

# GLAAM Board of Directors

## Official Minutes

October 5, 2019

Pilgrim Towers, 440 N. Madison Av., Pasadena

	<i>Secretary</i>	<i>Delegate</i>	<i>Members-at-Large</i>
Mid-City	[X] Vesper Burnett	[X] Jordan Albert	[X] Desiree Elliott
Coastal	[O] Alma Munro	[/] Madeline Walker (11:06)	[X] Andrea Nolan
SFV (11:07)	[X] Charlie Mahoney	<i>vacant</i>	[/] Gene Schneider
ELAC	[/] Michael Wong (11:06)	[O] Billie Lee	[X] Sandra Smith
Hi-Desert	[X] Craig Lancaster	[X] Bruce Smith	[X] Lee Stillman
Inland Empire	[X] Wilbert Woo	<i>vacant</i>	[X] Greg Williamson

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

Guests: Jonathan Elliott, Brian Madsen

### I. Opening

- A. **Call to Order** -- by Chairman Elliott at 11:05am.
- B. **Approval of Agenda** –Moved (S Smith/B Smith) to approve; carried 11/0/0.
- C. **Approval of Previous Minutes** – Moved (Albert/S Smith) to approve; carried 9/0/2.

### II. Reports

#### A. Executive Officers

##### 1. Chairman:

- Elliott: We have a fiduciary responsibility, when we become aware that there is a problem in our documents, to correct that as quickly and efficiently as possible. Last month I sent a request for a motion because we needed to get the RG account signature lines updated with people who are still in fiduciary responsibilities for the organization. Our treasurer is not a signer on the account; the only person who we know is, has no official standing on the Board, or the RG committee at this time. So even though it's a good idea to get the names finalized, we needed people to be appointed to that account last month when we realized there was a problem. We need official minutes in hand before we can go to the bank to get the changes made.

##### 2. Secretary:

- Stillman: Last month, when I said that I would have two more Board meetings left, before I was gone, I had forgotten that my attendance at WeeM will conflict with the November Board meeting, so this is it.

- My resignation as Secretary and Board Member is hereby effective at the end of this meeting.
- I plan on writing an article for the Newsletter saying goodbye to the chapter.

3. **Treasurer:**

- B Smith: Bills are up to date. Our general account stands at \$24,048.96.

B. Area Reports

1. **Coastal:**

- Walker: We had our South Bay Salon; it was a lot of fun.

2. **SFV:**

- Mahoney: We have a Halloween event on the 26<sup>th</sup> of this month.

3. **ELAC:**

- Wong: Nobody showed up for the movie yesterday.
- We did a very nice escape room at Escape Hotel Hollywood; unfortunately we did not survive as we had only three people and many of the puzzles required one person to hold a light while another did the work. We will try again tomorrow.
- Gaming party was fun.
- I will be returning to Hong Kong in two weeks and scheduled to return around Thanksgiving.

4. **Hi-Desert:**

- Lancaster: We did have our 3<sup>rd</sup> Tuesday event; food was excellent, but attendance was minimal.

C. Members-at-Large

1. **Elliott:**

- I have been having a ton of fun at the escape rooms. The last one we were at gives you a passport and stamps it for each room that you attempt, with a second stamp if you complete the room.

2. **Nolan:**

- The fourth Thursday dinner is increasing; we had 10 men and 4 women.
- Based on its listing in the L.A. Mentary, I went and checked out the Ultrazone in Sherman Oaks. It was very loud.

3. **S Smith:**

- I gave out a handbook last month and I have another in case we put someone on the Board at this one.

4. **Williamson:**

- As a new member I am looking at vacant positions to see where I can contribute.
- For new business next month, I would like to discuss partnering with the 2020 Census.

D. Committees and Coordinators

1. **Awards:**

- J Elliott: We did post to the CC's list on Yahoogroups the draft of the updated historical narrative for the national website. We did receive one suggestion for an added recognition, but no other responses. Now suggesting that we go ahead and arrange to have the revised version sent to the national office, for which I imagine we will need to go through the GLAAM LocSec.

2. **Bylaws:**

- J Elliott: Bylaws Committee met electronically during the month, and considered certain suggestions recently offered to amend the Guidelines. Our final recommendations have been submitted to the Secretary for the New Business section of the Board agenda.
- Elliott: I have not heard back from the National Bylaws Committee on our proposed changes.

