<u>PHNC Board of Directors Meeting Minutes – FINAL</u>
June 4, 2026
Holy Trinity Church
3240 McMullen Booth Rd.
Clearwater, FL 33761

<u>Members present:</u> Jane Bittmann, Cindy Bridgewater, Judy Moore, Kathy Smuz, Kathleen Aedo, Gail Laoria, Sandy Weber, Barb Sweet, Claudia Thomas, Rita Yezzi

<u>Members absent:</u> Barb DePerto, Joan Lawler, Maria Greco, Linda Sanford, Diane Cudney.

<u>Call to order:</u> 10:00 a.m.

<u>President – Barb DePerto (absent) – Cindy Bridgewater presiding</u>

- We have a quorum.
- Introduction of Board members for benefit of new members.

<u>Secretary – Kathy Smuz</u>

- Roll call of members present.
- Need a motion to approve May Board meeting minutes. Motion by Barb Sweet. Seconded by Judy Moore. All approve? Aye.

<u>Vice President Membership – Maria Greco (absent) – Cindy Bridgewater speaking</u>

- Current Membership is: 207
- Number of new members in May: 5
- Summer Sizzler is underway and runs through September. New members who join will pay just a $15 membership fee for the remainder of the year. Current members bringing a guest will be entered into a drawing for a free lunch.
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<u>Vice President General Meetings – Cindy Bridgewater</u>

- 60 people are registered for the June luncheon. Table décor will be a cowgirl theme.
- Cindy sent the September and October menus to Rita and Claudia.

<u>Treasurer – Judy Moore</u>

- Fiscal year began June 1.
- Checking Balance: $10,620.84
- Savings Balance: $700
- Balance CD: $8,000
- We did very well with last year's budget and ended with a gain of $1900. Primary savings came from credit given by Cypress Run for the luncheon when the freezers gave out; from cancellation of the Mardi Gras special event; from switching insurance providers; and from program expenses.
- Reminder, any expense of $50 or more over your budget needs approval by the Executive Board.
- PayPal did not raise their fees this year.
- We do not tip the servers at Cypress Run; it's included in the luncheon cost. We have budgeted $200 as a gift to their staff, to be presented in November or December.
- The Executive Board approved the budget.

- Need a motion for the General Board to approve the budget. Motion by Kathleen Aedo. Seconded by Jane Bittmann. All approve? Aye.
- There was a question whether the General Board actually needs to approve the budget once the Executive Board has done so. We will check the bylaws.

Luncheon Program Chair – Diane Cudney (absent) – Cindy Bridgewater speaking

- June program will be line dancing with the dance floor available.
- July program will be a magician, Elliot Smith.
- August program will be a Beach Bash with a DJ.

Activity Group Chair – Sandy Weber

- Kay Brulo, activity coordinator of the Hand and Foot group, resigned, and Pam Kohler volunteered to replace her. Need a motion to approve Pam as the new coordinator. Motion by Claudia Thomas. Seconded by Rita Yezzi. All approve? Aye.
- Discussion on changing the name of the Wine Club for Couples activity group due to possible insurance liability. It was suggested their activity coordinator, Joan McCarthy, contact group members. Once they choose a new name and change the group description to avoid mention of alcohol, they will need to send that information to Rita via WebTicket. Claudia will also need it to change the description in the Chatterbox, the new member manual, and business cards. Because the Chatterbox deadline is today, it was suggested Claudia wait till next month to make these changes in the Chatterbox.
- Sandy asked for direction on coordinator appreciation party and what is expected of her. Claudia offered to meet with her and explain what has been done in the past. A venue is needed; suggestions included a participant's residential community clubhouse or the Wine Society in Tarpon Springs. It was decided that the event would not include spouses. The budget is $500. Sandy will contact the coordinators for their input on venue and date.

Special Events Chair – Linda Sanford (absent) – Cindy Bridgewater speaking

- The Banksy Exhibit has 9 people signed up so far. Linda purchased 20 tickets.
- Linda will meet with Crescent Oaks next Thursday to make arrangements for the Card & Games event. Claudia explained this was popular in the past and offered various games such as Bunco, Bridge, Mah Jongg, Scrabble, Hand and Foot, etc., with prizes awarded in each group. This gave the activity groups the chance to all meet and have lunch together.

