

PHNC Board of Directors Meeting Minutes - Final

May 7, 2026

Holy Trinity Church

3240 McMullen Booth Rd.

Clearwater, FL 33761

2025-26 Members Present: President-Jane Bittmann, VP Membership-Barb DePerto, VP General Meetings-Cindy Bridgewater, Secretary- Dorothy Sackett, Treasurer-Judy Moore, Director Activities-Dee Lewis, Hospitality Co-Chair-Diane Cudney, Newsletter Editor-Claudia Thomas, Member Communication-Joan Lawler, Publicity-Kathy Smuz, Events/Trips-Maria Greco

2025-26 Members Absent: Hospitality Chair-Kathleen Aedo, Facebook Chair-Barb Sweet, Website Chair-Rita Yezzi

2026-27 Members Present: President-Barb DePerto, VP Membership-Maria Greco, VP General Meetings-Cindy Bridgewater, Secretary-Kathy Smuz, Treasurer-Judy Moore, Past President-Jane Bittmann, Director Activities-Sandra Weber, Newsletter Editor-Claudia Thomas, Luncheon Program Chair-Diane Cudney, Member Communication-Joan Lawler, Special Events- Linda Sanford

2026-27 Members Absent: Hospitality Chair-Kathleen Aedo, Facebook Chair-Barb Sweet, Website Chair-Rita Yezzi

President - Jane Bittmann

- Welcome, please silence your phones. We have a quorum today.
- Recognition for Cypress Run serving staff including chef to be presented at the November luncheon. This was discussed at our last budget meeting, held yesterday.

Vice President Membership – Barb DePerto

- Current Membership is: 204
- # New Members in April: 2
- In May, so far, we've had 3 new members join.
- Update on Meet & Greet 4/29/26: we had 11 new members attend. 2 members were ill and unable to attend. We had a really good meeting.
- Summer Sizzler starts June 1st through September.

Vice President General Meetings – Cindy Bridgewater

- Luncheon information, members attending: as of this morning, 80 are registered to attend.
- Our insurance agent has asked if we serve alcohol at the luncheons. We don't, but we do occasionally have a bottle of wine on the tables as part of table décor. He was concerned that if someone were to open the bottle and pass it around, then someone were to leave and have an accident, the club could be held liable. The Executive Board has discussed this and decided that we should discontinue having any sort of wine or liquor as part of table décor. Sue Paley, who does our table décor, has been updated.
- We have menus for our luncheons until the end of the year.

Secretary – Dorothy Sackett

- Roll call of current board members present.
- Roll call of upcoming board members present.
- Need a motion to approve April Board meeting minutes: motion by Barb DePerto
Seconded by: Dee Lewis All approve? All aye, minutes approved.
- **PHNC Website Assistance.** Quick announcement – in the coming year, Dorothy will offer a service to our members who would like help with our website. She will be happy to go to their home (free of charge) and help them learn to navigate our website using their own computers or devices.

Treasurer – Judy Moore

- Checking Balance \$10,995.
- Savings Balance \$1017.
- CD Balance \$8,000.
- **Mentoring Meeting (5/4/26).** Attendees were Judy, Jane, Maria, Barb, Dorothy and Cindy. Computer assistance came out of the mentoring discussion. The reason we put this group together is because we're finding it's difficult to get new members to get more involved in the running of the club. However, we don't want to put more of a burden on the Executive or General Boards to further engage new members. Some of our ideas:
 - Enhance new member Meet and Greet program.
 1. Currently we hold these twice a year, spring and fall, but if we get a lot of new members outside of that cycle, we could fit in a third one.
 2. Invite activity coordinators who have openings for members in their activities to attend and speak to the new members about their groups and invite them to join.
 3. The Exec Board will send a follow-up email and thank you to the new members who attended and ask if they have any questions.
 - Reserved seating at luncheons for new members. Reserve two seats at each table for new members, and have Hospitality escort them to the table. Of course, if we only have two new members at a particular lunch, only one table will have reserved seats. We would like new members to sit with each other as well.
 - Website navigation support. Offered by Dorothy.
 - Mah Jongg availability. Members are saying they're not getting the opportunity to play, so I'm going to be talking to Patty Whitehouse and Claire Hoagland about this soon. We do have folks who are signed up to play in both the Mixer and the Mingler, and double enrollment really should be prevented to open up spots for others.
 - Claudia suggested that the Director of Activities and/or activity coordinators monitor the Chatterbox for the activities that new members say they are interested in, and reach out to them. This is very welcoming to a new person. Jane suggested that at their first luncheon, when they are introduced, their activity interests could be mentioned, and any coordinators at the luncheon could approach them later to discuss.
- **Budget Meeting (5/6/26).** All expenses for this fiscal year are not in yet, but it's looking like we will not be in a deficit after all. Savings were in a luncheon discount from the country club due to failure of their coolers, cancellation of a special event, and moving a board

coordinator party to next year. The biggest item making the difference is the insurance renewal (below).

