

Newcomers Club of Greater Park City August 2022 Board Meeting Minutes

Date: August 3, 2022
Location: Home of Mary Lynne Hulme
Quorum Present: Yes (6 present / minimum of 4 required)

Board Members/Activity Chairs Present:

Kathie Beckman*	Anna Lea Kantor	Ariela Shani*
Lisbeth Fahey	Araby Leary	Carole Smillie*
Alisa Harbin	Carol Martin	Beano Solomon*
Carol Haselton	Sue Niblock*	Rina Solomon
Mary Lynne Hulme*	Nancy Roe	Kathy Williamse

**Board Members who count toward a quorum*

Call to Order: 4:37 p.m. **By:** Sue Niblock

Welcome and Establish Quorum:

Sue Niblock welcomed everyone and announced that we have a quorum.

Approval of Minutes:

The Minutes from the July 2022 Board Meeting were presented for approval. They were previously emailed to the Board and there were no corrections however **Mary Lynne** wanted to clarify that in the motion to approve going forward with the Membership Luncheon there was only one \$5,000 payment to the Pendrey Hotel. The other \$5,000 mentioned was not related to the payment but rather was the amount that would be subsidized from the Newcomers budget. It was coincidental that both amounts were the same.

Motion made by **Anna Lea** to approve the Minutes as distributed.

✓ Motion seconded and the Minutes were approved as presented.

Officers' Reports:

Treasurer: Carole Smillie

Carole presented the Treasurer's Reports for June and July 2022, which were previously distributed by email, summarized as follows:

June:

○ Bank Balance 5/31/2022	\$ 11,656.00
○ Income: Membership Dues	\$ 3,650.00
○ Income: Advertising	\$ 400.00
○ Income: Red Butte Tour Event	\$ 225.00
○ Income: Adjustment to Correct Balance	\$ 20.28

○ Expenses: State of Utah Entity Renewal	\$ 10.00
○ Expenses: Officer Appreciation Gifts	\$ 38.32
○ Expenses: Website	\$ 20.28
○ Expenses: PC Chamber of Commerce	\$ 55.00
○ Expenses: Deer Valley Concert Tickets	\$ 1327.00
○ Bank Balance 6/30/2022	\$ 14,500.68

July:

○ Bank Balance 6/30/2022	\$ 14,500.68
○ Income: Membership Dues	\$ 4400.00
○ Income: Deer Valley Concert Event	\$ 1978.00
○ Expenses: Hospitality – July Coffee	\$ 51.99
○ Expenses: Directory	\$ 68.60
○ Expenses: Website	\$ 207.88
○ Expenses: Office Supplies	\$ 58.39
○ Expenses: Operating Exp - Quicken	\$ 65.30
○ Expenses: Deer Valley Concert Tickets	\$ 301.00
○ Bank Balance 7/31/2022	\$ 20,125.52

1st Vice Presidents: Mary Lynne Hulme / Ariela Shani

June Event Review: the Oakley Rodeo on June 30 was quite successful. Many met beforehand for dinner at the Overlook Restaurant and everyone who went to the Rodeo had a good time.

Future Events:

August – Deer Valley Concert – Aretha Franklin Tribute, this Friday, August 5. Forty-six or forty-seven people are going.

September – Cooking class with Linda Elbert at Mindful Cuisine, Saturday, September 3. \$90 per person. This can have a maximum of twenty people and it is completely sold out.

October –A tour of the Kearns Mansion (the Governor's Mansion) in Salt Lake City was being considered but it didn't work out as the date couldn't be guaranteed. A private tour of the Salt Lake City and County Building on Washington Square, which is also an historic building, is now planned for Thursday, October 20 at 11:30. Lunch will follow at a nearby restaurant.

November – Membership Luncheon

December – Holiday Brunch will replace the Coffee as well as the 1st VP Event for December.

January – Hopefully a Game Night can be arranged.

May or June – The tour of the Kearns Mansion in Salt Lake City will be rescheduled to May or June to be held on the day normally reserved for public viewing so the date can be guaranteed.

