

## **PHNC Board of Directors Meeting**

**March 6, 2025, 10:00 a.m.**

Holy Trinity Church

3240 McMullen Booth Rd.

Clearwater, FL 33761

Minutes 3-13-25

**Members Present:** Jane Bittmann, Barb DePerto, Judy Moore, Maria Greco, Dee Lewis, Linda Sanford, Dorothy Sackett, Claire Hoagland, Claudia Thomas, Diane Densmore, Michelle Scott, Joan Lawler

**Members Absent:** Christine Dandaraw, Rita Yezzi, Barb Sweet, Pam Enos, Cindy Bridgewater

**Guest:** Patty Whitehouse, Liability Insurance for PHNC

### **President -Jane Bittmann**

We have a quorum today.

### **Judy Moore**

Introduced Patty Whitehouse, one of our members and a retired, former VP of Chubb and Sons Ins.

### **Guest Speaker: Patty Whitehouse**

Patty explained the differences between the current Directors and Officers (D&O) insurance that we already have and General Liability (GL) that we do not carry. D&O does not include GL. Florida is a very litigious state.

Attached is a copy of Patty's presentation:

GL and D&O Handout\_PHNC Board Mtg 3-6-25.doc

Question from Maria about our guest waivers – do they offer sufficient protection? They are very brief. Judy said that she will see if Susan DeRose might be able to help us with that question. Patty suggested that we may consider keeping waivers for about four years, but again, this may need to be studied more closely.

Question about carpooling and liability – might be best to not publicize or recommend carpooling in our publications.

Judy asked that everyone send any questions for the agent to her by Monday. D&O renews on June 1 – will see if we can get GL to become effective on the same policy period schedule if the Board approves purchase.

### **Secretary – Dorothy Sackett**

**Motion to approve February Board Minutes** by Michelle Scott; seconded by Diane Densmore; all approved.

**Guest Waivers.** Maintenance of guest waivers for 2024 has been handed back to Secretary now. Many thanks to Joan for excellent training on this. Will get in touch with Rita to gain

access to Gravity Forms for this task. For the Appreciation Luncheon at the end of the month, Dee suggested sending an email out to everyone who is bringing a guest, reminding them of the waivers. Maria advised that she will have a stack of blank waivers at the event.

#### **Treasurer – Judy Moore**

- Checking Balance \$11,958
- Savings Balance \$1,290
- Balance CD \$8,381
- IRS submission was done in October. There is a filing with the state of Florida that is done once the new Executive Board is approved, so that is done in April.
- New profit and loss was sent out. Everyone seems to be staying in budget. Beginning in May, Judy will send requests to Board members for their input for budgets for the next year.

#### **Vice President Membership – Barb DePerto**

- Current Membership is: 190
- New Members in February are 6
- New Member manual – we have them. Claudia put some revisions in the manual. The cost was \$58.20.
- Meet & Greet March 31 at 10. Helpers: Jane, Claire, Maria, Michelle & Dee. 8 new members are attending.
- 2025/2026 Nominating Committee Report:
  1. Executive Board – going to remain basically the same.
  2. General Board – there are some changes.

Thank you so much to the nominating committee that worked with me: Kathleen Aedo, Michelle Scott, Judy Moore, and Sue Paley.

#### **Director of Programs – Linda Sanford**

**March:** Comedian, Mark Evans. **April:** Cathy Salustri, Florida author, her talk will be “Bad Ass Women of Florida”. **May:** Singer Leesah Stiles, diva hits. **June:** still working on the program for June.

#### **Director of Activities – Dee Lewis**

Anne-Todd will be doing her book club, Brown Baggers, until June 1st and then Rosann Daly will be taking over. Anne-Todd is also resigning from her Arts & Antiques coordinator role and will look for someone in that group to take over. Anne-Todd will lead Arts & Antiques through May.

There are spaces available in book clubs, if this could be announced at the luncheon. Most of the activities are open, but new members may need to be reminded to sign up early in the month, just as the Chatterbox comes out, to get a space in their chosen activity. Linda will talk about signing up for activities at the March luncheon.

#### **Director of Special Events – Maria Greco**

**Appreciation Lunch, March 23, 2025.** Maria passed around the menu – food will be purchased from Publix. 46 people are coming to the event. We started with \$350 for the budget, we’re not going over budget, it appears.

**Day at the Races, April 30, 2025.** We need a minimum of 40 people and have about 19 people signed up so far. We have another luncheon coming up during which we can promote the event.

**Improvement to the Special Events signup** area of the website - we can now sign up additional guests without having the website want to charge the member a second fee (for herself) to attend.

**Anclote Key BBQ Cruise, May 14, 2025.** Not a lot of people signed up for this yet, but it's still quite a way out into the future.

**Future Plans:**

1. **Mahjong Cruise** – this is something that members have been asking for. We're looking at early November, February or March, and a \$700 price point if possible. A short duration cruise out of Tampa Bay (4-5 days). Claire Hoagland and Sue Paley will be working on this.
2. **Holiday Gala** – Maria has two ladies working with her on this: Vicki Pitchford and Patricia Pettengill. They're looking at alternative venues as we need a larger room size. They've visited four sites and are down to Crescent Oaks and Countryside right now. Once they've finished price negotiations, available dates for the clubs are December 3<sup>rd</sup> (Wednesday) for Crescent Oaks and December 4<sup>th</sup> (Thursday) for Countryside. Pricing and parking have been a problem at the other two clubs as well as lack of elevators. There is not going to be a fund-raising component to this event.

