

Newcomers Club of Greater Park City March 2023 Board Meeting Minutes

Date: March 1, 2023

Location: Retreat at Jordanelle Clubhouse, Hosted by Kathie Beckman

Quorum Present: Yes (6 present / minimum of 4 required)

Board Members/Activity Chairs Present:

Kathie Beckman*	Carol Haselton	Nancy Roe
Marylou Biddiscombe	Mary Lynne Hulme*	Ariela Shani*
Linda Elbert	Araby Leary	Beano Solomon*
Lisbeth Fahey	Sue Niblock*	Heather Tourkin*

**Board Members who count toward a quorum*

Call to Order: 4:25 p.m. **By:** Sue Niblock, President

Welcome / Establish Quorum:

Sue welcomed everyone and announced that we have a quorum.

Approval of Minutes:

The Minutes from the February 2023 Board Meeting were presented for approval. They were previously emailed to the Board.

Ariela pointed out that in the section discussing the Game Night Review it sounds like it has already been decided that a Game Night will be held next year. She wanted to clarify that that is not the case. The last sentence in the Game Night Event Review section of the February Minutes will be revised to say "We can revisit the location and cost of Game Night before the next time it is held-next-year's event."

Motion made by **Ariela** to approve the Minutes as amended.

✓ Motion seconded and the Minutes were approved as amended.

Officers' Reports:

President: Sue Niblock

Sue reported that there will be a Governing Board Meeting on March 15.

Treasurer: Sue reporting for Carole Smillie

Sue reported that although we do not have a Treasurer's Report this month Carole reported that the current bank balance is \$16,842.95.

1st Vice Presidents: Mary Lynne Hulme / Ariela Shani

February Event Review: **Mary Lynn** reported that 39 people went to the Snowed Inn event. Although she considered it very successful this year she thinks that they will not be planning it again for next year. She felt two years in a row was enough for a while.

Future Events:

March – Ritual Chocolate factory tour on Thursday, March 30. **Ariela** reported that the scheduled event is currently sold out but there are enough people on the waiting list that she is trying to schedule another date for an additional tour.

April – Kimball Arts Center event on Saturday, April 22 with dinner following at the Boneyard. Each attendee will be asked to bring a bottle of wine or an appetizer. Since there have not been a lot of responses so far **Mary Lynne** suggested that an eBlast be sent out about the event.

May – Tulip Festival on Friday, May 12. **Ariela** reported that they said they do not have group tours but she is going to check again with them to confirm.

June – Governor's Mansion tour on Wednesday, June 7. **Mary Lynn** pointed out that the timing of the 2:00 PM tour might impact getting back in time for the Board Meeting scheduled for the same day. It was agreed to move the timing of the Board Meeting by 15 minutes to 4:15 – 6:15.

Ariela requested to let her know if anyone had any ideas for a speaker for the luncheon in the fall.

2nd Vice President: Beano Solomon

March Coffee – speaker: Frank “Fuzzy” Furr, retired Air Force Colonel and aerospace contractor, U-2 pilot and long-time Park City resident.

Standing Committees:

Advertising: **Alisa Harbin.** **Sue** reported that we will have two advertisers speaking at the Coffee this month.

Hospitality: **Rina Solomon / Linda Elbert / Marylou Biddiscombe.** **Marylou** reported that everything was ready for the next Coffee.

Friendship and Membership Committees: **Sue** reminded everyone that she and Ariela will be meeting with the Friendship and Membership Committees following the March Coffee to discuss membership forms, perhaps expanding the role of the Friendship Committee, having greeters at the Coffees and ideas that would encourage Members to be more involved.

Membership: **Araby Leary.** **Araby** reported that we continue to get more new Members.

Newsletter: **Nancy Roe.** **Sue** reported that as a result of the recent scam email that appeared to come from Carol Haselton the email blast announcing the March Newsletter did not have the Newsletter attached as was the previous practice. She was wondering if that should become the new practice. **Kathie** said she did not believe that the current Newsletters were the source

of the scam since the scam emails were “from” Carol and not Sue as the current President. It was agreed to no longer attach the Newsletters to the eBlast and to only provide the link to the Newsletter and see if there were any complaints.

Heather wondered if all of the details of the future 1st VP events beyond the current month could be moved further back in the Newsletter so the Activities would be closer to the front.

Kathie suggested moving the calendar to be just before the Activities as well. **Nancy** agreed to do that so we can see how it works.

