

## CHCA Draft Minutes- November 2024

1. **Attendance** - Leslie Caruso, Matt McKeegan, Alan Miroslaw, Brittany Smith, Will Pearce, Mary Ann Ogle, Dave Nadolny, Ron Sears, Erin Zelinski, Chris Rule
2. **Review/Approve prior month's minutes** – *Mary Ann motion, Will second, passed.*
3. **Treasurer's Report**
  - **Fund Balances, revenues, expenses, invoices**
    - Matt sent the P&L reports (one comparing to the full year, 2023, and the other comparing through 11/12/2023) and reconciliation forms for the CHCA accounts through October, via email. The account balances are Checking ~\$257, Savings ~\$500, and Money Market Savings ~\$20,146.
    - Matt said expenses remain about the same as last year, but the total net income is down about \$1,200. He explained that although membership dues are slightly up from last year's total, the 5K race income is down. Matt confirmed we have received the 5K T-shirt expenses.
  - **Scholarship Fundraising**
    - The money for scholarships is slightly down from last year. The group discussed increasing income from Courier ads and membership dues.
    - Chris said he spoke with a local bank about sponsorship. He also confirmed that the Roof Detective sponsored the Luminaries last year. Chris will give Matt the contact information; Matt will share the contact with Will.
    - Dave suggested that we improve the scholarship qualification parameters. Ron asked how we document volunteers. The group confirmed that there is no consistent process. Brittany noted that she did not record volunteers during the Halloween party but will do so in the future.
4. **November Courier**
  - Chris said he is on track and will send the November issue to Kate this week. The group agreed to target distributing prior to Thanksgiving.
5. **2025 Calendar and Courier Tentative Schedule**
  - Courier Schedule- Leslie suggested moving the 2025 Courier schedule to the December meeting.
  - Calendar- Will put meeting and event dates into the calendar. He said that most 2025 event dates will be a day before the 2024 event dates. Will confirmed that Easter will be on April 20<sup>th</sup>; the Easter Egg Hunt will be on April 12<sup>th</sup>, with a rain date of April 19.

## 6. November Events

- **Officer Elections**

- No one expressed knowledge of anyone interested in serving.
- *Mary Ann nominated the same officers as 2024, Will seconded.*

The results of the election were:

President: Leslie

Webmaster: Will

VP/Events: Alan

VP/Communications: Chris

Treasurer: Matt

Secretary: Brittany

- **Food Drive**

- Event Chair Erin reported that the food drive collected 1,100 lbs. of food (excellent!) for St. Michael Church and Worthington Resource Pantry. Erin confirmed that she sent the Courier article to Chris.

## 7. December Events

- **Luminaries**

- Event Chair Will asked for volunteers for three tasks.
  - Mary Ann, Dave, and Matt volunteered to split the first task of calling Trustees to verify that they can pick up their district's kits. Will confirmed he will provide them with the Trustee phone numbers.
  - Leslie confirmed she will perform the second task of writing the letter to the Trustees to pick up the kits for their district. Will said he will send her a list of Trustee emails and a spreadsheet.
  - Mary Ann volunteered for the third task of bringing coffee and donuts to the event.
  - Alan volunteered to Create a Facebook event asking for volunteers. Will expressed that it may be helpful to mention that Luminary kit pickup is for Trustees only.
- Will thanked everyone and confirmed all tasks on are schedule for the event on December 7<sup>th</sup>.

- **Decorating Contest**

- Dave confirmed he will be the Event Chair for the Holiday Decorating Contest, on December 17<sup>th</sup>.

- **Holiday Party**

- Event Chair Erin said the event will be like last year and include Santa, cookie decorating, and games.
- She asked for an effective way to contact Sarah Mullen, who has sponsored the holiday party in the past, to see if she wants to be involved. Matt said he will check the numbers from past years and email Erin.  
After the meeting Erin contacted Sarah; she offered to help.
- Leslie said she is going to contact Santa, Jim, to confirm he wants to volunteer this year.
- Erin said she usually does a Facebook post. She said she had four kids and two adult volunteers last year. Alan offered to add the holiday party as an event on Facebook.

- Leslie asked Ron if he wants to include his photo service at the holiday party. Ron said customer feedback was that it was difficult to manage filling out the form during the Halloween event. Ron said he did have a satisfied customer and redesigned the process (based on feedback) and the form (to include more items). He described his vision of the picture service as a built-in service, which he could pass off to someone in the future, for CHCA holiday events. He said that he would like to add the service to the CHCA website. He noted that he may run the service live during the Fourth of July event. Ron presented the new order form; the group confirmed they like the products. Matt suggested placing the order form into the Couriers. Ron asked for feedback on prices. Dave recommended that Ron consider quality when setting the price for T-Shirts. Ron said he will revisit product prices after researching. The group expressed concern about supply costs. Ron said he will revisit supply costs after the service is running. Ron asked if it was acceptable to create a separate, private email for orders. Will recommended continuing to use the CHCA email account, managed by the Secretary. Brittany confirmed she will monitor the account for orders. Will gave feedback that customers may misinterpret the coding on the form. Ron said he will include a visual corresponding to the code for each item.

**8. Trustee for District #36 and #37**

- Alan said he will do a Facebook post for the open trustee positions and that the openings will be in the Courier. Will explained that district 36 is only responsible for Luminaries while district 37 is only responsible for Couriers. Erin suggested to post the openings in a community space in the apartment complex; the group expressed that they do not think there is a shared space for the Selby apartments.

**9. Public Comments:**

- Matt announced that he started using Zoho books and plans to move CHCA accounting to the platform in 2025.
- Ron passed out a flyer on resolution no. 72-2024 “Adopting Rules and Procedures for Public Comment during City Council Meetings” which City Council recently passed.

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