2nd Vice President: Beano Solomon

August Coffee – Dan Compton, Director of the Summit County Department of Heritage and Arts, who is also a Summit County Librarian

September Coffee – Dr. Mairi Leining, Chief Executive Officer of the People's Health Clinic

October Coffee – Speaker from Vail to discuss how they make snow and how they make all their decisions

November – No Coffee due to Luncheon

December – No speaker due to Holiday Brunch

Sometime next Spring – PC Tots

Unfinished Business:

Documentation of Email Vote

The following is to document the two email votes that were requested of the Governing Board between the July and August Board Meetings on July 18 due to the urgency of the situations.

Vote 1: Request for approval for Ariela to purchase up to ten more tickets for the 1st VP August 5 Deer Valley Aretha concert event on the Newcomers account. She would only use Newcomer funds once she has received payment from people requesting tickets.

✓ All members of the Governing Board voted to approve this request.

Vote 2: Request approval to extend the end of the membership period from May 2022 to May 2023 for the 11 new memberships that joined in January and February 2022. It was noted these people joined when we were shut down during a surge in the pandemic and this issue does not apply to those who joined in March, April or May 2022 because in March the Board had already voted to extend those memberships to May 2023.

✓ All members of the Governing Board voted to approve the extension.

Membership Renewal Update

Araby reported that from June 1, 2022 through today (August 3) there have been 19 new memberships and 196 renewals. The budget was based on 275 memberships for the year. She estimates that if we get five new memberships per month in August through next May and we get 12 additional renewals (9% of those that have not renewed yet) we will have 275 by the end of the fiscal year.

There was discussion about whether to again contact those that have not renewed or just stop the renewal email blasts. The email could mention that they will not be in the directory, will no longer have access to the newsletter, will not be able to buy tickets to the luncheon, or attend other Newcomers activities if they do not renew.

Motion made by **Carol Martin** to send out another email to those that have not renewed yet saying that we are extending the deadline until August 31 and if you don't renew you will be missing out on these items: being in the directory, access to the newsletter, being able to buy tickets to the luncheon, and attending other Newcomers activities.

✓ Motion seconded and approved with four YES and two NO votes of the Governing Board.

☞ Action Item: **Araby** to send out another email blast to those members who have not renewed yet.

Membership Appreciation Luncheon Update

We have received the contract from Pendry and we must sign the contract and pay the \$5,000 deposit by August 12.

In order to get an idea of how many might come to the Luncheon the committee is planning to give a \$5 discount to those who buy their tickets early, so the ticket price will be \$45 by August 31 and \$50 September 1 through October 28. Pricing is the same for guests with a maximum of two guests per household.

An email invitation will be sent out this Friday and we will start taking reservations/payments at the Coffee next week. Only checks and cash will be accepted.

Sue Niblock mentioned that for her remarks at the luncheon she would like to talk a bit about Newcomers, its history and demographics, and perhaps have photos of our events and activities running on a screen behind her.

Free parking will be available in the parking garage and valet parking will be available at the hotel entrance for \$10 per car. The hotel will also provide an optional tour of the hotel for the attendees after the Luncheon. They have also given us a gift certificate to their restaurant and two gift certificates to their spa for us to give away as prizes. We will need to decide how they will be awarded.

The cost of each meal will be \$61.28 so we will be subsidizing the difference between that and the ticket price of \$45 or \$50. We will also be paying for the audio-visual costs and \$550 per bar set up.

Each person will be given a name tag and a table tent with their meal selection indicated on it to be placed at their seat which will also reserve their seat to avoid having chairs tipped up.

The activity tables will be set up in the foyer with two activities per table. If there is a request for two activities to be on a table together, let **Sue Niblock** know.

The Newcomers website needs to be updated to highlight this event for the next two months.

Audit report for January – May 2022

Sue Niblock announced that the Audit Report for January through May 2022 has been completed. The Audit Committee consisted of **Herb Abbe**, **Kathie Beckman** **Sue Niblock**, and **Lorraine Stuecken**. There were no major issues found however a list of suggestions and recommendations was prepared. The report was handed over to **Carole Smillie** and **Kathie Beckman** for the Treasurer and Secretary records.