Unfinished Business:

Elections

The ballots will be available at the March coffee. **Araby** will give any mailed-in ballots postmarked by March 10 to **Kathie**, who will count the ballots and report the results to Sue as President.

Upcoming Committee Vacancies

Sue reported that there will be an announcement about upcoming committee vacancies in the April Newsletter to help find volunteers may be interested. The Advertising and Publicity positions will most likely be open and there may be one or two openings on the Friendship Committee.

New Business:

Insurance Review Update

Sue handed out a summary of the results of the Insurance Review Committee (attached to these Minutes). The Committee received three viable quotes for the Club’s insurance. Beehive, our current broker, was the highest of the three. The Committee’s recommendation was to switch insurance brokers and go with the lowest quote which was from the Wasatch Leavitt Insurance Agency. This quote included an Umbrella policy in addition to the liability and Directors and Officer’s coverages that the Club has been previously obtaining and would provide a savings of over \$1000 over the Beehive quote. Also noted was the difference in the additional cost for coverage and the certificate needed in order to use the Temple. With Wasatch Leavitt the coverage is included in the policy so the cost would only be \$50 for the required additional-insured certificate. The cost with Beehive for the recent Game Night at the Temple was \$245 for the additional insurance coverage and the certificate.

Motion made by **Ariela** to accept the Wasatch Leavitt quote at \$1,129.00 which includes the umbrella policy.

✓ Motion seconded and passed without dissent.

Sue thanked **Kathie** and **Paul Beckman** for all their work in gathering the new quotes.

Online Membership Signup and Payment

Araby handed out a summary of her proposal for a new Online Membership Management System. She is proposing that Newcomers implement this system to augment and eventually completely replace the manual system that has been in place for years. In addition to the time savings provided to the Membership Chair, it would allow new and renewing Members to complete the Membership form, accept the required General Release and make payment all online. The system would provide an online membership directory that would always be up to date. It would also eliminate the disparity in the pricing of the dues caused by people joining in the middle of the year and then needing to renew again in June as each Membership would need to be renewed 12 months after they joined or last renewed. The total annual cost for the service and the transaction fees for an estimated 350 Memberships would be \$1,526.28. Araby would like this system to be in place before all the renewals that will start in June. She would like authority to test the system using their free one-month trial and if that is successful, to convert over to it right away. There were questions about how Activity Chairs would be able to track members who didn't renew since it could happen in any month now rather than just in the summer. Araby pointed out that the system was very customizable and that a way around this could be worked out. There is a demo online that anyone interested can view. She will send out a link to it.

Motion made by **Beano** to allow **Araby** to test the system using the available free trial and to implement this new online system if Araby feels the test has been successful.

✓ Motion seconded and passed without dissent.

The question of whether we will continue to have a printed directory will be addressed later.

July 5 Board Meeting

Sue pointed out that the July Board Meeting would fall on the day after the 4th of July holiday and wondered if there were any concerns about this and if it should be changed. She will not be in town for the meeting and Heather was not sure if she would be in town to run it in Sue's absence. The date was left unchanged for now and it could be revisited when it gets closer.

Activity Updates:

Juliets: **Lisbeth Fahey** reported that the restaurants and bars in town were not interested in having Juliets come during ski season when they are at their busiest and welcomed us for April or May so Juliets will be meeting at Lisbeth's home again this month.

Walking Group: **Araby Leary** reported that there was a fair turnout for the walking group at the MARC the previous day although the traffic issues caused not everyone to be there at the same time and some not to get there at all. They are planning an outdoor walk for March.

Fun Bridge: **Heather Tourkin** reported that at the most recent fun bridge there were four tables of four players, 16 players total, which is a really good showing.

Girls Gone Wild: Carol Haselton reported that seven people have signed up for “The Trock” ballet at the Eccles on March 11. They are still accepting sign ups until March 10 for the Escape Room on March 31. The Shakespeare Festival is on and she has bought the tickets but she will be refunding the rest of the money for the rooms so that everyone can make their own payments directly to the hotel. The rooms are already reserved but not paid for.

Fine Dining: Linda Elbert reported that it is time for sign ups for the May through August dinners and everyone needs to sign up again if they are interested even if they are already participating in the dinners now.

Writing Circle: Ariela Shani reported that they have added a few new members but there are still more people interested that they don't have room for.

Supper Club: Beano Solomon reported that the dinner planned for her house on March 27 filled up immediately after the Newsletter went out and she does not have room for any more.

Sue noted that activity chairs and people hosting events are encouraged to advise in the Newsletter whenever there is a number limit or space is limited at an event.

