

GLAAM Board of Directors

Official Minutes

May 5, 2018

Pilgrim Towers, 440 N. Madison Av., Pasadena

	<i>Secretary</i>	<i>Delegate</i>	<i>Members-at-Large</i>
Mid-City	[/] Vesper Burnett	[/] Jordan Albert	[X] Desiree Elliott
Coastal	<i>vacant</i>	[X] Madeline Walker	[X] Jonathan Elliott
SFV	[X] Jerilyn Phippeny	[X] Charlie Mahoney	[X] Andrea Nolan
ELAC	[X] Michael Wong	<i>vacant</i>	[/] Gene Schneider
Hi-Desert	[X] Lindsay Ross	[/] Bruce Smith	[X] Sandra Smith
Inland Empire	[X] Wilbert Woo	<i>vacant</i>	[O] Lee Stillman

[X] = present for entire meeting, [/] = present for portion, [O] = absent with leave, [#] = consecutive unexcused absence(s)

Guests: David Fenig, Vickey Kalambakal, Brian Madsen, Alma Munro

I. Opening

- A. **Call to Order** -- by XVC S Smith at 10:31am.
- B. **Approval of Previous Minutes** – Moved (J Elliott) to approve; carried 7/0/2.
- C. **Approval of Agenda** – Moved (J Elliott/D Elliott) to amend Agenda to put New Business before reports. Moved (D Elliott/J Elliott) to amend motion to include only New Business item A, so new additions to New Business would stay in place; amendment carried 8/0/1. Moved (Not recorded) to put New Business item A after Closing Reports, before Special Orders; amended motion carried 8/0/1.

II. Closing Reports

- A. Executive Officers
 1. **Chairman:**
 - B Smith delayed in traffic, no report.
 2. **Executive Vice Chair:**
 - S Smith: I do this seldom, but with your help, I'm getting better.
 3. **Secretary:**
 - Stillman on excused absence, Walker substituting.
 4. **Treasurer:**
 - J Elliott: We completed the February financial reports on 4/7, and attempted to post them to the FinCom and CC lists as usual, but this time they bounced back. We saw activity on the lists later, so they had not been closed in anticipation of moving to Slack or some other platform, so maybe it is simply Yahoo beginning to implode as the smart folks have predicted for some time. In any case, the incoming Treasurer is going to need some direction on where and how the monthly financial reports should be shared with the other chapter officers.

- We also completed the March financial reports, but without posting access to the Yahoo lists we sent them by private e-mail to the members of the Finance Committee.
- We experienced \$256.33 of consolidated net spending during the first 11 months of our fiscal year, closing at \$36,443.47 of consolidated net holdings.
- Closing financials for the fiscal year include \$184 of accounts receivable in the RG Fund, comprising \$149 from Mary Hughes and \$35 from Casey Simpson.
- Closing financials for the fiscal year also include \$229 of prepaid expenses for Gifted Youth, because of an advance to Michelle Freeman which was not entirely used during the fiscal year.
- Closing financials for the fiscal year also include \$60 of cash apparently withdrawn by Jeff Hathorn from the Hi-Desert account several years ago, and apparently never applied to a chapter expense, also \$130.27 of long-outstanding checks in the Hi-Desert Fund.
- Chairman Bruce came by the headquarters house prior to the monthly ELAC gaming party, and we had about two hours of what appeared to be a very helpful introduction into what the Treasurer needs to do and how we currently do it.
- Cleared all our accounts payable before fiscal year-end, including the \$150 donation to Pilgrim Towers.
- Recent balance sheets have shown a couple of inter-Fund amounts which needed clearing, both of them basically the RG bank account owing advance money back to the GLAAM-General account. Those transfers were made before fiscal year-end, so the balance sheet will look a lot cleaner for the new Treasurer. RG account now has a little less than \$2000 of remaining seed money free and clear to help expedite the next event.
- We completed our construction of financial statements covering the 12-month period ending 3/31 to match with the fiscal year of national Mensa, and entered summary figures into their reporting form in advance of the 4/30 deadline, so our revenue stream will continue uninterrupted.
- Checked the GLAAM mailbox two days ago, no contents. The officer Guidelines as newly drafted call for the Treasurer to check the mailbox on a monthly basis, preferably during the week before the Board meeting, "unless this task has been delegated to some other volunteer". In order to help ease the new Treasurer into his duties, I am willing to continue to check the mailbox on a monthly basis for at least the near future, since it is on my way home from work, but we will transition the keys to him whenever he is ready.