**Hospitality Chair – Claire Hoagland**

**March Birthday Cards** – 11 birthdays

**Sunshine Cards**, Went out to Pat Donohue, Kathy Rhoads, Dorothy Sackett, Barb Sweet

**Suggestion Boxes.** Liked the buffet line at luncheons, have it every other luncheon perhaps; cocktail napkins on the tea and coffee table to absorb spills; request to start a walking or bike club; consider sending money to Hope villages as a charity; a listing of activities for first time guests. Maria suggested printing out the Chatterbox and having it on the tables for new members.

**Walking activity suggestion:** Dorothy volunteered to start a walking activity. Was advised that the Chatterbox closes tonight, but it may be possible to get a small blurb in there announcing the activity and to give her a call if interested. Dorothy will get touch with Claudia (who had to leave the meeting early).

Michelle made a motion to go ahead and vote on approval of the new activity since we are all here. Diane seconded the motion. All present approved.

**Update on Door Signs** at luncheon meeting. Signs are working! Had to escort only one person around to the front.

**Luncheon Chair – Cindy Bridgewater (absent), Jane presenting**

**March luncheon.** # registered for luncheon as of today \_\_\_\_79\_\_\_\_

**Table Décor – Pamela Enos (absent), Judy presenting**

**March Luncheon.** “Southern, not Stupid” is the theme of our comedian. For the tables, a bottle of tequila (Southern) 3 little books and a crossword puzzle (not Stupid).

### **Newsletter Editor – Claudia Thomas**

**New Committees: Standing Rules and Job Descriptions.** We have a new officer structure that will soon be implemented and have revised the bylaws. We have a new standing rules committee that will be working on procedural rules, things that we don't want to put in the bylaws because procedures may change over time and need to be updated more frequently than bylaws. This committee will be reaching out for your processes. We also have a new job descriptions committee that will be updating your job descriptions.

For your homework in preparation: read through the bylaws looking for anything that pertains to your responsibilities. Is there anything mentioned that needs to be documented with a standing rule or process? Or in your job description? Do you see anything missing in the bylaws? As an example, the president needs to prepare the agendas for meetings, but how far in advance must this be done?

### **Pot of Gold – Diane Densmore**

Nothing to report this time.

### **Past President and Publicity – Michelle Scott**

**Update on the magazine articles.** Have been in touch with both publishers Dunedin Clearwater magazine – basically written up telling who we are, what we're all about, our website, with Michelle's name given as a contact. The second publication is circulated more in the areas of Safety Harbor, Tarpon Springs, Palm Harbor and Oldsmar. Michelle was in contact with the writer and helped her write the article and it looks great. She's using a few pictures from the Chatterbox (with no names). Michelle is a little disappointed that the articles are not here already, but is sure they're on the way soon.

**Non-Profit Fair on May 10<sup>th</sup>.** East Lake Library is holding a fair to promote non-profit organizations on Saturday morning, May 10<sup>th</sup>, from 10:00-1:00. Michelle will be there to represent PHNC and would like to have 2 helpers who can come for just an hour each. Michelle will need some handouts and can print those off at home or perhaps get something from Amazon. Check your calendars and email Michelle if you can help out.

### **Facebook Chair – Barb Sweet (absent), Jane presenting**

Barb is monitoring Facebook as she recovers from her recent surgery.

### **Website Chair – Christine Dandaraw (absent)**

### **Website Co-chair – Rita Yezzi (absent), Jane presenting**

Rita will be back April 4<sup>th</sup>.

**Spotlight Items.** We are always looking for focus items for the website. If there is something for the website that the board would like to spotlight, please let her know. We cannot guarantee the timeframe on these, but like to have items ready in case there is space – reminders, clarifications, thank yous, etc.

**Website Training for Board.** Wednesday, May 21<sup>st</sup>, there will be website training for the new Board at East Lake Library from 10:00-2:00. Everyone needs to attend, even if you have been in your position for a while.

**Activity Pictures.** It would be nice to have activity pictures for the website. We've only heard from two activity coordinators with pictures of their activities. Dee advises that she has sent out two reminders to the coordinators.

**Back End Systems.** We will be reviewing Board member access to back end dashboard system areas. Not everyone needs this. This will be reviewed again after Board changes this summer.

**Website Information.** The process to submit information from programs and trips for the website will be changing after June. We plan to create a form with all required information including the written verbiage to be included on the web. More details to follow.

**Website Documentation.** Christine and Rita will be concentrating on documenting our website more fully in the coming months. As we have transitioned year to year we have found some areas that need to be clarified. Please ask those board members especially with access to the website to ensure that they have fully documented their steps (desk procedures) prior to the end of May. Rita will be sending out instructions on this.

**Website Chair Support – Joan Lawler**

Sending out two standard monthly luncheon eblasts. Discontinuing the first one.

**Adjourned 11:43**

Motion to adjourn by Claire; seconded by Linda. All present approved.

Respectfully submitted,  
Dorothy Sackett, Secretary