Announcements:

Next Board Meeting

The next Board Meeting is currently scheduled for midday Wednesday, April 5, as our Board appreciation luncheon hosted by Anna Lea Kantor. Since this date is the start of Passover there was a question of whether this should be rescheduled. It was agreed to move it to Wednesday, May 3 if that will work for Anna Lea and to reschedule the April meeting to be a regular afternoon Board Meeting on Tuesday, April 4 at Linda Elbert's home as she was scheduled to host the May Board Meeting.

Meeting Adjourned: 5:55 p.m. **By:** Sue Niblock

Minutes submitted by:

Kathie Beckman, Secretary

Adopted by the Board during the meeting on:

June 7, 2023

Kathie Beckman

Secretary's Signature

Insurance Committee to Report Newcomers Board

Since 2015, the Club has been binding insurance through Beehive Insurance, a Utah insurance brokerage company based in Salt Lake City. They represent a number of other not-for-profits in town, including the Park City Mountain Sports Club.

Cost last year: General Liability - \$1,150.82, Directors & Officers (D&O) - \$707.00
Total: \$1,857.82

Received three quotes for 2023-2024:

1. Wasatch Leavitt Insurance Agency – Local broker with an office in Park City and three additional offices in the area (Heber, Coalville and Orem), which is affiliated with the national Leavitt Group.

The Hartford - General Liability - \$386.00

The Hartford - Umbrella - \$448.00

The Hartford - D&O - \$295.00

Total: \$1,129.00

2. MLC Insurance Agency – Local broker in Park City which services Park City, Heber City, and Summit County

United States Liability Insurance Company - General Liability - \$1,071.00

United States Liability Insurance Company - D&O - \$854.00

Total: \$1,926.00

3. Beehive Insurance – Salt Lake City broker

Evanston Insurance Company (renewal) - General Liability - \$1,403.54

Great American Insurance Group (renewal) - D&O - \$728.00

Total: \$2,131.54

Recommendation from Insurance Committee to Newcomers Board:

Switch insurance and go with Wasatch Leavitt Insurance Agency including the purchase of an Umbrella policy. Provides a savings of over \$1000 over Beehive.

Note: Additional cost for coverage/certificate in order to use the Temple:

Wasatch Leavitt: Coverage is included, \$50 for additional-insured certificate

Beehive: \$245 for additional insurance coverage and certificate

Park City Newcomers Club
Treasurers Report February 2023

Opening balance - \$16,454.93

Income – Membership dues - \$500.00

Expenses – Coffees - \$400.99

Expenses – Directory – Mailing - \$22.20

Expenses – Website – \$277.07

Expenses – Office Supplies - \$112.60

Closing Balance - \$16,142.07

Agenda – March 1, 2023
Host: Kathie Beckman
Address: Retreat at Jordanelle Clubhouse
13433 N Alexis Drive, Kamas
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 February 1 meeting minutes
4. Officer's reports
 - a) President's report – reminder of GB meeting March 15, 3-5 PM, Carole Smillie hosting
 - b) Treasurer's report
 - c) 1st VP
 - d) 2nd VP
5. Committee reports
 - a) Advertising
 - b) Hospitality
 - c) Membership Comm - reminder of meeting March 8 after the coffee
 - d) Friendship Comm - reminder of meeting March 8 after the coffee
 - e) Newsletter - new scam attacks. Should newsletter be attached to emails anymore?
5. Unfinished (old) business
 - (a) Board Elections this month – printed ballots available at the board meeting and the coffee
 - (b) Upcoming committee vacancies – will plan to put something in April newsletter
6. New Business
 - (a) Insurance update – report from insurance committee; decision needed
 - (b) Moving our membership signup and payment online! Presentation by Araby
 - (c) any concerns about our July 5 meeting being a day after the holiday on Tuesday the 4th?
7. Activity Chair Updates
8. Announcements
 - (a) Next board meeting – no regular meeting, we will have our Board appreciation luncheon instead on April 5, hosted by Anna Lea Kantor, will need to RSVP in advance as lunch is catered. Concern from Ariela - Passover starts that evening. Is this date ok?
 - (b) Coffee next week – speaker: Frank “Fuzzy” Furr, retired Air Force Colonel and aerospace contractor, U-2 pilot
9. Adjournment

Proposed Online Membership Management for Newcomers

Situation:

