

**Lambda Phoenix Center
Board Meeting Minutes
Date: January 3, 2010
5:00 p.m. at LPC**

**Board Members:
Present/Absent**

President/Development	Anjanette F.	X
Vice-President	Wade C.	X
Secretary	Chris S.	X
Treasurer	Heather O. Patrick O.	X X
Member-at-Large	Joey D.	X
Meeting Coordinator	Shelly M.	X
Membership Director	Gennaro C.	X
Outreach Director	Michael S.	X
Development Director	Karin F.	X
Fundraising/Activity Director	Stevie B.	Absent
Building Director	Andy W.	Absent
Director of Communications	Tim H.	X
Open Position	Chip C.	Absent

**Sub-committee Members:
Present/Absent**

Open		
Open		

Others present: Scott H.

Quorum present? Yes

Proceedings:

- *Meeting called to order* at 5:02 pm
- December meeting minutes were approved

· *President's Report by Anjanette F.:*

1. Donor is paying cost of 2010 Constant Contact, which Tim will be producing newsletter with starting with this month. Anjanette met with Tim & Scott and this is moving forward.
2. Don Waite, Dan Sauri and Anjanette met with Nowalkowski's office and though met only with staff member, did receive an oral endorsement, waiting for written. This week same subcommittee members will meet with neighborhood association.
3. Thanked for 2009 efforts, looking forward to 2010.

Motion made by Chris, seconded by Karin to accept the President's report. Motion passed.

· *Vice President/Fundraising Report provided by Wade C:*

1. Executable plan due at next board meeting for subcommittees as organized at retreat.
2. Wade reported on quarterly LPC "star" member. This which will post on web site, in LPC, etc. Will send nomination form by e-mail in first month of quarter, will send out three to board for voting, then second month of each quarter, will decide, award in third month of quarter.

Motion made by Chris, seconded by Heather to accept the Vice-President's report. Motion passed.

· *Secretary's Report provided by Chris S.:*

1. No report

· *Treasurer's Report provided by Treasurer, Patrick O. & Heather O.:*

1. Rent was \$2,306.00 for December, which is low.
2. A/C not paid for yet as vendor didn't submit invoice to mailing address.

3. Heather reported balance in account is \$11,428.60, mortgage goes out on Monday.
4. Heather discussed insurance payment options and bill pay. Shelly motioned for quarterly insurance payment plan, Chris seconded, motion passed.
5. Heather reported on CPA as \$700 or \$1,200 quotes thus far for 2009 tax return, other board members will get information to Heather regarding selection.
6. Heather will submit tax exemption to assessor by March 1, 2010.
7. Patrick saw that the vending commission was last paid one year ago, received \$200 in December.
8. Patrick discussed that the Friday Alanon was missing payment for three out of four weeks in December.

Motion made by Wade seconded by Karin to accept Treasurer's report. Motion passed.

· Member-at-Large Report provided by Joey D.:

1. No report

· Meeting Coordinator's Report provided by Shelly M.:

1. Saturday at 8pm AA meeting is going to start back this Saturday
2. Question of meetings with two rooms and paying rent such as Alanon on Thursday and 6PM on Wed.
3. Discussed possible scheduling of new meetings
4. Shelly is putting together a new meeting form with contact and key holder information.
5. Shelly reminded that it is home group responsibility to update SRI or the like for meeting schedules

Motion made by Chris, seconded by Heather to accept report. Motion passed.

· Membership Director's Report provided by Gennaro C.:

1. Current membership list e-mailed today, current list at 88
2. Gennaro reported that after a committee meeting this month, reviewed Paypal list for reconciliation
3. Gennaro will change the reconciliation method of Paypal payments and listed members and will work on that with information Heather
4. Discussed the two members who signed up a year ago and didn't have any benefits of membership. They will receive new memberships
5. Wade will help Gennaro with final reconciliation

Motion made by Chris, seconded by Wade to accept report. Motion passed.

· ***Communication Director's Report provided by Tim H.:***

1. Thanked Chris for finishing calendar year with newsletter
2. Will start Constant Contact for January's newsletter, which comes with statistics that Tim will report about
3. As a reminder, submission deadline is 8th with ideally a 15th of the month publication
4. iPhone app is now available on our web site, thanks to Scott H.
5. Anjanette reminds that all contact to members should go through Constant Contact via Tim; no limit to communications

Motion made by Chris, seconded by Wade to accept report. Motion passed.

· ***Outreach Director's Report provided by Michael S.:***

1. 1in10 project 14th & 15th of January is a speaker panel workshop at One Voice Community center that kicks off the youth meetings. Need literature, such as NA, AA Al-anon, etc. Wade will look into case purchase. A box will be setup at LPC for donations, please ask at Home Groups.
2. Michael will send the Board an e-mail about the event he wants us to go to
3. Shelly asked about a sponsor list, and Michael is waiting to get more information
4. Scott discussed LPC being a participating agency with Aids Walk, having a linked web site for HIV resources to the LPC site, and distribute condoms, many board members discussed this proposal by Scott in detail. Chris motioned, Shelly seconded to table to next month.

Motion made by Chris, seconded by Karin to accept report. Motion passed.

· ***Development Director's Report provided by Karin F.:***

1. No report

· ***Activity Director's Report provided by Stevie B.:***

1. Absent

· ***Member-at-large 2 Report by Chip***

1. Absent

· ***Building Director's Report provided by Andy W.:***

1. Absent

· ***Other business:***

Old-

1. Andy's status is still old business

New-

1. Heather will get to Anjanette building resources budget information

2. Michael spoke with Josh again about his presence, offered to have form provided to him. Wade and Joey also offered to get form completed. Police called next if Josh is in building.
3. Front door; Chris will e-mail Chip about getting a quote on front door to resolve being left open on a continual basis.
4. Birthday meeting was discussed. Going to focus this first calendar quarter on improving attendance and see what happens after three months. Shelly motioned, Chris seconded, motion passed.
5. Letterhead issue discussed, Anjanette will color scan a temporary supply then meet with Scott and a graphics person to discuss next month.

Chris motioned, Shelly seconded to close meeting. Motion passed.

- Meeting adjourned at 6:55 p.m.
- Minutes submitted by Secretary, Chris S.