3. **Membership Outreach:**

- Elliott: I have been communicating with someone interested in this position.

5. **Regional Gathering:**

- Walker: We had a meeting on the 22<sup>nd</sup> of last month. We have another scheduled for October 27, before the Sunday Salon at that location.
- Nikki Smith has lots of interesting ideas that she presented.
- I also went to the Palos Verdes Toastmasters group. 4 of the 14 people I talked to are interested in speaking at the RG.
- Elliott: We have a couple more registrations in, which is nice.
- Alma has expressed interest in being RG Treasurer.
- Nikki Smith's role at the RG is kind of a party planner, working out themed nights, and other non-event items; Friday night would be "What's Your Sign"; Saturday, silent movies; Sunday, Rock Around the Clock.

6. **Social Media:**

- Mahoney: Facebook updated through end of October.
- Need text for public page about picnic.

7. **Special Events:**

- Walker: We have 28 people for Blue Man Group.
- Frozen and Hamilton upcoming.

8. **Testing:**

- Elliott: Billie helped me get our Testing information up on the National website.
- This is Membership month.
- Remember we also have those codes for free testing. These are not intended for the general public.

9. **Circulation:**

- Madsen: Newsletter got out in time.

- We have enough money in the USPS account to pay for next month's newsletter but not after that so I'd like to put another \$1000 in today if possible.

10. **Data:**

- Madsen: All reports up to date.

11. **L.A. Mentary:**

- Vickey Kalambakal, via text: Sorry I won't make the meeting today. All is well with the newsletter. I need your reports, reviews, essays, and whatever you choose to send.

12. **MensaPhone:**

- Schneider: Two real calls, one about someone not getting his newsletter, and the other about getting his 4-year-old son into Mensa.

13. **SIGHT:**

- Arlette Chew, via email: We have a visitor from Australia for three months, starting Sept. 9. She is here to pursue her dream of becoming a video music director. She has given me permission to share her name and email in case other members share her interests or have advice to offer: Nana Sakamoto, 7sakamv@gmail.com.

14. **SIGs:**

- Madsen: Nothing's changed, other than I asked Billie to make some non-urgent changes to the SIGs portion of the website, which she did.

15. **Young Adults:**

- Elliott: Billie reported that the person she was courting for the position has backed out.

16. **Webmaster:**

- Elliott: Billie requests Area Secretaries submit welcome messages for their Mensa Connect pages.

**III. Special Orders**

- A. Moved (Stillman/Albert) that the signers on the RG Account be Bruce Smith, Desiree Elliott, and Madeline Walker, and that any names other than those three currently on the account be removed. (Vote postponed from last month)
- Elliott: At this point we need a motion to add Alma. Moved (Walker/Mahoney) to add Alma Munro after Bruce Smith; carried 12/1/1. J Elliott suggested a change in wording. Moved (B Smith/Schneider) to change to the following: **that the signers on the RG Account be Bruce Smith, Alma Munro, Desiree Elliott, and Madeline Walker, and that any other names currently on the account be removed.** Carried 13/0/1. Amended motion carried 13/0/1.

**IV. Unfinished Business**

- A. Review Status of Mensa Connect Preparation

Elliott: Area reps, send out a welcome letter this month. Other than that, we are done.

**V. New Business**

**A. 2020 Board Meeting Calendar**

Moved (Mahoney/B Smith) to have the Board meetings in 2020 on the 1<sup>st</sup> Saturday of every month except July, which shifts to the 11<sup>th</sup>, the 2<sup>nd</sup> Saturday; carried 13/0/1.

**B. Officer Listings on Website**

J Elliott: we put out on the CCs list a question of which officer positions should be listed in the History section of our website. Only suggestion I got was Lee's which was to list all of them that currently exist and are listed on the inside back page of the Newsletter.

Elliott agreed that all positions should be listed, grouped in such a way that it is easily readable, and also that names in our Hall of Fame be linked to their profiles.

**C. Guidelines Amendments**

Moved (Bylaws Committee) that the Board adopt the following amendments to our Guidelines document: [amendments listed in October 5, 2019 Agenda].

Moved (Schneider/S Smith) the following amendments:

The word "draft" be removed from each section header;

AREA DELEGATE Section C changed to remove at the beginning "At least bimonthly," and add "In the event of vacancy of Area Secretary, or upon request,";

AREA SECRETARY Section E changed to remove the word "bimonthly" and replace with "six times per year";

BOARD MEMBERS, ALL Section A changed to add to the end "and take part in all discussions and votes as befits a member of a governing body.";

BOARD MEMBERS, ALL Section D "Board Notebook" changed to "Official Board Member's Handbook".