New Business:

Discussion of Timing for Monthly Coffees

Sue Niblock reported that she has received questions about the timing of the Coffees and wanted input from the Board about whether the 9:30 start time is too early and whether one hour for the socializing portion of the Coffees before the speaker is too long.

It was decided to continue starting the Coffees at 9:30 but have the speaker portion start at 10:15. This would start with the September Coffee so that it can be put in the Newsletter and arranged with the speaker before the changes are made. If people are not happy with the change it can be changed again.

Member Survey

Sue Niblock would like to conduct a survey of the membership in September to see who we are. She is thinking of questions such as: how long have members lived here, where did they come from, how long have they been a member, how many activities do they participate in, do they come to the Coffees (if not, why not), do they live alone. She would use the information gathered by the survey in her welcoming remarks at the Membership Luncheon in November.

There was general agreement that this would be a good thing to do using Survey Monkey or something similar and assumed it would not be too expensive, so she will pursue the idea, look into the cost and make up the list of questions. She welcomed anyone to provide suggestions as to the questions to ask.

Activity Updates:

Sue Niblock reminded everyone that prospective members can attend up to three Newcomer Events before we ask them to commit and join.

Sue Niblock announced that there have been a couple changes in Activity Chairs. **Beano** is now the Activity Chair of Duplicate Bridge. There will no longer be a Shooting Group as **Ken Miller** is not renewing his membership. The Golf Activity Group may end as there haven't been many people signing up. **Susan Kutcher** is determining what she wants to do about this.

Girls Gone Wild: **Carol Haselton** reported that for September she is planning a drive (via carpools) to see the fall leaves, going over Wolf Creek Pass and having lunch at the Hanna Café. It is about an hour drive each way and would be toward the end of the month to get the good colors. She is also working on an event for next summer to go to Cedar City for several days for the plays. **Joyce Jamele** is no longer a Co-Chair for this group so Carol is now planning these events by herself.

Fun Bridge: **Kathy Williamse** reported that Fun Bridge is starting up on August 9 and so far there are already two tables set up.

It was discussed that there aren't as many Activity Chairs at the Board meetings as there used to be and if this was a good or bad thing and maybe ways to increase their attendance. **Sue Niblock** said she is planning to contact the Activity Chairs for an update on the status of their activities and will ask them if they come to the Board meetings and if not, why not. It was pointed out that having them at the Board Meetings is a good way to groom and recruit future officers for Newcomers.

Announcements:

Next Board Meeting: Wednesday, September 7, hosted by Kathie Beckman at The Clubhouse at the Retreat at Jordanelle

Reminder: There will not be a lunch following next week's Coffee

Reminder: The October Board Meeting will be on Monday, October 3

New Business (continued):

Program to Help with Email Distribution

Araby reported that there is a program/website called Mad Mimi which helps with sending out emails to large distribution lists so that the emails don't need to be sent repetitively with small groups of the whole distribution list. This could be used for all the email blasts including the Newsletter notifications and also any surveys we send out. It would reduce the time and complexity involved in sending out all the Newcomers notifications which currently takes about half an hour per email blast just to get the emails sent. The cost would be about \$10 - \$12 per month, which is based on the size of the distribution list not how often it is used.

Motion made by **Anna Lea** to employ the Mad Mimi service for the Newcomers email blasts at a cost of \$12 per month.

✓ Motion seconded and passed unanimously.

