ENCHANTED MOUNTAINS VILLAGE Board Meeting Minutes

January 22, 2024

Call to Order at 4:10 PM by Athena Godet-Calogeras

Present: Ed Miner, Lance Chaffee, Jean-Francois Godet-Calogeras, Linda Matthews, Mary Rich, Athena Godet-Calogeras

Absent: Jack Hart

Athena opened the annual meeting and presented a slate of officers for 2024.

Vote to approve the slate of officers: Ed Miner, Chairperson; Lance Chaffee, Vice-Chairperson; Linda Matthews, Secretary: Jean-Francois Godet-Calogeras, Treasurer

Motion: Mary

Second: Athena

All approved.

Ed then took over the meeting and asked for a vote to approve a three-year term for Lance Chaffee.

Motion: Athena

Second: Ed

All approved.

Approval of Minutes of the Previous Meeting Motion to approve: Jean-Francois
Second: Lance
All approved.

Chairperson Report – Ed updated us on the progress of the Business Sponsorship Committee. He has drafted a letter to go out to area businesses and asked the Board to review it. Once the new brochures are developed, he will send out the letters. He also proposed increasing the number of Directors on the Board. Currently, we have seven and he suggested adding two more. We discussed some of the skills that we need on the Board. Marketing and fundraising were identified. He asked us to think about any other skills that would help us and we can have a further discussion at the next meeting and start to try to identify people who might fit the needs of the organization.

Executive Director Update – Athena reported that more members are becoming active and helping. Sue Groves is making calls to members that don't usually attend events. Marge White, a new member, has been contacting members to verify that they are still available to do volunteer tasks that they signed up for. She also suggested that we think about adding associate members at a reduced rate for those who move away and want to still participate in zoom events. Kristin

Chambers is making progress on the volunteer orientation video. She updated us about the marketing plan presented by the St. Bonaventure Marketing students and said that Pauline Hoffman has a PDF of a Marketing Plan. Athena showed a copy of a logo designed by Marketing students from St. Bonaventure University and requested a vote of approval. She will also work with Citizen Printing to update our brochure and will ask Lynda to add a QR code. (See full report attached.)

Motion to approve logo: Linda Second: Mary
All approved.

Treasurer's Report- Jean-Francois reported on the income and expenses in December and stated that we currently have a total of $12,151.55 in our accounts. He also said he is trying out a new program called Banktivity which will help us keep track of our finances and allows us to use Venmo. It costs $5 a month or $50 a year. (See attached financial report)

Motion to accept the Treasurer's Report: Mary Second: Linda
All approved.

Finance Committee – Linda reported that we need to continue to work on our reporting. A statement of activities will be available for 2023. Also, the Board needs to approve our IRS form prior to sending it in. As we have more donations and restricted funds, we have to be very careful about our reporting. Once we have the mechanics of the statement of activities in place, the Board will get a monthly copy. Kim LaMendola sent a copy of an AARP grant that we might want to look at. There is a zoom workshop that interested Directors can attend on Dec. 31 at 2:00 PM. More information will be sent. Athena mentioned that grants are also available from the Health Foundation of Central and Western NY.

Strategic Plan Update – Linda briefly reviewed the Strategic Plan. We are slowly making progress. The most critical objective for us currently is developing a Marketing Committee.

Conflict of Interest and Privacy Policy reviews and signatures- Linda requested that the Directors review the Conflict of Interesting Policy and the Confidentiality Policy, sign the signature pages and give them to Athena.

Appointment of Directors to the Membership Committee and Marketing Committee – Ed asked if any Directors were willing to serve on these two committees. We will need a Director on each one.

New Business – Ed discussed connecting members with information about Medicare, Medicaid, and care-giving needs for older people and getting more interaction with and from members about their current and future needs. He also suggested that we develop a network of people and

agencies that can help us provide information that our members might need such as home services and legal assistance in setting up wills and trusts. Suggestions included asking Tyler Threehouse to talk about wills and trusts and Joanne Andrews to talk about Total Senior Care. There was some discussion about whether to make the presentations for members only or invite the public. We also need to get information out to local officials such as the mayor, NY 23 Representative, county officials etc. about what we do. Linda asked Lance to help find content articles for EMV Facebook that would be useful to our members. Ed also suggested that we think about making our Board meetings available for members for observation.

Motion to adjourn: Ed Second: Lance
All approved.