B. Area Reports
 1. **Coastal:**

- Kalambakal: Vickey: We had a nice dinner at El Pollo Inka in Torrance, with 15 people, and we had appetizers.
2. **SFV:**
 - Andrea reported a nice Thursday Night dinner, but it was in the middle of several Auto Body Shops. There were 6 people at dinner.
 - Phippeny: We had our Thursday Night dinner at Poke Tiki, then went on to Wanderlust, with 10 people.
 3. **ELAC:**
 - Wong: Dim Sum was cancelled because of a conflict with an event in Orange County. A symphony conductor gave a really good talk. We should consider having him talk at one of our events.
 - We did the HEX Escape Room
 - We had a dinner at Bone Lane
 - Tomorrow there is a dance in Orange County.
 - There was a party last week. There were six people, including a guest who was not pleasant.
 4. **Mid-City:**
 - Burnett: Things are going well.
 5. **Inland Empire:**
 - Woo: Sent a message to all the people in Inland Empire. Got 12 responders from various areas. It will be difficult because of the different interests and how spread out it is. Considering starting a monthly lunch or dinner.

C. Members-at-Large

1. **J Elliott:**
 - Attempted to post the draft revision of the officer Guidelines to the CC's list, but again it bounced back, so tried a test message which contained no file attachments and minimal text, and it still didn't work. Therefore sent the notes out by private e-mail's to a few officers at a time. Will report on the responses when we get to the applicable Agenda item.
 - Turning in my Board Members Handbook at this time.
2. **Nolan:**
 - Thank you Jonathan for all you have done.
2. **S Smith:**
 - Gave a new handbook to Wilbert Woo.

D. Committees and Coordinators

1. **RVC:**
 - Wong: I was at the AMC meeting in Denver. The chair told me that he did not like the things that I wrote about, so I will write fluff instead.
2. **Awards:**

- J Elliott: Completed our annual report for the May issue of the newsletter, discussing the awards which we presented at the luncheon, and listing the current members of the Hall of Fame.
 - Willing to stay on as Awards chair for at least one more year, still should be able to work it into my projected schedule. We still have ahead of us to perform not only the annual updates of the Hall-of-Fame listings for the website, but also to update the by-function lists from the last 5 years, and to get selected function lists (including Chairman, Secretary, Treasurer, Editor, and some others) loaded into the History section of the GLAAM website. Should be easier to get to it this coming year now that I am retiring as Treasurer, and also should be easier for me to arrange it if I am still the AwardCom chair at the time.
3. **Bylaws:**
- D Elliott: The new Bylaws for GLAAM have been proposed to the national Bylaws Committee for approval.
4. **Membership Outreach:**
- D Elliott: Jordan and I are working toward a multimedia presentation for new members. I need to get some slides to Jordan.
5. **Regional Gathering:**
- Walker: With a minor change from Desiree, the Contract should be ready to sign. We will need two additional agenda items under new business: approval of a \$4,200 subsidy for down payments to the hotel, and board approval of the contract. [Chair transferred from S Smith to B Smith at 11:04am]
6. **Scholarship:**
- D Elliott: No new updates. National is still looking at the reports to decide the awardees.
7. **Social Media:**
- Albert: We sent congratulations to the 8 year old girl who represented us on the Jimmy Kimmel show.
8. **Special Events:**
- Walker: Sent a note yesterday to all members to choose shows that will be at the Pantages Theater in the 2018-19 season that they would like to see.
9. **Testing:**
- D Elliott: I and two new proctors in training ran both the standard and the culture fair tests. Other than finishing the paperwork, Michael is now a full proctor, and Sandra will be a proctor in the next month or two.
10. **Circulation:**
- Madsen: We got out on time again.
11. **Data:**
- Madsen: The Facebook group is now up to date. The national office is working on allowing more features in their new program.