Meeting Adjourned: 6:10 p.m. **By:** Sue Niblock

Minutes submitted by:

Kathie Beckman, Secretary

Adopted by the Board during the meeting on:

September 7, 2022

Kathie Beckman

Secretary's Signature

Park City Newcomers Club
Treasurers Report July 2022

Opening balance - \$14,500.68

Income – Membership dues – \$4,400.00

Income – repayment Deer Valley concert - \$1978.00

Expenses – Hospitality July coffee - \$51.99

Expenses – Directory - \$68.60

Expenses – Website - \$207.88

Expenses – Office supplies – 58.39

Expenses – Operating exp. (Quicken) - \$65.30

Expenses – Deer Valley concert- \$301.00

Closing Balance - \$20125.52

Final Agenda – August 3, 2022, Newcomers Board meeting
home of Mary Lynne Hulme, 3473 Daybreaker Drive PC, UT 84098
4:00-4:30 PM social time, 4:30-6:00 PM meeting

1. Welcome and call to order
2. Establish quorum (*minimum of four from Governing Board required*)
3. Review and Approval of July 6 meeting minutes
4. Officer's reports
 - a) Treasurer's report (June and July)
 - b) 1st VP
 - c) 2nd VP
5. Unfinished business
 - a) Documentation of email vote taken by Governing Board to approve advance purchase of ten more tickets for 1st VP event in August
 - b) Documentation of email vote taken by Governing Board to approve extending memberships of those who joined Newcomers in January and February 2022 through May 2023 (11 total)
 - c) Membership Renewal update
 - d) Membership Appreciation Luncheon update
 - e) Audit report for January – May 2022
6. New Business
 - a) Discussion of timing of monthly coffees
 - b) Member survey coming in September
7. Activity Chair Updates:
 - a) Reminder – prospective members can attend up to 3 Newcomer Events before we ask them to commit and join
8. Announcements
 - a) Next board meeting - September 7, host: Kathie Beckman, The Clubhouse at the Retreat at Jordanelle (address next page)
 - b) Reminder – no lunch following next week's coffee
 - c) Reminder October board meeting is Monday October 3
9. Adjournment

Kathie Beckman

From: Sue Niblock <sbniblock@gmail.com>
Sent: Tuesday, August 9, 2022 1:10 PM
To: Kathie Beckman
Subject: Fwd: Quick decision needed for Newcomers Governing Board - more tickets for the Deer Valley concert

Follow Up Flag: Follow up
Flag Status: Flagged

Forwarded Conversation

Subject: Quick decision needed for Newcomers Governing Board - more tickets for the Deer Valley concert

From: Sue Niblock <sbniblock@gmail.com>
Date: Mon, Jul 18, 2022 at 8:31 PM
To: Ariela Shani <arishani49@gmail.com>, Beano (Elizabeth) Solomon <beano45@mac.com>, Carole Smillie <csmillie@verizon.net>, Heather Tourkin <htourkin1@gmail.com>, Kathie Beckman <kathie.beckman@gmail.com>, Mary Lynne Hulme <marylynnehulme@gmail.com>

Newcomers Governing Board members: I need your quick (and hopefully easy) decision on a time sensitive matter:

To date, Ariela has purchased 39 tickets to the August 5 Deer Valley Aretha concert on the Newcomers account. She has reimbursed Carole (Treasurer) for the entire amount.

This has proven to be a very popular upcoming event - initially she reserved 30 tickets, then 10 more. Since the email blast that Araby sent out this weekend, she has received requests for 6 more tickets and it's only Monday.

Issue for decision: Ariela seeks our approval for up to ten more tickets. She will only use Newcomer funds once she has received payment from people requesting tickets.

Please respond to me asap with a yes or a no. Per our bylaws, I need to hear back from each of you.

Thank you in advance!

Sue

From: Ariela Shani <arishani49@gmail.com>
Date: Mon, Jul 18, 2022 at 8:36 PM
To: Sue Niblock <sbniblock@gmail.com>

Perfect!

Sent from my iPhone

On Jul 18, 2022, at 8:31 PM, Sue Niblock <sbniblock@gmail.com> wrote:

From: Kathie Beckman <kathie.beckman@gmail.com>
Date: Mon, Jul 18, 2022 at 9:17 PM
To: Sue Niblock <sbniblock@gmail.com>

Yes, I approve.