Adjournment: 5:19
Date and location of next meeting: February 26 at 4:00 PM at OBD and zoom

Report to the Board: January 22, 2024

Athena Godet-Calogeras, executive director (volunteeer)

Developments since last we met:

*The Volunteer Orientation video is in process: Kristin Chambers wrote the script, Mary Freeman and Mike Kelley will read the dialogue; Mike Blumenthal will do the videotaping.

*We have a new volunteer project: Community Calls. Sue Groves calls members, starting with those with various needs, to check in and offer a friendly community voice. She documents calls and will send in a report monthly to Linda Matthews who's coordinator for Communications.

*Marge White, a new member living in Cleveland, is finalizing a survey of all members, noting their preferred volunteer areas. I will soon have her spreadsheet.

(Note: Marge, a Franciscan, is attracted to EMV because of the community aspect, lives 2 1⁄2 hours from Allegany, will visit as possible. (*WE MAY WANT TO CONSIDER AN ASSOCIATE MEMBERSHIP FOR HER AND OTHERS, WITH A REDUCED MEMBERSHIP FEE.)*

*Mike Blumenthal has been assisting with our Getting to Know You project. Each month he attaches an interview of one of our members, with photos, on our website's members' portal.

*Efforts to communicate with Connecting Communities in Action re applicants for an Assistant Administrator have gone nowhere.

At present, I am communicating with Pauline Hoffmann, professor in the Jandoli School of Communications at SBU and a Senior Fellow for the Catt. Co. Health department, both for help in identifying potential applicants, as well as possible help in marketing, and, if Dr. Watkins agrees, grant writing for a major grant to hire an executive director. (Since Dr. Watkins is a member of our Village, a trustee of the Health Foundation of Western and Central New York, and since the Health Department is a partner of EMV, the above is possible.)

*Membership renewals for 2024: To date, 36 of our members have renewed. No one has communicated that she/he will not renew. The Membership Committee is following through.

*The work of the Marketing and Communications students who had taken our Village as a client is complete. It is up to all of us to move with their suggestions. I strongly advise that we adopt the logo and move with reshaping and printing brochures according to some of their suggestions. I would give the job to Lynda Dunn of Citizen Printing. Lynda is an artist as well as a printer. Each month she produces our calendar, free of charge

ENCHANTED MOUNTAINS VILLAGE

Minutes February 26, 2024

Call to Order: 4:07 PM
Present: Athena Godet-Calogeras, Jean-Francois Godet-Calogeras, Ed Miner, Lance Chaffee,

Mary Rich, Jack Hart, Linda Matthews

Approval of Minutes

Motion to approve: Athena moved to approve. Second: Lance
All approved.

Board Chair Report – Ed reported on the Business Engagement Progress. He has a template of a letter explaining EMVi that is ready to go to businesses. He got a list from the Chamber of Commerce which consists mostly of small businesses but not the major large companies which will be a second round of letters. He also visited the Hinsdale Legion and met with them to inform them about EMVi. They agreed to take brochures but would prefer not to have a lot of contact at this time. He will also talk to local members he knows and other area veteran groups. He will also bring brochures to the local veteran's clinic and send a letter to the County Veterans Office. Ed said that member donations were very low for 2023 and we need to request donations from members. We don't know how many members donated through the Chamber donor day. The Chamber gave us a total money amount but not the names of the donors. We need to develop a donor letter explaining how much we need to raise and what it will be used for. Linda will look for a template, then Ed and Athena will write the letter and send it or perhaps use email. Ed discussed the need to expand the Board. We talked about skills needed: accounting, fundraising, and a willingness to be active and work. Mary Rich suggested Carol Mahoney. Athena suggested Megan Johnson. Linda suggested putting candidates on a committee first and then choosing directors from those committees.

Executive Director Report – Athena reported that EMVi received a grant of $5000 from the Sisters of St. Joseph of the Third Order of St. Francis to be used toward hiring a paid Executive Director. She also spoke with Joann McAndrew to try to set up a meeting with Roxanne Padlo, the Executive Director of Total Senior Care to see how we could work together with them. She said that she moved from the Program Committee to head up the new Marketing Committee. Toni Fragle will chair the Program Committee. We still do not have a Board member on the Membership Committee as required by our by-laws. The members of the Marketing Committee are Larry Sorokes, Mary Freeman, and Pauline Hoffman. Pauline is a Senior Fellow at the Health Department and will be helping to write a major grant to support the hiring of the paid Executive Director.

