

## **PHNC Board of Directors General Meeting**

Holy Trinity Church  
3240 McMullen Booth Rd.  
Clearwater, FL 33761  
May 01, 2025

**Members Present:** Jane Bittmann, Barb DePerto, Judy Moore, Dee Lewis, Cindy Bridgewater, Maria Greco, Christine Dandaraw, Michelle Scott, Claire Hoagland, Pamela Enos, Claudia Thomas, Diane Densmore, Joan Lawler, Barb Sweet, Rita Yezzi

**Members Absent:** Linda Sanford, Dorothy Sackett

**New Board Members Present:** Kathy Smuz, Kathleen Aedo, Diane Cudney, Deborah Marshall

### **President -Jane Bittmann**

- *Welcome, please silence your phones. We have a quorum.*
- *This transitional meeting started at 11:00 AM by going around the room and introducing everyone along with their name and what their position is or will be effective June 1, 2025.*

### **Secretary – Dorothy Sackett (absent) Jane Bittmann, acting secretary**

- Jane made the Motion to approve the April Board Minutes
- Seconded by Maria and all approved

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

- Please change your Agenda from Table Décor, Danielle McAuliffe, to Deborah Marshall
- Current Membership is: 196
- 3 New Members in May
- Summer Sizzler starts June 1 –September 30,2025. For June, July, August and September, new members will pay a reduced membership fee of \$15 for the remainder of 2025, a savings of \$15. Also, during the campaign, when a current member brings a guest to a luncheon she will be entered into a drawing for a free lunch. Members receive one entry for each guest they bring with a drawing for the free PHNC lunch certificate taking place at the September luncheon. Barb will track it, and Claudia will put it in the Chatterbox. It also should go on Facebook. Those who renew in Oct., Nov. and Dec are in a drawing for a free luncheon and are paid for the next year (2026)
- **Treasurer – Judy Moore**
- Checking Balance \$11,424
- Savings Balance \$690
- Balance CD \$8462.48
- The Budget meeting will be held at Judy's home on May 12 at 9:30 AM. She will send out emails asking for updated budgets if needed.

#### **Director of Programs – Linda Sanford (absent) Pamela**

- **May:** Singer, Leesah Stiles will dazzle you with her songs. In addition to her dynamic performances, Leesah is a songwriter and has recorded several albums of original music in her spare time, showcasing her diverse artistic talents.
- **June:** Author, Tracey Enerson Wood. Tracy writes historical fiction. The book she will be discussing is “Katharine, the Wright Sister”, based upon Orville and Wilbur Wrights’ sister. She will be bringing several books to sell as well.
- **July:** Relax and lounge around lunch, background music and conversations. Jewelry sales throughout the luncheon and 4 chances to win \$25 gift cards. Asked if there was a speaker and there is not, just background lounge type music.

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

- Activities are going great; we have 23 groups and 28 coordinators for next year. Only 3 days open on the calendar, the first Wednesday, the fourth Thursday and the fourth Friday.
- We will be giving appreciation gifts to the coordinators in May. If not attending, she will ask someone to deliver the gift.

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

- Yesterday the group of 38 went to Tampa Downs Race track. It was a fun day with a great buffet; everything was on one level. We had the Sky Terrace room with front window seating. No big winners but a great time. All questions were answered prior to the start time.
- The Anclote Key BBQ & cruise is 5/14/25 in the morning and right now we have 13 signed up. Bring your beach supplies, the crew will load it for you and take it off. Lunch is cooked by the crew. Bathroom on board. Be there at 9 AM so we don’t have any stragglers when we depart at 9:30. We should be back around 3 PM. It is wheelchair accessible with a nice large ramp. A list of things to bring will be in the Chatterbox.
- Maria will bring her laptop for sign-ups at the luncheon. Christine mentioned that the WIFI at the club isn’t good.
- Maria suggested we have a small table in July for any questions on the event, website, luncheons. Pam asked for a table in July for questions answered

- **Hospitality Chair – Claire Hoagland**

- There were 13 birthday cards sent out
- Sunshine sent cards to Jill Jestes, Cheryl Thurman, Terry Christiano, Elaine Kirkoff

#### **Luncheon Chair – Cindy Bridgewater**

- We have 50 people registered for the May luncheon
- June and July menus are completed, and we are waiting to hear back regarding August.

#### **Table Décor – Pamela Enos**

Checking the remaining dollars in the budget so she can spend the remaining. Pam is looking at having a box with lots of stuff coming out of it. Judy will check her budget totals

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

- The deadline for the June newsletter is today. She still hasn’t heard from 7 activity coordinators.

- Thanks to Pam for taking pictures at the Track.

#### **Pot of Gold – Diane Densmore**

- Requesting a square table for ticket sales. The small one doesn't give enough space.