From: Carole Smillie <csmillie@verizon.net>
Date: Mon, Jul 18, 2022 at 9:44 PM
To: Sue Niblock <sbniblock@gmail.com>

It's ok with me.
Carole Smillie

Sent from my iPhone

On Jul 18, 2022, at 8:31 PM, Sue Niblock <sbniblock@gmail.com> wrote:

From: Mary Lynne Hulme <marylynnehulme@gmail.com>
Date: Tue, Jul 19, 2022 at 7:10 AM
To: Sue Niblock <sbniblock@gmail.com>

Yes.

On Jul 18, 2022, at 8:31 PM, Sue Niblock <sbniblock@gmail.com> wrote:

From: Heather Tourkin <htourkin1@gmail.com>
Date: Tue, Jul 19, 2022 at 10:03 AM

To: Sue Niblock <sbniblock@gmail.com>
Cc: Ariela Shani <arishani49@gmail.com>, Beano (Elizabeth) Solomon <beano45@mac.com>, Carole Smillie <csmillie@verizon.net>, Kathie Beckman <kathie.beckman@gmail.com>, Mary Lynne Hulme <marylynnehulme@gmail.com>

Yes!

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Heather Tourkin

From: Suegmail <sbniblock@gmail.com>
Date: Tue, Jul 19, 2022 at 5:07 PM
To: Ariela Shani <arishani49@gmail.com>

Everyone said yes, so it is approved.

Sent from my iPhone

On Jul 18, 2022, at 20:36, Ariela Shani <arishani49@gmail.com> wrote:

Perfect!

From: Ariela Shani <arishani49@gmail.com>
Date: Tue, Jul 19, 2022 at 5:41 PM
To: Suegmail <sbniblock@gmail.com>

Thank you. As I said, I'll wait another couple of days then shut it down. We are at 46 people at this point.

Sent from my iPhone

On Jul 19, 2022, at 5:07 PM, Suegmail <sbniblock@gmail.com> wrote:

Everyone said yes, so it is approved.

From: Sue Niblock <sbniblock@gmail.com>
Date: Mon, Aug 1, 2022 at 4:01 PM
To: Beano (Elizabeth) Solomon <beano45@mac.com>

Hi, For some reason I cannot find an email from you saying yes but I have in my notes that everyone said yes. Maybe I got it verbally from you? To keep our records straight, can you answer yes here?

thank you.

Sue

----- Forwarded message -----

From: **Sue Niblock** <sbniblock@gmail.com>

Date: Mon, Jul 18, 2022 at 8:31 PM

Subject: Quick decision needed for Newcomers Governing Board - more tickets for the Deer Valley concert

From: **Beano Solomon** <beano45@mac.com>

Date: Mon, Aug 1, 2022 at 4:06 PM

To: Niblock Sue <sbniblock@gmail.com>

yes

From: **Sue Niblock** <sbniblock@gmail.com>

Date: Mon, Aug 1, 2022 at 4:07 PM

To: Beano Solomon <beano45@mac.com>

merci!

Kathie Beckman

From: Sue Niblock <sbniblock@gmail.com>
Sent: Tuesday, August 9, 2022 1:14 PM
To: Kathie Beckman
Subject: Fwd: Time sensitive decision needed by Newcomers Board on Membership renewals

Follow Up Flag: Follow up
Flag Status: Flagged

Forwarded Conversation

Subject: Time sensitive decision needed by Newcomers Board on Membership renewals

From: Sue Niblock <sbniblock@gmail.com>
Date: Mon, Jul 18, 2022 at 9:29 PM
To: Ariela Shani <arishani49@gmail.com>, Beano (Elizabeth) Solomon <beano45@mac.com>, Carole Smillie <csmillie@verizon.net>, Heather Tourkin <htourkin1@gmail.com>, Kathie Beckman <kathie.beckman@gmail.com>, Mary Lynne Hulme <marylynnehulme@gmail.com>
Cc: Araby Leary <learyaraby@gmail.com>

Governing Board members: I am writing to request a vote on an issue that Araby Leary (cc'd), our Membership Chair, has asked me to the Governing Board for immediate decision, as she is sending out reminders now about membership renewals for the June 2022 to May 2023 membership year.