We added a \$500 line item for Legal fees, in case we need to consult an attorney for anything. A line item has been added for the donation to the country club wait staff and chef, which will occur at the November luncheon. We've added \$525 for a program conversion for the Chatterbox, but the exact amount is still to be determined. Our website budget remains at \$1,500.

Coordinator Gifts and Appreciation Party. Dee inquired about coordinator gifts and the expense for that. Judy replied that funds for gifts are being moved to the coordinator/board appreciation party, which was discussed by the budget committee. The budget for the appreciation party has been increased, as the budgeted \$250 was inadequate. Coordinator gifts are being discontinued as the appreciation party is felt to be more meaningful to the coordinators. Dee mentioned that coordinator gifts will need to be taken out of the job description of the Activity Chair. Jane advised that the Governing Document Committee will make that adjustment.

- **Insurance Renewal Update.** Our D&O and General Liability policies were collectively \$1,100 for the current fiscal year. Renewal at the end of May was scheduled to be \$2,600. Judy was able to change insurance carriers to State Farm, and renewal will be \$552 for both policies, for the same coverage levels. Excellent!
- **Voting on 2026-27 Budget.** Voting on and approval of the new budget must be by the new Board of Directors, which assumes its duties and responsibilities on June 1. Voting will take place at the June Board meeting.
- **Projection for 2026-27 Budget Year End.** Judy advised that the new budget has a projected deficit of [\$4,800], which is usually the case when a new budget is prepared. She prefers a balanced budget, but it's not always possible. Many times, something will intervene during the year to lessen the losses, as happened during our current fiscal year. We've increased the budget for Programs to \$4,500, as they are very important. We've also increased the Table Décor budget to \$2,400, due to inflation. Tables have always been \$16 per table, but we're taking that to \$20.

Luncheon Program Chair – Ad Hoc Program Committee Chair – Barb DePerto

- May's program is speaker, Ken Stolte, Movement of Butterflies
- June's program is Line Dancing by Embodies Movement
- July is Elliot Smith, magician
- August program, Beach Bash theme with a DJ playing 60s and 70s music
- September is Ron Mitchell, Mo Town music
- **Program Space Planning.** Cindy has a request for those planning programs: for the luncheon room, if you need special table configurations or a dance floor, etc., please let her know via email as soon as possible. She will pass this information along to the country club each month, as she is communicating other details of the monthly luncheon to the staff.

Activity Group Chair – Dee Lewis

- Received thank you from the coordinator gifts we gave out in April

Special Events Chair - Maria Greco

- We have finished Special Events for our fiscal year – there is nothing in May.

- In June, the new Wandering Women will have an Overnight Mystery Train trip. Wandering Women will actually be a new activity for the club that will meet and hold travel events 3-4 times a year.

2026-2027 Special Events Chair – Linda Sanford

- Ideas for upcoming events (Linda will be unable to attend June 4th Board Meeting)
 - Crescent Oaks - Game Day. We have a deposit at Crescent Oaks that we can use for an event. Thinking of a Game Day to play mah jongg, bunco, etc., have lunch and award prizes. Will discuss with the club at Crescent Oaks. We used to have game days every year that were very successful. We have until February to use the deposit.
 - Amazon Fulfillment Center Tour. Linda went on this tour recently in Temple Terrace with another group and it was amazing to see the operation. The only problem is that you can't sign up for a tour until the first day of a quarter. The soonest we could schedule anything would be October 1st. We need to think about which quarter we would like to go, then let membership know that there won't be much notice, and send out an eblast to notify members. There is no cost. However, we do know that when there is no charge, people tend to not show up, so we could charge \$10, then use the proceeds for drawings for Amazon gift cards.
 - Holiday Concert or Event. Linda has been watching for holiday postings from groups that usually have events that we could enjoy.
 - Afternoon Tea at William Dean Chocolates. With a possible tour.
 - Dogs Inc. In Palmetto, suggested by Claudia. This organization trains guide dogs for all kinds of assistance, mainly for sight. On certain days they have puppy cuddling!
 - Cigar Factory Tour and Lunch at Columbia Restaurant. In Tampa.
 - Banksy Exhibit at the Straz. August 1-30. Tickets on sale starting today. 80 original works from a private collection. If we would like to do this, we need a minimum of 10 people to receive a 15% group discount. Hands were raised around the room – we have several board members who would like to attend, so meeting the minimum shouldn't be a problem. Suggesting \$28 price to include the PayPal fee, Friday Aug 14th at 1-3:30. Make the event available first to members, then open up to guests if we have extra tickets. Members will have until July 21st to purchase tickets. **Cindy made a motion to purchase 20 tickets to the event. Claudia seconded the motion. All present approved. Motion carried.**

Hospitality Chair – Kathleen Aedo (absent) Diane Cudney presenting

- Suggestion box notes from the April luncheon (all suggestions unsigned):
 - Proceeds from the 50/50 raffle sales should go 100% back to the members as prizes for a while, since we have a nice cushion in the bank. Board: members do not see the expenses that the club incurs.
 - Kay is looking for someone to go on an American river cruise with her
 - Would like more bread on the table
 - Real milk and half and half on the drink table, along with honey
 - Would like an option on the online menu to indicate “no dessert” preference. Cindy: Lunch tags in the members' name tags contain only “dessert” and “fruit cup”. The member can simply tell the waiter that they don't want either.

