

CHCA Meeting Final Minutes  
July 2024 - Approved 08/13/2024

1. **Attendance** - Leslie Caruso, Matt McKeegan, Brittany Smith, Will Pearce, Mary Ann Ogle, Ron Sears
2. **Review/Approve prior month's minutes** – *Mary Ann motion, Will second, passed.*
3. **Treasurer's report**
  - **Fund Balances**
    - Matt sent the P&L reports (one comparing through the full year and the other comparing through July 8<sup>th</sup>, 2024) via email. He stated that our checking is approximately \$14,000 and savings approximately \$3,500. He noted that is too early to evaluate the P&L for the 5K, as there would be two more payments. It was noted that Courier ad sales and picnic income are down from last year.
    - Matt stated that he was able to set up PayPal with himself as an authorized user. He requested that a second person be authorized to help with officer transition. Will suggested Leslie as the alternate. Matt suggested to invest the funds in CDs or something similar. He offered to present options. Matt also suggested that we replace the current software (QuickBooks), which is expired, and stated that he will investigate options. The group agreed a non-subscription, free version, would be the best option.
  - **Membership Drive Results to Date!**
    - Matt stated that we are within 30% of last year's total, slightly ahead.
4. **4<sup>th</sup> of July Wrap Up**
  - **THANK YOU**
  - - The group enthusiastically thanked Amanda and everyone who volunteered at the event!! The group also extended thanks to Ron, who was at the meeting, for his four new game booths and going door to door for volunteers. Mary Ann relayed that Amanda said his games were a big hit. Mary Ann also stated that next year, we need to account for chairs earlier, as the order is placed early in the planning process. The group also noted that the food vendors sold out. The group discussed increasing the number of games.
    - The group discussed ways to increase attendance and revenues at the event with less reliance on corporate sponsors. They agreed selling beer would be a popular addition. Leslie stated that she will follow up with Jennifer Button, from Parks and Recreation, on the idea.
    - After the meeting, Leslie reached out to Jennifer via email. Jennifer's feedback was that the Griswold Center is the only approved facility for beer and wine, and it's only allowed as catered, during certain hours.
    - Chris sent an email, stating he has the money from the event in his Venmo account. He also noted that he is working on dividing out the transaction types (wristband sales vs. 50/50 vs. pop sales) and asked if writing a check was the best way to transfer the money.
    - Mary Ann stated that the 50/50 winnings were donated. The group agreed that was a thoughtful gesture.
  - **Bike Decorating Contest**
    - Chris sent pics to Will. Will stated that he will blog.
5. **New Business/Upcoming Events**
  - **Storeroom Organizing Project 9.28.24**
    - The group agreed this date still works. Mary Ann stated that she has a label maker.
  - **Halloween Decorating Contest**

- The group announced that we need a chair. Leslie stated that she is actively looking and will ask Alan to put this on Facebook. Mary Ann stated that she will ask around. Leslie stated that she can provide a map for the judges.
- **Halloween Party**
  - Brittany confirmed that she will chair this event again for 2024. She noted that she will need help finding volunteers, and the group stated that Alan can put up a Sign-Up Genius for this. Brittany asked Ron if he would like to help with games, and they discussed a couple options, one for a self-serve photo station for baby buttons and another for a walk through spooky tent. Ron gave Brittany his contact information.

**6. Next Courier~ Target Date for Publication**

- Chris sent an email stating the next courier is set for September, and he's hoping to have it done mid-late August.

**7. Public Comments**

- No public comments.

**8. Adjourn- *Mary Ann motion, Will second.***