the access information to the Board. The Board decided that, in lieu of a December Board meeting, we should have an EMV Christmas Party on December 16 from 2-5 PM. The Program Committee will organize that.

The meeting adjourned at 5:37 PM.
Next meeting will be on November 20 at 4:00 PM.

Submitted by Linda Matthews

ENCHANTED MOUNTAINS VILLAGE

Board Meeting Minutes
November 20, 2023

Call to Order: 5:05 PM
Present: Theresa Schueckler, Jean-Francois Godet-Calogeras, Athena Godet-Calogeras, Ed Miner, Lance Chaffee, Linda Matthews

Approval of Minutes of the Previous Meeting
Motion to approve: Athena
Second: Ed
All approved.

Treasurer's Report – Jean-Francois reported that there are $5,025.02 in the savings account and $4,790 in the checking account. The December bills will include $300.00 for rent and $22.95 for the phone. A larger phone bill was paid the prior month and the regular phone bill will likely be around $44.

Update on New Board Directors: Theresa reported that Jack Hart and Mary Rich have agreed to serve on the Board. Jack will serve a three-year term and Mary will serve a two-year term finishing out Theresa's term.

Membership Committee Status – Theresa reported that she would be remaining on the Membership Committee but that a Board Director would need to be appointed to the Committee since she is leaving the Board. This can be discussed at the January Board meeting. She also mentioned that the new pro-rated guidelines eliminate the free trial during the last three months. This is a recommendation from the Finance Committee. A brief discussion occurred, and the Board voted to eliminate the free trial and simply prorate for the 12 months.
Motion to eliminate the free trial: Ed
Second: Athena
All approved.

Tracking Service Hours – Theresa asked how the hours regarding member service and organization service were going to be tracked separately. There is a link where time spent can be registered but we do not have separate lists for member service. The Board decided to have Coordinators of Service record the service hours and Board Directors and other volunteers that provide organization service will use a link to the EMV Google Drive that Jean-Francois will provide. The EMV Google Drive is currently being revised.

Executive Director Report – Theresa reported that EMV currently has 72 members. Jean-Francois has created a database. It is available on the EMV Google Drive and can be accessed by Board Directors to read but can only be edited by Jean-Francois. EMV is no registered with Cattaraugus Gives for Nov. 28. She is sending out an email to all of our members with a link for

donations. The address for those who want to send checks is EMV, 301 North Union St., Suite 404 A PO Box 16, Olean, NY 14760. Athena also reported that the marketing class at SBU will make a presentation of their marketing project on December 4 with Grace Miller. Athena said she sent in a job description for a Communication Consultant along with photos of EMV events. Linda asked how a student would be hired and informed the Board that if that student is an employee, then EMV must follow the NYS requirements for tax withholding, workers compensation, etc. Athen stated that she would hire the students as a consultant, not an employee. Linda then read the IRS requirements and description for consultants and told the board that whether the pay is for an employee or a consultant, it is still reportable to the IRS if it is over $600 annually. Athena said she would keep the cost under $600. There was reluctance by the Board to hire an employee since there would be a need for a payroll service and additional insurances. Linda said she would inquire about reliable payroll services.

Athen reminded the Board about the Christmas Party on Dec. 16. RSVPs are due by Nov. 30. The Programs Committee is managing the party. Toni Fragile has arranged for a veggie tray from Tops and will check with Rafi's for appetizers. Members will donate desserts. Water will be provided, and members can bring beverages if they choose. There are sufficient funds in the budget to pay for the event.

Athena will be submitting a grant application for support for organizational development to the Justice Fund of the SSJ-TOSF. She is requesting $5,000 for a communication consultant (see above discussion). Jean-Francois and Linda will provide the necessary financial information. She reported that Ed, Lance, and she will meet with Jim Stitt by the end of December to discuss Ed's plan for business sponsors. Also, Mike Blumenthal is arranging an interview with Rick Miller from the Olean Times Herald to begin acquainting the readers with the goals of Enchanted Mountains Village.

Volunteer Orientation Progress – Linda reported that Kristin Chambers is working with Mike Blumenthal to make a video. Mike Kelley and Mary Freeman will narrate. There will be some costs for editing and for a proper microphone. Jean-Francois said he has a microphone available.

Webpage Report – Linda reported that Mike Blumenthal has offered to add to the EMV website a page that will feature the services available to members. We will work on that in 2024 starting with the Communications/Technology services since that has been most popular.

Finance Committee Report – Linda said that the 2024 budget is almost ready and that we have been incredibly fortunate to get help with that from Betsy Matz who does the finances for many local nonprofits. Athena told Linda to invite Betsy to the Christmas Party.

Motion to Adjourn was made at 5:20 by Ed Miner
Second: Lance

Next meeting is on January 22, 2023 at 4:00 PM at OBD and on zoom

ENCHANTED MOUNTAINS VILLAGE

Board Meeting Minutes
December 18 2023

Call to Order: 4;00 PM
Present: Theresa Schueckler, Jean-Francois Godet-Calogeras, Athena Godet-Calogeras, Ed Miner, Lance Chaffee, Linda Matthews

Approval of Minutes of the Previous Meeting
Motion to approve: Lance
Second: Ed
All approved.

The Board reviewed the copy of the budget. There were two budgets presented. Once which hired an assistant for 10 hours per week and one which hired an assistant for 20 hours per week. Based on the budget, the 10 hours per week budget stayed within the expected revenue. The 20 hours per week exceeded the expected revenue by $9,731 and left no money in a miscellaneous category. Athena mentioned that she had spoken with Tony Schenk from the Health Department who mentioned that they contracted with Connecting Communities in Action for some employees. They pay a contract fee for CCA to hire some employees and manage all the costs associated with work for the Health Department. He told her that it was a good situation for small nonprofits with only one employee. After the Board reviewed the costs to pay for payroll, insurance, Unemployment Insurance, etc., they suggested that Athena investigate the management fees of CCA. The Board can then compare the contract fee to the costs that have been determined for our budget using a payroll and insurance company.

Athena asked for someone to go with her to meet with CCA. Ed Miner agreed to go if the time of the meeting would work for him. Several Directors suggested some questions. What would the management fee be for a part-time employee making $10,000. What would the pay rate be for the employee (we had budgeted $20 per hour and did not want to see the employee get less)? Athena requested that Directors send her any additional questions that she should ask. After we get the information, the Board can determine which option would be in the best interest of EMV and the employee, contracting with CCA or using Complete Payroll and Lawley Insurance Co. The Board decided to vote on the budget that includes 10 hours per week for an assistant. That budget provides sufficient revenue to go with CCA if the cost is acceptable or the payroll and insurance company.
Motion to accept the 2024 budget: Linda.
Second: Lance
All approved.

The second item for this meeting was the approval of two new Board Directors. Jack Hart was recommended by the Nominating Committee to serve a three-year term to replace Theresa and

Mary Rich was recommended to serve a two-year term to finish out the term vacated by Kim LaMendola.
Motion to approve new Directors: Linda
Second: Ed
All approved.

Athen suggested that the Finance Committee begin to look for grants that would support the salary of an Executive Director for next year.

Motion to adjourn: Ed
Second: Linda

The next scheduled meeting is January 22, 2024 at OBD and zoom.