Board response to additional bread, milk and honey is that we're trying to keep costs down for the luncheon – we're very fortunate to have found this venue and don't want to make additional demands that may start increasing costs. If members could sign the suggestions, we can call them to explain our positions on various topics. Would be a good idea to mention this again at each luncheon. Claudia said she could put a small notice in the Chatterbox that luncheon suggestions are always discussed at Board meetings. If a member would like a response to her suggestion, she should sign the suggestion slip.

- Sent 16 birthday cards in May
- A get well card was sent to Jill Jestes.

Publicity Chair – Kathy Smuz

- Update on business card – Claudia has revised the back of the business card to update activities offered.
- 5x7 card – Kathy places those at libraries and various places.
- Barb DePerto asked Judy to check with the insurance agent about bringing wine to activities and having wine/liquor set out in members' homes for events. Should we publicize this? Also check with the agent about carpooling – mention of that has already been removed from communications, but what does he think about the club endorsing or encouraging carpooling? Does that open us to liability should there be an accident?
- Barb DePerto – right now we don't have a Publicity Chair for the new year. If anyone knows of someone who could do this, please let her know.

Newsletter Editor – Claudia Thomas

- When Claudia creates the monthly Chatterbox, she sends a draft copy out to the Board for review first, just to make sure it's as polished and correct as possible. The June newsletter will have a lot of changes because the Board changes. Please look it over carefully.
- Microsoft Publisher is being discontinued in October, which is the program we use for the Chatterbox. Claudia is looking at options to replace Publisher. The program Claudia used years ago to put together a newspaper, Quark Express, was very expensive, but is much less expensive now. If we could transition to this, it would be less of a learning curve. Claudia has signed up for a free trial for one computer. From what she can tell, additional users can be added, but a minimum of 5 additional users are required at \$255 each. Claudia does need to have a chat with the company to confirm. The board feels any new program must be cloud-based and accessible by more than one person and computer, so that the club has a backup for Claudia. Maria suggested looking at Marq – this is web-based and has all the templates for publishing. Claudia said she can't use templates for the Chatterbox. Maria said that according to what she's seeing, existing files can be migrated over to Marq as well. The cost is \$10 per month, and access for two people is granted for this price. A free trial is offered. Claudia says she will look into this. Maria says Marq will give her a personalized walk through.
- Business Cards Needed. Claudia prints them in Canva and has the files on her computer. Canva does turn the cards around quickly as they are templates.

Facebook Chair – Barb Sweet (Absent)

- No report

Member Communications – Joan Lawler

- EBlast updates. Recently Joan couldn't sign on to mail chimp to do an eblast for Day at the Races for Maria. Joan checked with Rita, who could log into mail chimp. It turned out that Joan's personal internet connection had been affected by her husband's internet security program, which had changed her settings. She has been able to work around this now and is able to produce eblasts for the club again.

Website Chair – Rita Yezzi (Absent)

- No report

Unfinished Business

- From April Board meeting: Standing Rules need to be updated. The 2025-26 Governing Documents Committee (Judy Moore, Cindy Bridgewater, Patty Whitehouse and Michelle Scott) need to meet and report back at the June Board Meeting.

New Business

- New Business Cards (Barb DePerto & Claudia Thomas). Claudia, please bring revisions
- Maria – Google Drive. Maria spoke to Rita yesterday and suggested that if everyone put their club information on Google Drive, then club information would be accessible to all, instead of in folders that had to be handed off to successive board members. Rita will give this some thought and see about incorporating this into the training coming up later this month.
- Jane – for the training, bring your thumb drives and folders that were given to you last year. Please write down any questions that you have and send those to Rita as soon as you can so she may prepare for training. Training is May 20th at 10:00 at the East Lake library. **Passwords will be changed on May 18th**. Plan your information exchanges with anyone who is succeeding you accordingly. Several board members perceive the loss of their passwords and system access on the 18th when their duties don't expire until May 30th as a problem. Jane said she would call Rita and discuss this.

Adjourned

- Motion to adjourn by: _Claudia Thomas_ 2nd by: __Kathy Smuz__
- All Approve? aye

Meeting adjourned at _11:38_____

Respectfully submitted
Dorothy Sackett
PHNC Secretary