

CCN Board Meeting - 5/8/17
Concord Free Public Library

Board Members:

Present: Eve Isenberg, President; Sven Olson, President; Suzanne Jones, Treasurer; Shawna Pelton, Sven Olson, Janine Olson, Membership Outreach; David Rosenbaum, Webmaster; and Judy Sum, Newsletter; Dan Stapleton, and Carolyn Schweitzer

Absent: Lauren Wood, Secretary and Suzanna Kamon, Member at Large

Quorum present: yes

Others present: Carolyn Schweitzer, Dan Stapleton and Shawna Pelton

ADMINISTRATION -

- Discuss Amendments Best Practices DRAFT May 8th 2017

Discuss Role of Gourmet Interest Group Leader in Best Practices

- *David is open to sharing the Gourmet Club responsibilities. David stated that this role is time consuming specifically developing the menus. Janine suggested reaching out to Mark Benvenuto. Perhaps a group of people could assist with the development of menus for the next year. A "Best of Gourmet Group" from over the last six years was suggested for next year. David agreed to continue to hold the current title of Gourmet Club Coordinator. Further discussion will occur on how to develop menus for 2017-2018.*

- Vote to Approve

Authorize Board members or sub committee to draft and share Best Practices concerning:

- Event Policy
- Advertising

MOTION to amend the Board Member Roles, seconded and passed.

- Discuss Board Members Positions for 2017-2018

Senior Co President – Sven Olson

Junior Co President – David Rosenbaum

Secretary – Carolyn Schweitzer

Treasurer – Dan Stapleton

- *Suzanne described her experience as Treasurer. September is the busiest month for this role. She maintains the membership list, tracks income from events, ensures fees are paid to PayPal, manages any refunds that may occur and writes two checks (Insurance and Wild Apricot) per year. Suzanne spends approximately two hours per month on treasury duties. Suzanne and Dan will discuss the possibility of closing the CCN checking account.*

Membership Chairperson – Janine Olson

Events Chairperson – Shawna Pelton

- *Shawna stated that it makes sense for her to take on this role since she is already the Social Media Chairperson and there is a lot of overlap between these roles. Discussion took place about how events are planned and whether there is a form available for members to complete with event ideas. A form currently doesn't exist but David indicated he could put something together. The Events Chairperson acts as a gatekeeper determining if proposed events fits the CCN Event policy.*

Webmaster – David Rosenbaum

Social Media Chairperson – Shawna Pelton

Newsletter Editor – TBA

- *Judy will publish her last newsletter June 2017. Eve will contact Lauren Wood to check on her interest in serving as Newsletter Editor for 2017-2018. Eve will also follow up with Kim Haverstock.*

Dan asked if someone is responsible for developing the budget for CCN. Janine suggested including a statement that all Board members put forth an effort to ensure the financial health of the organization. All Board members shall contribute to establishing a sensible budget, etc. Most of the Club's activities are pay as you go. Dan will initiate a budget discussion in his new role as Treasurer.

EVENTS

- Discuss logistics of upcoming End of Year Party

This event is the biggest event of the year from CCN. The End of Year Party will take place at Kim Haverstock's home on June 17, 2017 at 4 p.m. David created a Sign-up Genius for the event.

TREASURER REPORT

*Prior to the adjournment of the meeting: MOTION to affirm the following positions for the 2017-2018 (July 1st – June 30th)
CCN Board:*

- *Senior Co President: Sven Olson*
- *Junior Co President: David Rosenbaum*
- *Treasurer: Dan Stapleton*
- *Secretary: Carolyn Schweitzer*
- *Membership Chair: Janine Olson*
- *Event Chair: Shawna Pelton*
- *Social Media Chair: Shawna Pelton*
- *Webmaster: David Rosenbaum*
- *Board Member at Large: Kim Haverstock*

Seconded and passed.

Meeting adjourned 8:35 p.m.

Minutes submitted by: Carolyn Schweitzer