Treasurer Report – Jean-Francois reported that there is $8,064.01 in the checking account and $10,027.55 in the savings account. We have a total of $18,091.56.

Finance Committee Report – Linda reviewed the financial documents for 2023 – the Statement of Activities 2023, the Statement of Financial Position 2023, and the Statement of Functional Position. These documents put us in compliance with NYS nonprofit requirements She also asked to revisit the idea of general liability insurance. Some board members felt that waivers of responsibility should be sufficient. Jack informed us that waivers mean nothing and that we need general liability insurance. Linda will get quotes. Linda also mentioned the need for EMVi to start doing fundraising. We need to find members or volunteers who have experience with this.

Membership Committee Report – No official report but Athena informed the Board that we currently have 79 members.

New Business– Athena mentioned that she supported the idea of an associate membership for former members who have moved away or people who live too far to participate in activities but would like to support EMVi and be able to participate in zoom programs. Linda said that the Finance Committee had discussed this and suggested a reduced fee of $40.

Motion to approve an associate membership at a fee of $40 made by Lance. Second: Jean-Francois
All approved.

Ed indicated that he would like to try to aim for 6 Board meetings a year unless there is a specific need for more.

Adjournment

Motion to adjourn made by Mary. Second: Lance
All approved

Date of Next Meeting – May 13, 2024, at 4:00 PM at the OBD and on zoom.

EMV Board Minutes May 13, 2024

Call to Order: 4:09 PM
Present: Athena Godet-Calogeras, Jean-Francois Godet-Calogeras, Ed Miner, Lance Chaffee,

Mary Rich, Jack Hart, Linda Matthews

Approval of Minutes:

Motion to approve: Athena Second: Lance
All approved.

Board Chair Report- Ed reported that 70 letters went out to local businesses with information and brochures. More will follow. He brought up member donations and supported the idea that a quarterly email should go out to members just letting them know where we are in terms of donations. Linda, as Chairperson of the Finance Committee, will get information from Jean- Francois and draft an email that indicates how much we have and how we are using it. Ed stated that he looked into the Western New York Foundation and found out that they have about 50% of their money

committed to ongoing organizations and the rest is focused on hunger so it is unlikely that EMV would have access to those funds. He also looked at the Gebbie Foundation but said that it is very political and focused on Chautauqua County. Linda mentioned that she has been following the Golisano Foundation and they have two major areas for grantors: animal care and people with disabilities. Athena suggested that he meet with Kurt Windus from the Olean Area Chamber of Commerce. Ed requested that she set up a meeting with Kurt and one with Jim Stitt. He said he will contact our NYS senator and representative to see if they have any member funds available. He also pointed out that Cattaraugus County is one of the oldest, sickest, and poorest counties in New York State.

ACTIONS:

1. Linda to get financial information from Jean-Francois and draft an email regarding finances and donations to members.

2. Athena to set up meetings with Krut Windus and Jim Stitt regarding donations/business partners/foundations.

3. Ed to set up meetings at the offices of our NYS Senator and Assemblyman.

Executive Director Report – Athena reported that she and Jean-Francois will attend the New York Master Plan for Aging Discussion on May 29. She reported that she and Pauline will work on the Western New York Health grant application. Ed suggested that we need to find out when that grant is due. Athena said we need to find and focus on foundations that support older people. She and Mary both questioned how much we need annually to pay for our bills and a part-time Executive Director. Linda looked at the budget the Finance Committee prepared and said that

the annual cost should be between $45,000 and $50,000. Jack suggested that we need to have a plan to show potential donors regarding how we would use their contributions. Athena stated that she would remain on the Board for her term but that she would be stepping down as volunteer Executive Director in November. She said that Lizz, our new assistant, is working out very well.

ACTIONS:
1. Athena will continue to contact Pauline Hoffman to work on the WNY Health Grant. 2. Athena and Jean-Francois will attend the NYS Master Plan for Aging on May 29.

Treasurer Report – Jean-Francois reported that EMV has $5,467.59 in the checking account and $10,037.79 in the savings account.

Finance Committee Report – Linda reported that we received one liability estimate, which was quite high and that we have an application for another insurer. She thought she had sent it to Ed

but realized that didn't happen so we will hold that for another meeting after we get the estimate.

ACTION: Ed will fill out the general liability form and submit it to get an estimate.

