

## **Minutes of 10/14/2020 Board of Directors Meeting Board Members**

**Present:** Barbara Plonski, Mike Albarelli, Dan Andrews, John Gallo, Dan Weir, Susan Staples Smith, Darlene Ference, Maura Ammendolia, Allen Gould, Pete Levesque, Ralph Fiore, Nancy Marquis, Chris Booras

**Members present:** Janice Andrews, Barry Chisholm, Tony Ammendolia, Ralph Lutjen

### **Action Items Resulting from Meeting:**

1. Barbara Plonski and Janice Andrews will discuss Simultaneous Club Communication
2. Barbara Plonski will speak with Joy Check about the A New Life program at Memorial Hospital
3. Peter Levesque will let Barbara Plonski know if sanitation supplies can be bought in bulk for use at Angels and Elves and Photos with Santa similar to what restaurants purchase.
4. Barbara Plonski will send an email to individual board members to see if there is any interest in a socially distanced board meeting at Elf Headquarters.
5. Allen Gould will change the name of the Kiwanis International Fund to the Kiwanis Children's Fund in the Profit and Loss report.
6. All board members will review proposed budget and be ready to vote at the next board meeting.

**Call to Order:** The meeting was called to order at 5:05 p.m. by President Barbara Plonski via the Zoom online meeting application due to the COVID-19 virus restriction group gatherings. Participants could view and speak with each other. Dan Weir opened the meeting with a prayer.

**Dues, Returning Member and Resignations** – Janice reported that \$5,825 has been collected in dues. Four people who still owe for dues (\$550) have been contacted and indicated they will remain in the club. Kerrie MacDougall has rejoined the club. Six resignations were shared with the board: Jeff Bailey, Bob Ference, Annie Ficke, Chuck Kyle, Mike Laracy, and Ann Mills. And we lost Dick Ficke in 2020. We have 55 members: 53 regular, one lifetime and one honorary.

**Simultaneous Club Communication** – Janice read the following to the board. She and Barbara will meet to discuss next steps:

“What is noted in the minutes addressing Simultaneous Communication needs clarification. They are not in the policy section of the bylaws, the website or Portalbuzz. In fact, there was discussion on the proposed language for procedures in 2019, however the proposed language was not voted on so actually there are no accepted procedures specific to this club. KI has language for Simultaneous Communication, Article 6.4 of the bylaws which covers it. However, the Board that discussed this wanted to add another layer. I brought this up at last month's Board meeting because there was a question of how to handle a request outside a scheduled Board meeting. I suggested the Board should review and revisit this issue to assure accurate interpretation of the process.”

**Secretary's September Report** – Motion to amend minutes by Dan Andrews and seconded by John Gallo to correct amount of donation to Kiwanis Children's Fund to \$700 instead of \$750 in the Summary of Expenditures section at the end of the minutes. All in favor with one abstention.

Motion to approve minutes as amended by Dan Weir and seconded by Dan Andrews. All in favor with one abstention.

**Treasurer's Report:** presented by Allen Gould and accepted by President Barbara Plonski. Allen reported that our cash level is about the same as last year thanks to increases in the market. Per Dan Andrew's request, Allen will change the name of the Kiwanis International Fund to the Kiwanis Children's Fund in the Profit and Loss report.

**2020-2021 Budget Review** – Ralph Lutjen began by summarizing the last few years saying that the club has been rather consistent in its unallocated spending. Barbara Plonski showed a Powerpoint explaining her rationale for the budget figures item by item comparing the new budget to the previous year and to what club members had hoped to budget as of last March. Expectations for successful fundraising are significantly less than they were in March. She asked the board members to take the budget home with them, review and be ready to amend and vote on it at the November meeting. Allen Gould suggested that this year may bring in an increased number of requests for funding. He recommended a

committee be formed to review requests and research them before presenting to the board for decisions on funding. The goal is to reduce the length of board meetings. Three board members and two general members will comprise the committee. Dan Andrews, Allen Gould and Barbara Plonski are serving from the board and Tony Ammendolia and one more regular member to be determined.

**Photos with Santa** – Ralph Fiore who is chair reported that there will be an event at Settlers Green. It will consist of Santa (Mike Albarelli) in a protected area with children able to talk with him from a distance. Parents can take photos. A donation jar will be in place. Sanitation will be part of the venue, masks will be required for anyone over two years of age and information on who is in the storefront will be taken to assist in contact tracing if necessary. Three dates in December 5, 12, and 19 from 11 a.m. to 3 p.m. are planned. The location is the old Children’s Place next to Lindt Chocolates. Elves and greeters will also be needed.

**Fundraising Committee** – Mike Albarelli said the committee would meet Monday, October 19 at 5 p.m. to discuss an auction and other possibilities. Barry said the Key Club is using online auction software and Mike said he would explore what they are doing. Nancy Marquis said Facebook auctions also work well but the issue is where are we going to get the audience to bid.

**Angels and Elves** – Barbara Plonski and Marie Lee have begun the setup of Angels and Elves. Opening date will be Oct. 23. The majority of applications will be done online. Applicants will send a request for an application to an email account advertised in local papers and on our website. The applicant will then be directed to complete an online application. The goal is to reduce the number of people coming into Elf Headquarters. Applicants without email will be able to complete a paper form available at Elf Headquarters but filled out in their car. Social distancing guidelines will be in effect for workers, sponsors and applicants. Settlers Green will match the amounts of any gift certificates purchased with an equivalent donation up to \$1000. Club members will be asked to help in a variety of ways that allow for social distancing. Much of the work can be done at home. John Gallo asked what backup plan was there if Covid rates increase. Barbara said wrapping may have to be done by the families receiving the gifts. Need is expected to be very high this year. A new sign will go up on the store front next to The Gap soon.

**In Person Board Meeting** – Barbara will send an email to individual board members to see if there is any interest in a socially distanced board meeting at Elf Headquarters in November.

**Next Board meeting** is November 11 via Zoom at 6:30 p.m.

**Summary of Expenditures:**

None (there were no requests)