- 1. Newcomers currently uses manual procedures, largely unchanged for at least the past 10 years, to enroll and renew memberships.
- 2. The process is multi-step, prone to human error, and time-consuming.
 - a. For the Member, it involves printing out and completing a paper form, writing a paper check, sending both to Newcomers.
 - b. For the Membership Chair, it involves retrieving the mailed forms, checking them for completeness and accuracy (and contacting the applicant or Member if necessary), updating an Excel spreadsheet with Member data, and forwarding checks to the treasurer.
 - c. The Membership Chair must also format a paper directory, have it printed, and mail it to all members. This hard-copy directory is out of date the first time a new Member joins after the directory is printed.
- 3. Many comparable organizations (Park City Mountain Sports Club, Park City Pickleball Club) have implemented an online membership management system.
 - a. These systems enable new members to apply, and old members to renew, online using their computers and paying with their credit cards.
 - b. The systems provide an online membership directory that is instantly up to date whenever a new members joins, a current Member renews, or a Member changes her/his phone number, email address, or mailing address.
 - c. Credit card payment amounts are immediately deposited into the organizations' bank accounts.

Recommendation:

Newcomers should implement the **JoinIt** online membership system and the **Stripe** online payment system, which will provide:

- 1. The ability for new members to apply for and current members to renew their memberships, paying with their credit cards.
- 2. The ability for all members to read and accept the online Newcomers liability waiver.
- 3. The availability of an online, always-up-to-date Member directory—including Member photos.
- 4. The ability for members to indicate their particular activities of interest. This will simplify the task of contacting subsets of Newcomers members.
- 5. The elimination of paper membership forms, paper liability waivers, and paper checks.

Rationale:

- 1. The **annual cost** for JoinIt and Stripe:

JoinIt Online Membership Management service		\$ 476.28
JoinIt Per Transaction processing fee	2.5% x 350 members x \$50	\$ 437.50
Stripe Online Payment processing fee	(2.9% x 350 members x \$50) + (.30*350)	\$ 612.50
	Total Cost to automate membership	\$1526.28

- 2. Replacing outdated manual procedures with streamlined, online procedures will greatly simplify two tasks:
 - a. That of new members seeking to join and current members seeking to renew their memberships
 - b. That of the Membership Chair, making it more likely that members will volunteer for this vital Newcomers position

JOIN IT and STRIPE PRICING*

\$39.69/mo software fee + 2.5% service fee

JOIN IT	fee	avg cost/month	cost/year
SOFTWARE FEE			
@ monthly rate	\$	39.69	\$ 476.28
SERVICE FEE	2.5% per TX		\$ 437.50
TOTAL JOIN IT COST	\$	76.15	\$ 913.78

STRIPE FEE	2.9% + \$.30 per payment transaction		
	2.9%	2.9% * 350 * \$50	\$ 507.50
	\$0.30	350 * \$0.30	\$ 105.00
TOTAL STRIPE COST	\$	51.04	\$ 612.50
TOTAL ALL COST	\$	127.19	\$ 1,526.28

For Budgeting: note monthly swings -- June/July/August might have 60% of the memberships revenue and cost; other months spread out the remainder

Other potential financial observations and considerations:

- optional additional cost: **Stripe model card reader** = \$59 one-time purchase
- **Cost to print and mail 2023 Directory** in October 2023 was \$1,445.

Time considerations - Membership Chair:

- Each PO box membership order takes approximately 15 minutes to process.
- Considerable time goes into numerous blast renewal emails and follow-up inquiries to all Members.
- Many alerts and notices in the newsletter are also required to maintain the June 1 deadline.

** Assumes 350 Members @\$50, all processed through Join It and Stripe.

NEWCOMERS BALLOT FOR JUNE 2023 - MAY 2024

The Newcomers Governing Board proposes the following slate of officers:

President	Susan Niblock
President-Elect	Heather Tourkin
Co-1 st Vice Presidents	Mary Lynne Hulme Ariela Shani
2 nd Vice President	Beano Solomon
Secretary	Alisa Harbin
Treasurer	Cathy Van Dyke

Please check one option below to accept or reject this proposed slate of officers.

☐

I **ACCEPT** this slate of officers.

☐

I **REJECT** this slate of officers.

Signature (sign) _____

Signature (print) _____

Date _____

Please bring this completed ballot to the **Coffee on Wednesday, March 8, 2023**

OR mail a completed ballot **by Friday, March 10, 2023** to:

Newcomers Club of the Greater Park City Area, PO Box 980235, Park City, UT 84098

THANK YOU!