As you are all aware, during the pandemic, the Board held membership dues in abeyance as our activities dwindled.

Issue for decision now: *What to do about those people who JOINED Newcomers in January and February 2022, when we were actually shut down* (Board meetings were held via Zoom, almost all activities were curtailed). Normally people who join in these "off" months are charged the full \$50 membership, which only carries them through May of that year, and then they are asked to renew for the full membership term from June to the following May. Araby (rightly) notes that it seems unfair this particular year, to require these people who joined when we were shut down during a surge in the pandemic, to now pay \$50 again, to carry their membership through May 2023. (Note - this issue does not apply to those who joined in March, April or May 2022 because in March the Board voted to extend those memberships to May 2023).

Financial impact: There are 11 new memberships that fall in this Jan-Feb conundrum, which amounts to \$550.00. As of the weekend, we have 143 membership renewals out of a pool of 214. Araby is sending out reminders and more email blasts, for a full court press for those members who have yet to renew. According to her numbers, since last October, we are averaging five new memberships a month. If only 45% of those left in the remaining renewal pool renewed their memberships, and we continued our average of 5 new memberships a month, we would hit our budget target of 275 memberships by next spring. Unfortunately, she does not have data about renewal rates in the past. But many people often wait until the last minute and we have no indication that many people are not going to renew. I am sure that many of you, like me, believe we will readily hit our membership target (which was purposefully a conservative number). So the bottom line is this: **the financial risk is low.**

Please respond to me asap indicating your approval, or disapproval for this request to extend the 11 new memberships from January - February 2022, through May 2023. Per our Bylaws, I have to hear back from each and every one of you.

Thank you,

Sue

From: Carole Smillie <csmillie@verizon.net>
Date: Mon, Jul 18, 2022 at 9:43 PM
To: Sue Niblock <sbniblock@gmail.com>

Yes, it's ok with me.

Carole Smillie

Sent from my iPhone

On Jul 18, 2022, at 9:29 PM, Sue Niblock <sbniblock@gmail.com> wrote:

From: Beano Solomon <beano45@mac.com>
Date: Mon, Jul 18, 2022 at 10:11 PM
To: Niblock Sue <sbniblock@gmail.com>

i approve

From: Ariela Shani <arishani49@gmail.com>
Date: Tue, Jul 19, 2022 at 4:24 AM
To: Sue Niblock <sbniblock@gmail.com>

I approve

Ariela

Sent from my iPhone

On Jul 18, 2022, at 9:29 PM, Sue Niblock <sbniblock@gmail.com> wrote:

From: Mary Lynne Hulme <marylynnehulme@gmail.com>
Date: Tue, Jul 19, 2022 at 7:13 AM
To: Sue Niblock <sbniblock@gmail.com>

I approve.

On Jul 18, 2022, at 9:29 PM, Sue Niblock <sbniblock@gmail.com> wrote:

From: Heather Tourkin <htourkin1@gmail.com>

Date: Tue, Jul 19, 2022 at 10:03 AM

To: Sue Niblock <sbniblock@gmail.com>

My thoughts are to approve extending the memberships of those affected from last year, but moving forward, perhaps new members from January of the new year should only pay \$25, then pay the full amount when the new membership year starts in June.

Heather

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Heather Tourkin

From: Kathie Beckman <kathie.beckman@gmail.com>

Date: Tue, Jul 19, 2022 at 10:51 AM

To: Sue Niblock <sbniblock@gmail.com>

Yes, I approve.

From: Suegmail <sbniblock@gmail.com>

Date: Tue, Jul 19, 2022 at 5:06 PM

To: Araby Leary <learyaraby@gmail.com>

Everyone said yes!

Sent from my iPhone

Begin forwarded message:

From: Araby Leary <learyaraby@gmail.com>

Date: Tue, Jul 19, 2022 at 8:12 PM
To: Suegmail <sbniblock@gmail.com>

Oh, thank you. Thank you.

Now, onward and upward as we plan strategies for the year ahead.

Again, thank you.