Marketing Committee Report – Athena said that the Marketing Committee will meet at times convenient for the members and their work schedules and the minutes of the meetings will be sent to the Board.

Membership Committee Report – We still do not have a Board member on the Membership Committee, so we do not get reports. Lance offered to join that committee.

New Business– Linda talked about having a driving policy for volunteers and employees so that there is no confusion about rides given as a result of need with a formal request made through EMV, as opposed to members just giving rides informally as friends. This was suggested by our insurer. A policy was presented at the meeting.

Motion to Accept: Mary Second: Jean-Francois All approved.

Mary raised the issue about needing a policy regarding giving other help besides driving. Linda explained that the driving policy was specific because of RSVP insurance. We should discuss having a policy regarding how we record other volunteer activities and that is also part of the discussion about general liability.

The Executive Committee will meet to create a job description for a paid part-time Executive Director and create a plan for financing that position.

ACTION: Ed will call a meeting of the Executive Committee to work on a job description and financing for a part-time Executive Director.

Motion to adjourn: Ed Second: Mary
All approved.

Adjournment: 5:20 PM
Date of Next Meeting: June 24, 2024 at 4:00 PM

EMVi Board of Directors Meeting Minutes June 24, 2024

Present: Ed Miner, Athena Godet-Calogeras, Jean-Francois Godet-Calogeras, Mary Rich, Lance Chaffee; absent: Jack Hart; excused:Linda Matthews

Approval of prior meeting Minutes: Mary moved, Lance seconded – unanimously approved

Board Chair Report: Ed

Ed reported on meeting with Kurt Windess, John-Francois, and Lance re: fund-raising possibilities and the processes of the CRF and a follow-up meeting between the same Board members and Jim Stitt, who encouraged the village to continue to make contact with the local business community for fund-raising and to raise our profile.

Executive Director's report: Athena

Athena reported on the Western NY Health Foundation Grant Application. The grant proposal is on hold pending further advice from Dr. Watkins and also the results of a survey of our memberships needs.

Treasurer's report: Jean-Francois

Checking account balance: $4,400.00; Savings account balance: $10,039.00; Ed moved and Athena seconded and report was approved,

Marketing Committee Report: Athena

Athena made a presentation before the Olean Rotary Club. She also shared results of a conversation with Theresa Schueckler regarding the Membership Committee. Activity of the membership committee includes the ice cream social. Mary Rich will call Anne Furst to plan for a presentation that builds on her prior presentation regarding AI and ChatGBT.

New Business: Ed reviewed telephone meeting with Kurt Windess regarding options for next round of CRCF funds. Ed to follow-up with Kurt and is considering writing a grant for either the September - October round of applications

Old Business: Ad hoc Board Membership committee recommended two new Board members: Sue Ashby and Kristin Chambers. JF moved to approve; 2nd by Mary Rich; motion unanimously passed. Ed will organize a brief orientation for the new Board members with Athena

Next meeting: 9/30/2024

Lance motioned to adjourn, seconded by Athena

EMV Board Minutes

October 28, 2024

Call to Order: 4:03

Present: Ed Miner, Athena Godet-Calogeras, Jean-Francois Godet-Calogeras, Mary Rich, Kristin Chambers, Lance Chaffee; on Zoom: Linda Matthews; excused: Sue Ashby

Minutes from 9/30: unanimously approved

Board Chair Report: Ed

Ed:

- reminded us of our responsibility, as Board members, to make extra contributions to EMVi over and above our membership dues
- suggested that we revisit the EMVi mission statement at our next meeting since there's a full agenda of items to consider at this meeting
- stated that he's received the resignation of Board member, Jack Hart. Questioned do we need to add others to the Board since now there's only 8 of us

Executive Director's report: Athena

- **Met (via Zoom) with Carrie Whitwood**, ED of Artdent Soluntions and 2 co-directors.
- Zoomed and then telephoned with **Jose Soto,** System Transformation Manager at Ardent Solutions re: Uniper Care (a digital health service that provides older adults with a virtual senior center experience in their own homes.
- **Met (via Zoom)** with MPA Coalition members. Coalition meeting chaired by Nora O'Brien-Suric, president of the Health Foundation for Western and Central NY.
- **Followed up** with our newest member, Dr. Ursula Anderson, MD, MPH.
- **Chaired and spoke at the October 26 Third Anniversary Assembly**: Party with a Purpose
- **Contacted** Mike Hendrix of Both, Branch & Hendrix about meeting re: Business Sponsorship. He was positive.
- **Approached CRCF and Ardent Solutions re HART.** Will pursue.
- **E-mails, Newsy Notes,** telephone conversations, activities with members

