

## ACTIVITIES UNLIMITED EXECUTIVE BOARD MEETING MINUTES

TUESDAY, FEBRUARY 13, 2018

The Executive Board was called to order by President Jim Webb at 10:35 AM. The following were in attendance:

Jim Webb, President

Joe Pullaro, 1<sup>st</sup> Vice-President

Vince Tortorelli, 2<sup>nd</sup> Vice-President

Howard Vogel, Secretary

Mark Cohen, Treasurer

Doug Cooper, Assistant Treasurer

Walt Widmer, Membership Chairman

Tom Butler, Immediate Past President

George Lewis, Past President

James Mallen, AU Liaison to the WRC

The minutes of the January 9, 2018 were approved by the Executive Board as submitted.

Jim Webb and the Executive Board welcomed Vince Tortorelli to the Board.

### TREASURER'S REPORT

Mark Cohen stated that the budget was in good shape. He advised the Board that there were very little expenses for the months of January and February 2018. All members were given copies of the January 31, 2018 Balance Sheet (attachment # 1) as well as the January 31, 2018 Budget Status Report (attachment #2). Mark reported that the club would receive approximately \$3500.00 from Boiling Springs for 2018.

Mark Cohen also stated that for the month of January the only Trips and Tours event was the Savini Luncheon which as at a break even.

### DUES COLLECTION STATUS

Doug Cooper handed out a report entitled, "Executive Summary –Dues Collection 2018 (attachment #3 . It shows that the club has collected \$14,325.00 from 289 members. This amounts to approximately 86.2 percent of the membership. He has commitments from an additional 21 members. The remaining 20 members have not responded to numerous attempts to connect with them. Doug reported that the club will need between 30 and 40 new members (this year) to meet budget requirements.

#### FOOD PANTRY

Doug Cooper reported that \$132.00 was collected last month (January) for the food pantry.

#### CARE AND CONCERN

The passing of Dick Gattoni was mentioned as was his contributions to the club. He will be missed.

#### SUGGESTION BOX

Doug Cooper stated that there were no suggestions in the box. Joe Pullaro suggested to Jim Webb that he remind members to please put suggestions into the suggestion box because all such suggestions will be reviewed by the Board.

#### MEMBERSHIP REPORT

Walt Widmer handed out a report (attachment # 4) which showed new member activities from January 2017 to January 2018. Also included were members who passed away during the same time. Walt will have accurate account of the membership at the next meeting in March.

#### SPEAKER PROGRAM

Joe Pullaro is still working on getting a "sports person" to make a presentation. He suggested that the Board considers having presentations before the general meeting. Jim Webb said he would try it next month to see how it goes.

#### AUDIT OF 2017 FINANCIALS

Frank Nusspickel submitted to the Board a "Report of the Audit Committee"(attachment #5). The report stated that "the accounting records and documents of Activities Unlimited are well maintained and organized. There were two (2) recommendations:

- a. "Expenditures not included in the approved budget, or which exceed amounts in the budget, should be reviewed and approved by the Executive Board and documented in the minutes of the Executive Board. While we are aware that the Insurance Premiums for 2017 policy were discussed and approved by the Executive Board, such approval was not documented in the minutes."
- b. "The Executive Board should continue to monitor the activities of Trips and Tours as required by Paragraph 5b and 6c to AU Policies, Practices, and Procedures."

#### ACTIVITIES UNLIMITED NETWORK PROGRAM

Jim Webb reported that this new initiative seemed to be working quite well. Members have been getting information on such things as plumbing, electrical, etc. Jim has been forwarding information to any and all members requesting assistance.

#### TRANSPORTATION REPORT

Frank Nusspickel submitted a report to the Board (attachment #6) addressing the Board's concern with regards to AU members who may need transportation to the annual Christmas Party. The proposal suggests that a survey be conducted to determine if there is a need for such transportation to and from the Christmas Party. If it is determined that there is a need for such transportation, the committee would then look into ways to provide this assistance. The treasurer would need to review this proposal with the insurance company.

#### COORDINATION COMMITTEE REPORT

The objective of this committee is to improve attendance at general meetings as well as club meetings. Fred Theile and George Lewis joined hands on this endeavor. A report (attachment #7) has been submitted to the Board which outlines procedures to get members to sign up for AU sponsored activities. George Lewis had business cards printed whereby members can give these cards to prospective gentlemen who may want to join AU. It's a good recruitment tool.

#### MISCELLANEOUS

A discussion was held to see who the club could get to help with audio-visual stuff. Names mentioned were Walt Widmer, Don Kirkpatrick and Keith Moody. It's a work in progress.

The July meeting is now scheduled for Tuesday, July 17, 2018.

The Board voted unanimously to allow the sitting president to permit board members to purchase items not to exceed \$150.00. All expenditures should be approved by the Executive Board. If an expense comes up between meeting, the President may approve an expense up to \$150.00. The matter will be discussed at the next regular meeting.

Joe Pullaro suggested having members "sign in" at the general meeting. The plan is to have a "sign in sheet" with members names which will be handed out. A member just initials beside his name. This practice will give the Board information as to who is and who isn't attending meetings.

Jim Webb advised the Board that he will not attend the April meeting. Joe Pullaro will take over in Jim's absence.

The meeting adjourned at 12:05 PM.

Respectfully submitted

Howard Vogel, Secretary

Attachment # 1 – January 31, 2018 Balance Sheet

Attachment # 2 – January 31, 2018 Budget Status Report

Attachment # 3 – Executive Summary – Dues Collection 2018

Attachment # 4 – New Members and members recently passed away

Attachment # 5 – Report of the Audit Committee

Attachment # 6 – Transportation Proposal

Attachment # 7 – Coordination Committee Proposal