

Minnreg 2022 Officers Meeting Minutes January 5, 2022

Seven (7) Officer/Staff members were in attendance and included Thom Dupper; Al Shields; Vivian O'Dell (Recording Secretary); Sam Janofsky; Dr. Gloria Hill; Shirley Murphy and Betty Held (Treasurer). One (1) Board of Directors present: John Bowers (Board Chairman). Two (2) General membership present are Mary Reffelt (Outgoing Secretary), Deb Dupper.

Welcome - This meeting was called to order at 2:28 pm by Minnreg President, Thom Dupper.

President's Comments: Last year, 2 officers resigned, and the positions were left open.

Officers/Staff Meetings will be held on the 2nd Wednesday of each month at 2:30 PM at the Minnreg Office located at 12467 62nd Street North, Unit 103, Largo, FL 33773. Today's January 2022 meeting was an exception.

Approval of Minutes

Since there were no other Officers/Staff meetings in 2021, the minutes for the June 9, 2021, Minnreg Officers/Staff Meeting were approved by Thom Dupper.

Financial Report

No Treasurer's Report was presented due to discussions on the MVA Officer's budgets.

Old Business

- Outgoing Secretary, Mary Reffelt, summarized the following budget approvals:
 - Board Compensation approved 9/23/21
 - MVA Budget for 2021 approved 11/11/21
 - MVA Budget for 2022 approved 12/9/21

New Business

- **Recap of activities for 2021:** 10 Luncheons, 11 Friday Socials, 3 Golf events, 2 Dinner Theater events, 1 Dinner Cruise, and 1 Christmas Party/Dinner.
- President Thom Dupper handed out a list of the new officers for 2022 with email and phone number contact information.
- President Dupper also handed out information/duties lists for each officer, which were then reviewed. Recap:
 - Executive Vice President: Al Shields,** serves as backup to the President.
Attend and participate in all officer meetings, serve as liaison with treasurer, provide help and assistance to other officers when requested. Budget \$0 – as needed
 - Vice President Community Relations: Gloria Hill,** responsible for all community outreach activities on behalf of the MVA.
Attend and participate in all officer meetings, compose the annual community outreach program, assemble and oversee volunteers, promote all community activities to MVA membership, execute all responsibilities within the limits of the established budget, report on budget status at each officers meeting. Budget \$30,000

Minnreg 2022 Officers Meeting Minutes
January 5, 2022

Vice President Member Events: Shirley Murphy, responsible for special MVA member events.

First Priority: Form member events committee to set event agenda for 2022

Attend and participate in all officer meetings, compose the annual member events schedule, promote all member events to MVA membership, act as emcee for monthly MVA socials, execute all responsibilities within the limits of the established budget, report on budget status at each officer meeting. Budget \$14,500 (luncheons and socials are separate line items and not included here)

Vice President Finance: Sam Janofsky, is the chief financial officer of the MVA.

First Priority: Introduce yourself to the MVA financial team

Attend and participate in all officer meetings, execute MVA financial strategy, serve as liaison between the MVA and its fiduciary agents, provide help and assistance to other officers when requested. Budget \$0

Vice President Building & Maintenance: Dave Hewitt, responsible for the operation and maintenance of the MVA office.

First Priorities: Learn online office calendar, determine what supplies/refreshments will be maintained by MVA and create a system for re-ordering supplies/refreshments.

Attend and participate in all officer meetings, maintain online calendar of office events, serve as liaison with landlord, maintain an inventory of supplies and refreshments to support office events, execute all responsibilities within the limits of the established budget, report on budget status at each officer meeting. Budget: \$23,772 (rent \$16,872, utilities \$3,600, office expense \$1,200, supplies \$900, Miscellaneous \$1,200)

Recording Secretary: Vivian O'Dell, responsible for keeping the legal, official minutes of the MVA Board and Officer meetings.

Attend and participate in all officer meetings, record and publish minutes of all board and officer meetings, track reservations for all MVA member events (using new tool), publish attendee list for all MVA member events, maintain all legal, official records of MVA. Budget \$0 (or as needed)
During the meeting it was added that the secretary is also responsible for collecting and maintaining current membership dues information.

Treasurer: Betty Held, responsible for tracking and managing financial data.

Provide financial data to accountant, document transaction details, compose financial reports, record financial transactions, track payroll data. Budget: \$0 – (or as needed)

- **Continuing New Business**

Discussion of what the organization should provide to the office location: Paper products, water and soda were agreed upon, but alcohol and beer went into more discussion. Sam suggested no hard liquor be provided by the organization due to possible liability issues. Members may bring their own alcohol which can be stored in a locked cabinet in the office if desired. It was decided that the organization would provide some beer.

Maintenance needs for the office were discussed. A shade for the front door will be purchased and installed by the VP of Building & Maintenance, Dave Hewitt. It was also suggested that a system be designed to let Dave know when there are things needing repair or items need replenishing. A whiteboard or flip chart was suggested.

Minnreg 2022 Officers Meeting Minutes
January 5, 2022

Each officer with a budget will report to the Officer's Meeting each month on the status of their budget. Receipts will be required for all expenditures along with who made the purchase and what was purchased. It was suggested that everyone be provided a copy of the spreadsheet that Deb Dupper uses to use as an example. Thom Dupper suggested the use of the 5 W's: Who, What, When, Where and Why.

Betty Held, Treasurer, brought up that the current setup of accounts with our accounting firm do not make sense for our organization. It was suggested that Betty and Sam Janofsky, VP Finance, sit down with new accountant and work out a setup that makes more sense for our organization.

Gloria Hill, VP Community, is to reach out to Alex Buell, of Pinellas Education Foundation regarding the \$10,000 scholarship MVA wants to give them. Sam Janofsky suggested the scholarship should go to multiple recipients and they should not qualify for other scholarships due to GPA, etc. He also suggested that there be a bridge to Honeywell by promoting what this organization is doing in the community.

Gloria should also contact Robin Mobley, Principal of Tyrone Middle School, regarding the \$10,000 grant given to them in 2021 by MVA.

For other groups wanting to present at our luncheons, they should be small non-profit and not national. There was discussion of possibly giving the presenters ½ of our 50/50 collection and put them in a contest for possible \$10,000 donation from MVA. No solid decision was made on this issue.

Member Events were discussed next and there were questions about whether members should pay a portion of the cost for attending events (not luncheons or Friday socials). Shirley Murphy, VP Member Events, and Al Shields will provide a list of possible events for 2022 along with costs for each to help determine if a charge for members will occur. This is under discussion due to multiple cancellations for past events that the organization had to pay for no-show reservations. We could limit the number of attendees or charge a non-refundable fee at the time of reservations. No solid decision has been made in this regard.

Good of the Order – Thom Dupper would like a paragraph from each officer for the newsletter including a synopsis of what has been done and any future plans.

Adjourn

Betty Held motioned to adjourn meeting and Gloria Hill seconded then Thom Dupper called the meeting adjourned at 3:44 pm.

Respectfully submitted,
Vivian O'Dell, Minnreg Secretary