Motion to amend carried 13/0/1.

Revised language:

**AREA DELEGATE**

A. Assist the Area Secretary in the coordination and hosting of monthly or more frequent area parties, as described in the Guidelines for Area Secretary.

B. Attend monthly Board meetings, and take part in all discussions and votes as befits a member of a governing body.

C. In the event of vacancy of Area Secretary, or upon request, submit area reports in the form of articles to the Newsletter Editor for inclusion in the GLAAM newsletter.

D. Assist the Area Secretary in the discharge of the Area Secretary's duties as far as practicable.

E. Cover as host at monthly area parties in the absence of the Area Secretary.

#### AREA SECRETARY

A. Hold at least one event within the Area's boundaries at least once a month, for a period of about two hours, and ideally on a regular day (for example, the second Saturday of the month) at a regular time (for example, at 2pm), for the purpose of gathering the Area's membership together for social interaction. This may take the form of meeting in a restaurant, a house party, an outing to a museum or park, or other similar event, limited only by the Area Secretary's energy and imagination, so long as the event is of a welcoming nature that would encourage a broad cross-section of the Area's membership to attend. This event shall be advertised in GLAAM's newsletter and online calendar in advance. The event may also be advertised on social media, and publicized by circulating an e-mail to the membership a few days in advance of the event as a reminder.

B. Act as host at the monthly party and other coordinated area events, by welcoming members, making pleasant conversation, and generally making an effort to make all attendees feel welcome and included. Encourage the sharing of names and conversations among members.

C. Attend monthly Board meetings, and take part in all discussions and votes as befits a member of a governing body.

D. Submit events monthly to the Calendar editor for inclusion in the monthly newsletter.

E. At least six times per year, submit written Area updates in the form of articles sent to the Newsletter editor for inclusion in the monthly newsletter.

F. Participate in discussions and forums on social media, as you desire and see fit.

G. Advise the Data Officer of the parameters desired in the delivery of a monthly report of changes in membership. Make an effort to reach out to new and renewing members through any medium to welcome and include them, and departing members to bid them farewell and learn from them.

#### BOARD MEMBERS, ALL

A. All Board Members are responsible for attending in a timely fashion the monthly Board Meetings, the date and location of which are announced in the Calendar section of the GLAAM newsletter, and take part in all discussions and votes as befits a member of a governing body.

B. All Board Members acknowledge that they are fiduciaries of Greater Los Angeles Area Mensa, and must disclose any/all possible conflicts of interest if they develop or exist, and recuse themselves from all votes on the issue creating the conflict.

C. All Board Members are responsible for being prepared for the Board Meeting, having reviewed the prior Minutes, the Proposed Agenda, and any relevant documents or communications that relate to the business of an upcoming meeting.

D. All Board Members are to maintain and bring with them their Official Board Member's Handbook and to update the documents contained therein whenever relevant.

E. Any detailed reports and/or specific motions that are offered or proposed should also be presented in written format to facilitate accuracy within the Minutes.

#### SOCIAL MEDIA COORDINATOR

A. Post events on the private Facebook group for viewing and information of the membership on a monthly basis.

B. Post information on the public-access Facebook page (which is intended as a recruitment tool for GLAAM) for events which are open to the public.

C. Maintain the passwords and login information of all Social Media accounts, including for Twitter, Facebook, Instagram, and Hootsuite, and others as necessary.

D. Post photos of events on Instagram with members' permission.

E. Post and re-tweet interesting and relevant information to Twitter, with the aim of increasing member participation and advertising Mensa activity to non-members.

#### TESTING COORDINATOR

F. Update the National Testing Calendar with GLAAM Testing Information.

Motion as amended carried 13/0/1.

#### VI. Closing

- A. **Good of the Order** – Lancaster: Craig and Greg need to be added to the CCs and BOD lists. Schneider: I met a friend at First of the Mensth who said she passed the test but hadn't joined, so I'm working on her.
- B. **Adjournment** -- Motion (B Smith/Albert, 14/0/0) to adjourn approved at 12:21pm.

Respectfully submitted,  
Lee Stillman  
Secretary