Actions Still pending:

Has a planned meeting (via Zoom) with Cara Reynolds-Baker, Program Officer for Community Foundation for Greater Buffalo
(KC not sure if this item still belongs???) Erie County has an organization called HART (HOME ASSISTANCE REFERRAL TEAM - Mary and Ed volunteered to explore further. No update at this meeting

Treasurer's report: Jean-Francois

Checking $2,214.71

Savings $8,047.27

- JF confirmed receipt of $5,000 grant from the Health Foundation of WNY. It has not yet been deposited so the amount in our savings account does not reflect this grant but will shortly.
- Athena will write a thank you note for this donation
- we discussed the need to write thank you notes to all who give extra donations so that these may be recorded as charitable donations for tax purposes. We agreed that this is an administrative task that can be passed on to Lizz.

Finance Committee: Linda

- Athena passed out packets (2 per member) that can be used for fundraising purposes
- Linda mentioned that Mary Freeman knows someone who can assist us in publicizing our participation in Giving Tuesday
- to draft a budget proposal for fiscal 2025, we needed to address the question of raising membership dues. There was vigorous discussion of this issue
- one option we seemed to tacitly approve was to add an addendum to the notice we give members regarding their dues, asking that those who can make donations over and above the basic fee to please do so
- regarding changing the basic fee schedule, Athena moved and (? Kristin) seconded that we maintain the individual fee at $85.00 per annum. The motion passed with 6 yesses and 1 no.
- Linda made a motion to raise the couple fee from $120 to $140; Mary seconded the motion. The motion failed, receiving one yes and 6 no's.
- Linda shared that Theresa Schueckler is willing (and enthusiastic) about using our fundraising materials to seek additional sponsors for EMVi. We agreed that we could certainly encourage all willing members to similarly raise funds.

Actions:

- **Linda will send out an updated list of businesses and employers in our area who we could approach for financial support**
- **Linda will maintain a database of who has approached which entities in this endeavor**

New Business:

- Athena announced that, while she is officially retiring from the role of Executive Director, she is willing to continue as the de facto “face of the organization” by fielding questions, giving interviews, and making presentations to the public. She affirmed that we are not in a financial position to replace her at this time, but we do need to reassign the administrative duties that others can perform, e.g., having someone else provide supervision to Lizz.
  Action Item: An ad hoc committee to update Lizz’s job description, duties, and the budgetary impact of increased hours was formed. Members will be Ed, Lance, Mary, and Linda.

- Linda also pointed out that we need to appoint a nominating committee to address Board members’ terms that are expiring (Athena, Ed, and JF’s). They can all serve an additional 3-year-term. No action was taken on this issue.
- The Christmas Party was mentioned. No plans have been made.
  Action item: Kristin will contact Theresa (Membership) and members of Program Committee to schedule a Christmas Party somewhere, sometime. Linda recommended the Hub since it’s free.

Next meeting: 11/25/2024 in the Board room, 4 PM.

Action Item: Kristin will reserve the Board room and schedule Zoom for that meeting and will ask Lizz to do so thereafter.

? motioned to adjourn, seconded by ?, unanimous

EMV Board Minutes

November 25, 2024

Call to Order: 4:01

Present: Sue Ashby, Ed Miner, Athena Godet-Calogeras, Jean-Francois Godet-Calogeras, Mary Rich, Kristin Chambers, Lance Chaffee; on Zoom: Linda Matthews

Minutes from 10/2024: unanimously approved - motion by Sue, second by Linda

Board Chair Report: Ed

- Most of the Board Chair Report will be covered later, as it overlaps with New Business, but Ed sought clarification on why there's no official report from the Program Committee, as there is from all other committees. It was explained that Program feels that our monthly Calendar stands in as our report. [This was not stated at the Board meeting but as Chair of Program, I would like the Board to know that we have a new committee member as of November: Carol Gallo. Yay)

Executive Director's report: Athena

- Had Zoom meeting with Cara Reynolds, MHA, Program Officer for Community Foundation for Greater Buffalo. Cara was very interested and supportive of EMVi, and suggested the Ralph Wilson Legacy Foundation because one of its foci is informal caregiving. As a result, Ed is writing a proposal to the foundation.
- Scheduled business sponsorship meeting tomorrow with Mike Hendrix of Both, Branch, and Hendrix.
- Registered for Walmart's Spark Good Local Grants and will write the proposal.
- Worked with Lizz on the Sponsorship document and Cattaraugus Gives.
- Initiated a Marketing Committee meeting via email.
- Updated members via Newsy Notes.