Hospitality Chair – Kathleen Aedo and Co-Chair, Gail Laoria

- Gail sent out the June birthday e-cards. Rather than sending them all at the beginning of the month, she will try sending each one on the member's birthday.
- There is an ongoing issue with members who talk loudly during the speaker's presentation. Efforts to correct this have been unsuccessful. It was suggested this be addressed during the business meeting at the luncheon.
- Suggestion box:
    - Please get Terry Fortner as a speaker. She is the granddaughter of Myrtle Betz, who wrote a book about growing up on Caladesi Island.
    - There is too much time before the meal comes out. It was suggested we extend our social hour from 10:30-11:15 and then start the business meeting.
    - Can we put a classified section in the Chatterbox? The Bulletin Board column fills that purpose.
    - Please have more rolls at lunch. This is set by the kitchen; 1 roll per person.

  - Would like to have a choral activity group.
- Sunshine cards: 3 cards were sent this month.

Publicity Chair – (open)

- Still looking for someone to fill this spot.

Newsletter Editor – Claudia Thomas

- Still investigating new application to produce the newsletter. She has worked with Marq, which is web-based, but it's expensive if more than one user is added. She has also been able to create a front page with Quark, but it's not web-based and can't be shared.

Facebook Chair – Barb Sweet

- 85 members on Facebook; very little activity. She would like to be on the July luncheon agenda to advertise its availability to members.
- There are problems navigating back and forth between the public Facebook page and the members' page

Member Communications – Joan Lawler (absent) – Cindy Bridgewater speaking

- An eblast was sent regarding Summer Sizzler and items missing from the June Chatterbox.

Website Chair – Rita Yezzi

- Rita is covering eblasts until Joan returns from vacation.
- Presentation on the G drive is deferred until the July meeting. Rita can make access to the G drive available for Board members who would like it, as we share many documents there.
- Do we need approval from our members to add birthdays (month and day) to the member directory? General consensus was no. Rita will investigate how much work it will be to add this field and rearrange the fields for better clarity.
- Desk procedures: Desk procedures basically outline what you do, how you do it, why you do it, and when you do it. They are invaluable when a Board position is being transitioned from one member to her successor. They are all located in the G drive and need to match the information listed in the position's job description. It was clarified that the desk procedures fall under the responsibility of the Governing Documents Committee.

Unfinished Business

- We have 75 business cards left. Once we have a new name for the Wine Club, Claudia can order new ones from Canva.
- Rita has created a new ID called Reports which is available to activity coordinators. This ID has no function beyond pulling reports.

New Business

- Officer transitions: Rita suggested a need to update our bylaws to allow changing transition of the new Board from June 1st to the installation of Board members at the May luncheon. Otherwise, there is a two-week gap where previous Board members no longer have access, but the bylaws state that new officers don't assume their duties until June 1st. It was suggested we need a contingency plan to cover the gap between installation and the assumption of duties. As President, Barb will appoint a new

Governing Documents Committee and they will be charged with evaluating this and making sure the job descriptions match the bylaws.

- Standing Rules: Judy reported that at the last meeting of the previous Governing Documents Committee recommended these changes:
    - Finances, Rule 4 – change wording to "All Activity Groups shall be self-supporting."
    - Activity Groups, Rule 6 – retain the phrase "as necessary."

  These changes will be made on the website.
- Guest waivers: Kathy mentioned we're receiving guest waivers that don't have the guest's email and phone filled out. This requires extra work to track down the information. For any Activity Groups that require guest waivers, Sandy will inform the Activity Coordinator of the necessity of completely filling out the form.

Adjournment

Motion by: Jane Bittmann. Seconded by: Kathleen Aedo.
All Approve? Aye
Meeting adjourned at: 11:34 a.m.

Respectfully submitted,
Kathy Smuz
PHNC Secretary
6/7/26