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

- I have extra copies of the magazine articles I put in last month if anyone wants one. Nice pictures and articles.
- On May 10<sup>th</sup>, Saturday at the East Lake Library, we are promoting PHNC at their Non-Profit fair. My helpers are Claire, Jane and Christine coming. There will be some nice prizes. I plan on spending the remainder of my budget too.
- I have a special announcement to make. I have given my letter of resignation to Jane this morning and she knew about this last week, but I wanted to wait and share it with all of you. Just to say thank you to everybody past and present who have helped me in my duties. It is time for me to step back but of course I will help Jane in any way I can so she can still call. Barb DePerto asked if Michelle had any extra business cards and Michelle said she would give them to her and Claire.

#### **Facebook Chair – Barb Sweet**

- We have 87 members who have access.
- Jane said that Facebook has 2 areas. The Facebook Chair reports on both the Page and the Group, Publicity reports on the Public Group.

#### **Website Chair – Christine Dandaraw**

- First, I want to say that I am stepping back. Rita will be taking over as of June first. I will be available for her, but I have done this for 3 years and I'm tired.
- Dashboard access, we have decided that we have too many fingers in the pie. So, if your job does not require getting into the system, you will not be getting access. We have training coming up on May 21<sup>st</sup> at the library so any questions you need to email me so I can go over them at the training. The training is from 10 till Noon. We are basing your questions on the training.
- We also have updated the luncheon pages with an embedded form at the bottom of the program page.
- The people who need passwords will be given new passwords at training.
- Show hands to see who is coming. Claudia said she would come briefly to take pictures. Kathleen asked to come just to listen. That is fine. If you already have done the job, you don't really need to come unless you want to.

#### **Website Chair Support – Joan Lawler**

- Dorothy now has the guest waivers. She has the 2024 folder and any for 2025.
- Discussion on why Joan's title was changed to Communication. There was concern that it didn't include Web Support and that Joan was never notified of the change. Claudia stated that the Job Description Committee had to follow the guidelines in the Bylaws which included job title changes. Everyone was notified several times. Joan's duties are mostly communication, however, that doesn't mean that she can't help with the Web. Anyone can ask any member to help with their area. The committee followed due process. Nothing changes until June 1. Not all items each person does is listed in each job description.

- Rita inquired about the vote for all board meeting minutes to be entered on the Web. Is it really needed? If a member wants a copy they can go on Contact Us and request it. Jane said she would put that on the agenda for the next meeting. The minutes are on the G Drive. Christine mentioned that she keeps a spread sheet, and they have put in over \$40,000 in with free design. Everyone is getting a new password on May 21<sup>st</sup>. Do not ever change your password.
- Maria talked about Paperless Post saying she didn't like it. She could not use it as planned. Barb DePerto said how she liked it for Meet & Greet. It was easy to use and out of 23 members, only 2 didn't open the invitation.

- **Unfinished Business**

- Claudia: Let's talk about Job Descriptions. Everybody was sent the proposed job descriptions on April 13 with a return date of April 26 for any comments, questions or suggestions. The committee received several and the revised job descriptions were sent out. These are job descriptions not procedure manuals, you can delegate, just get the job done. Since we received 3 pages of suggestions yesterday, the committee will meet again and revisit these items. We got tentative approval for the job descriptions at the Executive meeting this morning as they were sent. The job description committee will meet again and discuss the new suggestions we just received.
- For Standing rules, It became apparent that we need to capture some unwritten things that have never hit paper. Unlike Bylaws, standing rules can be changed by the board at any point. Therefore, the committee put together a list of items that can be changed easily like the day of the luncheon, the time of the meetings etc. Claudia then made the motion that the Palm Harbor Newcomers Club Standing Rules be approved as presented. Barb DePerto made the second and all approved.

### **New Business**

- Maria showed a presentation for a fall cruise for Mahjongg, Hand & Foot etc. No certain date yet but it would be a 5-day cruise out of Tampa possibly of Royal Caribbean. The details are not complete. She would like to see if members are interested. The cost depends on your cabin and the amenities you choose like WIFI, drinks etc. We will have a group rate through Vacations to Go and will have to have a minimum of 8 cabins, double occupancy. This will be open to everyone including your guests. She will show the presentation at the May luncheon as well.
- Maria then made the motion first to the Executive Board and then to the General Board to make this cruise event for November of 2025. Cindy seconded the motion, all approved. The Executive Board approved and then the General Board all approved.
- Maria wants a small table in the lobby to promote the cruise. Also start putting the information in the Chatterbox in June. Final payment is due in August.

### **Adjourned**

- Jane said that there being no further business, we will close this meeting to discuss your position with the upcoming board members.
- Meeting adjourned at 11:30, seconded by Claudia. All Approved.