12. L.A. Mentary:

- Kalambakal: With the layout manager travelling, I will put the whole newsletter together for June. Tom Streeter has cancelled his ad, but is not requesting refunds for prepaid issues.

13. Open Forum:

- Ross: I am looking for new venues and want to know about insurance coverage. [Desiree responded that we have a million dollar policy through national to cover us for things like this.]

14. SIGHT:

- Arlette Chew, via email: No new visitors, but continuing communication with our visitors coming from Sweden. Besides traveling the Southwest, they hope to attend some American football games. Also, one of them is planning to get a tailor-made suit while here. If anyone can highly recommend a tailor, I'd be glad to hear it; one of my son's friends has recently opened his own tailor shop, but I'm hesitant to vouch for the quality there.

17. Webmaster:

- Munro: I am putting together a new Website. It is almost ready to go. I would welcome comments to put into the Website, such as calendar updates, comments on bylaws, etc.

III. New Business

A. Draft Guidelines

J Elliott: As noted in the preceding Member-at-Large report, the draft Guidelines went out to current Board members and other officers by private e-mail a few at a time. No responses were received indicating any objection, no suggestions for amendment were offered, and the only response which was received was an affirmation that we should adopt the motion as presented. Therefore, moved as an individual at this time (J. Elliott/D. Elliott) "to repeal in their entirety the officer Guidelines established by Motion #1991-021, including all subsequent amendments thereto, and to adopt in their place the officer Guidelines attached to the May 2018 Agenda". Motion carried 12/0/1.

IV. Special Orders

A. Requirements of Bylaws Section XIII-B:

1. Installation of the new Board by the Election Chairman or designee:

- B Smith yielded the Chair to Election Chairman Fenig at 11:17.
- Non-continuing board members are excused from the table, except the acting Secretary.
- Fenig: A wrong election report was sent, but I corrected it.

2. Election of the Chairman by the members of the newly seated Board of Directors, under the supervision of the Election Chairman or designee:

- D Elliott nominated (Schneider); elected 6/0/1.

3. Election of the other Executive Officers by the members of the newly seated Board of Directors, under the supervision of the Election Chairman or designee:

- For Executive Vice-Chair, S. Smith nominated (D Elliott); elected 6/0/1.
 - For Administrative Vice-Chair, Schneider nominated (Not recorded); elected 6/0/1.
 - For Secretary, Stillman nominated (Not recorded); elected 7/0/0.
 - For Treasurer, B Smith nominated (Not recorded); elected 6/0/1.
2. **Installation of the new Chairman of the Board:**
- D Elliott assumed the Chair at 11:22.
3. **Filling of any vacancies on the new Board, in accordance with procedures:**
- For Mid-City Secretary, Burnett nominated (Not recorded); appointed 7/0/0.
 - For ELAC Secretary, Wong nominated (Not recorded); appointed 8/0/0.
 - For Inland Empire Secretary, Woo nominated (Not recorded); appointed 9/0/0.
 - For Mid-City Delegate, Albert nominated (Not recorded); appointed 10/0/0.
 - For Coastal Delegate, Walker nominated (Not recorded); appointed 11/0/0.
 - For Coastal Secretary, Munro nominated (Not recorded); appointed 12/0/0.
 - The positions of SFV Delegate, ELAC Delegate, Inland Empire Delegate, and one Member-at-Large position remain open.
4. **Appointment of committee chairmen and other appointees in accordance with procedures:**
- Committee Chairs appointed without objection: Awards: Jonathan Elliott; Bylaws: Jonathan Elliott; Elections: David Fenig; Deputy for Elections: Jay Friedlander; Finance: Vacant; Gifted Youth: Madeline Walker; Membership Outreach: Alma Munro; Regional Gathering: Madeline Walker; Scholarship: Vacant; Social Media Coordinator: Jordan Albert; Special Events: Madeline Walker; Mensa Testing: Desiree Elliott (Senior Proctor).
 - Coordinators appointed without objection: Circulation Manager: Brian Madsen; Data Officer: Brian Madsen; Historian: Lindsay Ross; LA Mentary: Vickey Kalambakal; MensaPhone: Gene Schneider; Open Forum: Lindsay Ross; Public Relations: Vacant; SIGHT: Arlette Chew; SIGs: Brian Madsen; Webmaster: Alma Munro; Young M's: Vacant.
 - Jay Friedlander appointed Ombudsman for 6-year term.
5. **Approval of the remaining agenda by the new Board:**
- Agenda amended to add New Business items B (RG Budget Allocation), C (RG Contract Approval), & D Strategic Planning Goal).