Treasurer's report: Jean-Francois

Checking $1,551.49

Savings $13,548.73

- JF described income and expenditures for the month of November, including a $100 check from Spink Funeral Home just obtained by Mary.
- There will be an 1800$ donation in January restricted to paying our rent at OBD. That donation, added to a previous $900 donation, will secure our space there for the first 9 months of 2025.
- Per discussion of donations/business sponsorships: Sue Ashby approached Casey's Funeral Home and will follow-up with Gunther Funeral Home.
- Ed plans a meeting with Nate Smith of Worth Smith
- Lance contacted Chris Napolean of Napolean Engineering Services
- Mary is waiting to hear from Tyler Threehouse

Finance Committee: Linda

- No formal meeting in November.
- To draft a budget proposal for fiscal 2025, we must clarify Lizz's responsibilities and hours and wages.
- Linda asked for a report of our activities vis-à-vis seeking business/corporate sponsorships. She has reached out to Olean Medical Group – they do not do cash donations. She still plans to approach Focus PT. Athena is checking out WalMart's website; they do community support. Ed will try Home Depot. He's still pressuring Mike Droney. Sue will approach Community Bank. Kristin will reach out to Kelley Patrone of Howard Hannah Realtors.

Actions:

- Linda will draft two proposed budgets for 2025
- Linda will maintain a database of who has approached which entities in our area who we could approach – or have approached already – for financial support

Marketing Committee report – Athena

- The ad hoc committee consists of Sue, Athena, Mike Blumenthal, Mary Freeman and Susanna Stitt.
- Athena sought volunteers to give EMVi presentations to community organizations and churches. Sue and Kristin volunteered.
- Kristin mentioned that we could have a display case at the library for a month. It's available now for December but we could schedule it later. We'd need to assemble materials. Lizz could likely put that together.

Membership Committee

- Theresa divided the list of EMVi members who've not yet paid their dues amongst the members of this committee. They will contact folks who haven't re-upped.
- Mike Blumenthal suggested that we adopt the mechanism whereby there's an automatic annual payment unless someone opts out.

Actions: JF will contact Mike, figure out how this could work, report back to board

Board Chair Report/New Business:

- Ed pointed out that we need to send a mass email to all members detailing the Treasurer's Quarterly report.
- Linda reminded us that we need a nominating committee to address Board members' terms that are expiring (Athena's, Ed's, and JF's). They can all serve an additional 3-year-term. Ed appointed Sue and Lance to contact these three members individually to determine if they're still willing to serve. Once that determination has been made, we'll need another nominating committee to nominate Officers.
- The Board discussed the agenda item "Widening the Circle." The consensus was that EMVi members can extend compassion/friendship/offer of EMVi membership to individuals regardless of age. This requires no changes to our mission.
- Use of the Laine Board room – Athena discussed with OBD staff whether there are restrictions on who can schedule the room. It was decided that if several members of a particular group (e.g., Great Decisions currently but also potentially Love in Action) are also members of EMVi, meetings could be held in "our" space. Lizz was designated as the contact person to schedule such meetings/events.
- Ed and Mary attended the CRCF non-profit Hub initial meeting; both reported that the meeting seemed unfocused. The purpose may be to become a clearinghouse for the local non-profit community.
- Lance, Mary, and Ed utilized Athena's description of her Director's Duties to consider expanding Lizz's role to incorporate many of the tasks Athena has been providing as a volunteer. Mary met with Lizz, affirmed that Lizz could take on more responsibilities, & suggested that we don't need to increase Lizz's hours until we see if that's a need. There should be one main contact person/supervisor with whom Lizz interacts. This individual will be decided upon at the December meeting.

Action items:

- Linda will send out a financial final report to all members in January 2025

- We need to get access to Facebook and our website for Lizz
- Lizz will start sending out newsy notes in January

Next meeting: Friday, 12/20/2024 @ 4 pm on Zoom

Lance motioned to adjourn, seconded by Mary, unanimous

Minutes submitted by Kristin