

CHCA Meeting Final Minutes
November 2022 - Approved 12/13/2022

1. Attendance - Leslie Caruso, Alan Mirosław, Mary Ann Ogle, Erin Zelinski Righter, Brittany Smith, Will Pearce. Will wrote the minutes in Tim's absence.
2. Review/Approve prior month's minutes – Mary Ann motion, Alan second, passed unanimously.
3. Treasurer's report -
 - a) Fund Balances, revenues, expenses, invoices –
 - Adam e-mailed a Profit & Loss Statement and a status report, as of 11/7/2022, for review at the meeting, from which the following information is copied: the Courier Ad Sales, Membership Dues, Sponsorship, and other income categories are greater than the comparables for 2021. Even after the upcoming expenses for luminaries, the holiday party, and another Courier, we expect to have a net income for 2022 greater than last year.
 - Specifically, Adam summarized in his e-mail that there are no financial concerns, and that we are financially prepared to do one more Courier (November/December) this year.
 - b) Membership Drive – No update due to Adam's absence (see October minutes).
 - c) Scholarship Fundraising – We will ask Adam to refresh our memory at the December meeting regarding the financial details that permitted us to award \$6,000 in scholarships in 2022 rather than the previous usual amount of around \$3,000.
4. November Courier – 11.18.22 Submission Deadline
 - a) Chris reported via e-mail that he will be sending out e-mails regarding articles for the November Courier, and also be writing articles himself.
 - b) November Courier – As discussed at the October meeting, Chris had discussed that by the end of the third week in November (11/18) articles would be due to him, so that he could get the edited Courier to the printer shortly thereafter. Articles to be included: Halloween Party recap and results/photos of the Halloween Decorating Contest; Holiday Party and Decorating Contest; and Luminary Kit Assembly and Display.
 - c) Erin will write an article reporting on the upcoming 11/12 Food Drive, to include who collected the food, where it goes, and how many pounds were collected.
5. 2023 Calendar and Courier Schedule – Leslie prepared a draft 2023 calendar, for which we reviewed some details during the meeting, and for which Leslie requested that everyone submit their edited versions back to her. Leslie will consolidate the edits into an updated version which we will review at the December meeting, and then Leslie will communicate our shelter house reservation dates to Parks and Rec. Brittany volunteered to be the Halloween Party Chair, and Erin tentatively volunteered to be the Food Drive Chair, for 2023. We deferred discussion of the 2023 Courier schedule until the December meeting, so that Chris could specify the 2023 schedule.
6. Welcome Wagon – Heather Barkimer has volunteered to become the Welcome Wagon Organizer, but was unable to attend tonight's meeting; Jenny also could not attend. Jenny had texted some information to give to Heather; we discussed that we hope that both Heather

and Jenny can attend the December meeting where Jenny can help get Heather started with some details for being the Organizer. Brittany and Erin have also volunteered to help Heather, so we could discuss how to assign tasks. It was also suggested to ask Dave and the previous organizer Brenda Leggitt, if they have any items left over, such as Couriers and vendor items, that they could turn over to Heather. It was noted that any coupons donated by vendors should not have an expiration date.

7. November Events

- a) Officer Elections/Transfer of Power – Leslie was re-elected President; Alan was re-elected VP/Events; Will was re-elected Webmaster. Chris (VP/Communications), Tim (Secretary), and Adam (Treasurer) will be requested to stand for re-election at the December meeting.
- b) Open Trustee Position: 417-497 Loveman – Will reported that last Saturday, Bo Mannarino volunteered to become the new Trustee for District #13! Accordingly, Will has updated the website Trustee List and our other Trustee documentation with Bo's information.
- c) Food Drive – As noted in item 4.c), Erin will write a Food Drive Courier article, and Alan will do publicity FB posts for the Food Drive.

8. December Events

- a) Luminaries – Will reported that all tasks were being performed on schedule, and requested volunteers from the meeting for the following three specific tasks: For task #110, Leslie will write the letter to the Trustees. For task #112, Call Tree, Alan volunteered to contact Trustees for Districts #1-12; Mary Ann volunteered for #13-24; and Adam volunteered for #25-40. For task #230, Bring Coffee and Donuts, Mary Ann volunteered to get the specified items from Dunkin' Donuts, Linworth.
Will is to prepare the website publicity blogpost by this weekend, which will include a link to the SignUpGenius, and also submit the text of this blogpost to Chris as an article for the November/December Courier.
- b) Decorating Contest –
Alan noted that he will reach out to Kathi Godber regarding this event.
- c) Holiday Party – Erin reported that for 2021, 97 kids came thru the line for the gift bags she had prepared and to see Santa, and then noted that she would like to expand the scope of the 2022 holiday party beyond these two activities. The discussion for these ideas included:
 - Leslie suggested welcoming the participants with home-baked items such as cookies. Mary Ann explained the details from when she was the Party Chair, for some of the crafts they did, including the kids decorating their own cookies: Specifically, Mary Ann bought at GFS a big box of sugar cookies and a jug of white icing, put different colors into plastic cups, and then used our large plastic roll (in the storeroom) to cover some tables – and then the kids greatly enjoyed themselves, deploying color icing and sprinkles on their cookies – a happy chaos which was easily cleaned up by just folding up the plastic covering! We agreed that post-pandemic that Erin should feel free to get creative on what she wants to do for the party this year, and not feel constrained by the stringent budgets from the pandemic years.

9. Public Comments -

- a) Alan and Will discussed that the CHCA does not have a QR Code. Alan explained that Venmo has a package for charities, and that he will start a project to secure a Venmo QR code for the CHCA.

10. Adjourn – Mary Ann motion, Alan second.