- Motion (B Smith/Phippeny) to approve the Agenda as amended; carried 12/0/1.

V. **New Business, Continued**

B. RG Budget Allocation

Motion to do a change of budget allocation for \$4,200 from the general account to the RG account to cover hotel deposits. Alma asked about making a budget. Desiree explained that the new board gets to do that in June, after a month in their jobs. (Walker/Phippeny 11/0/2).

C. RG Contract Approval

Proposal to approve RG contract at Doubletree in San Pedro for 2019. Desiree explained that it is contingent upon them adding a phrase they had last year about no charge for us bringing in food and beverage. (D Elliott/Walker 11/1/1).

D. Strategic Planning Goal

D. Discussion of goal for the year: Desiree recommended increasing our membership participation and enjoyment for the year. Madeline said that her offering all in the chapter to vote on all shows at the Pantages they might want to see is new, so it increases membership participation. Sandra said we should review our sign-in sheet information and reach out to people who have attended an event to encourage them to come to more events. Alma suggested putting together a survey to see what members' interests are. Wilbert said the Membership Outreach committee should recognize people on sign-in sheets. The area Secretaries and Delegates should get the sign-in sheets to make contact. Gene recommended sending out a new member information packet. Desiree responded that we are working on a multi-media project. Gene said that a large number of members are not on-line. Desiree responded that most new members are younger, and younger people are on-line. Bruce asked if there could be a training program for area Secretaries and Delegates. Desiree said that could be like a Leadership Development Workshop. Vickey said we can print a regular item in the newsletter to explain responsibilities for Secretaries and Delegates. Alma talked about putting together a special Strategic Planning Committee to work on where we want to be in Membership, Retention, and Activities. Comments included: Bruce: Beat Washington. Desiree: National Mensa has a Strategic Plan that is available. Lindsay has tried to help on this before.

Motion to create a Strategic Planning Committee to create a plan for GLAAM, taking into account the National Strategic Plan (Munro/Schneider 12-0-1).

Alma was asked to come to the June meeting with a proposal about a Strategic Planning Committee. This will go under Unfinished Business. Volunteers for the committee include Alma as committee chair, Desiree, Bruce, Jordan, Vesper, and Lindsay.

VI. Closing

- A. **Good of the Order** – D Elliott: Before we talk about good of the order, we need to update email addresses for the BOD list. Others: The Yahoo Groups are collapsing. We should use email. If you use email, there will be trouble. Google Groups will be around. We should use Facebook. Mensa wants us to use Mensa Connect. But Mensa Connect is for sending information to whole chapters, not areas. It doesn't have separate groupings. Slack is stable. We need something for the Board. That needs to be updated. We also send information to Committee Coordinators. We usually do not remove former chairs or committee coordinators because they tend to remain more interested. We need to send information on things like Finance, Bylaws, Awards, etc.

Sandra will be at the next meeting. She will be at the AG, and has been accepted to make a presentation at the AG on the Irish hero Cuculayne. Gene is going to Craig Lancaster's Cinco de Mayo party today. Madeline will not be at next meeting. She will be in San Diego at daughter's wedding. Desiree will not be at next meeting. She will be in Texas at sister's wedding. Jonathan will be accompanying her. Jonathan will put together a first pass of a new budget for Bruce to use as a starting point at the June meeting. Sandra will run the meeting. Board members must be present to vote – no proxies are allowed. That is in the National Bylaws, although National is considering whether to change that bylaw.

- B. **Adjournment** -- Motion (Phippeny/B Smith, 13/0/0) to adjourn approved at 12:20pm.

Respectfully submitted (with great thanks to Madeline for taking the meeting notes),
Lee Stillman
Secretary