

CHCA Meeting Final Minutes  
September 2023 - Approved 10/10/2023

1. Attendance - Leslie Caruso, Mary Ann Ogle, Brittany Smith, Alan Miroslaw, Adam Baas, Will Pearce. Will wrote the minutes in Tim's absence.
2. Review/Approve prior month's minutes - Mary Ann motion, Adam second, passed unanimously.
3. Treasurer's Report - Adam reviewed the following items in his YTD P&L as of 9/11/2023:
  - a) Fund Balances -
    - Revenue to date is \$23,000, \$5,000 greater than at this time last year. The 5K Race contributed the largest part of this increase, due to the very large number of runners (201), the largest since 2016. Courier ad sales are over \$1,000 greater this year, and Adam is in process of contacting two unpaid advertisers. And he is contacting two 2022 sponsors to confirm their 2023 sponsorship; thus, there may be further income for 2023 from ads and sponsorships.
  - b) Membership Drive Results; Contest Deadline
    - While membership dues are up \$1k, our participation is now at 29% vs. 32% for all of 2022. Thus, the people who are donating, continue to donate more than they used to. Adam has written an article for the September Courier about the Membership Dues contest and its cutoff date of October 1st, the free Ice Cream Night at either Graeters or Dairy Queen for the winning district, and the current leading districts. We discussed that the winning district would get to decide the date for their Ice Cream Night.
4. Next Courier - Mid-September
  - a) Chris was unable to attend, but e-mailed us that he would be preparing his draft of the September Courier content this evening.
  - b) Will volunteered to pick up the September Couriers from GraphX, Leslie volunteered to sort them by District, and Will volunteered to deliver the sorted Courier bundles to all the Trustees.
5. New Business/Upcoming Events
  - a) Buddy Box Packing Rescheduled? - Leslie has contacted Emma asking if the date has been determined for rescheduling the Buddy Box packing.
  - b) Worthington Spotlight Box - Leslie reported that she is currently in an e-mail dialog with Colleen Light, Worthington Parks & Rec, regarding the requested Worthington Spotlight newspaper box at the Selby Park shelter house.
  - c) Halloween Party/Pumpkin Patch – Event Chair Brittany Smith attended to ask about the scope of activities for the party, and to request that last year's Event Chair Kristin Orban could be contacted to discuss specific details with herself, Leslie and Alan, and possibly Mary Wetterauer, who has enlisted from Meadoway 5 other hands-on volunteers for the event, and 3 volunteers who will buy items/snacks/candy. Mary Ann also volunteered to help with the event. Some specific items to be discussed will be how many stations are needed to hand out how many treats and snacks, what kind of games and crafts, approximately how many kids expected, etc. Leslie will try to arrange this meeting, and also Leslie and Brittany plan to do an inventory of the shelter house storeroom within the next two weeks to determine what materials and prizes are on hand.
    - Alan said that he will reach out to Cynthia McKenzie to confirm pumpkin patch details and if she provides any volunteers for the other activities.
    - Leslie suggested that a procedure manual for each event would be very helpful.

- d) Halloween House Decorating Contest - Alan said that he will contact the previous years' Decorating Contests Judging Chair Kathi Godber for her suggestions regarding recruiting this year's chair, and to confirm if Kathi is not planning to chair these events this year, as she indicated last year.
  - e) Officer Nominations/Applications - Leslie noted that she had written an article for the September Courier that officer elections for next year will be held during the November CHCA meeting, and that all positions are open for someone to run for.
    - Open Position - Secretary - In particular, our Secretary, Tim Nittle, has indicated he wishes to step down, and we will be looking to recruit his replacement.
6. Public Comments - None.
  7. Adjourn - Mary Ann motion, Adam second.