

Tallahassee ParrotHead Club
 Transition Meeting Minutes
 Monday, December 7, 2015
 6:30 – 8:30 PM at Milano's



2015 Not So Board Members:			
•	Casey Jones – 2015 Captain	•	Ron Crolla – 2015 Member at Large
	Penny Weimer – 2015 First Mate	•	Pam Denton – 2015 Member at Large
•	Denise Lunsford – 2015 Scribe	•	Sherry Trickey – 2015 Member at Large
•	Gayle Brett – 2015 Purser		
2016 Not So Board Members:			
•	Glenn Barker – 2016 Captain	•	Fred Davis – 2016 Member at Large
•	Ron Crolla – 2016 First Mate	•	Leann Rhodes – 2016 Member at Large
•	Abby Dunn – 2016 Scribe		Susan Crolla – 2016 Member at Large
•	Mary Hinkle – 2016 Purser		
Club Members:			
•	Karolyn Holmes	•	Ed Boyack
•	Sherry Foster		

Agenda:	
1. Introductions	<ul style="list-style-type: none"> • Pearls of Wisdom: <ul style="list-style-type: none"> ○ Encourage club members to participate. ○ Respect other people's opinions. ○ Be flexible. ○ The Board's responsibility to take care of the club. It's not what you want, it's what the club wants. ○ When large numbers of members leave, it's usually because of bickering between board members. ○ It's good to have different opinions but be discreet with your disagreements and try not to put members in a position where they take sides. Be a united front. ○ Get a separate e-mail address. ○ Balance the party with the purpose. • Karolyn: Chair of the upcoming re-gifting party.
2. Turnover of Responsibilities	<ul style="list-style-type: none"> • The new board transitions in on January 1, 2016.
3. Bylaws	<ul style="list-style-type: none"> • Casey e-mailed the new board members an electronic copy of the bylaws. He recommended that the new board members read the bylaws if they haven't already.
4. Calendar of Events	<ul style="list-style-type: none"> • Casey brought printed copies of the 2016 Schedule of Events for the meeting participants. He will e-mail electronic copies of the Excel spreadsheet to Ron and Abby. • Rows in red contain a deadline. Rows in italics were carried over from last year. Casey left the socials and the musicians in place from last year. Dates in regular text are probably good. Italicized text were carried over and Casey left the information in place in case we have questions. The sort column is usually hidden because he likes to sort by date.
5. Executive Committee Meetings	

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<ul style="list-style-type: none"> • Schedule - Required to have one every odd month. <ul style="list-style-type: none"> ○ The 2015 board selected the second Wednesday of each odd month. ○ The 2016 board decided to choose the same dates. • Location - Milano’s • Notice - Required to send out a schedule of the meetings before Jan. 1st. Always invite members to attend board meetings. Don’t have a meeting without sending out a notice.
<p>6. Web Site and Facebook Page</p> <ul style="list-style-type: none"> • Ron has been doing this. The yahoo groups tphclist is the forum for sending out messages to the club. Anyone can send a message to tphclist but a board member reviews, approves, and sends the e-mail. • Ron will add the new board members and take the old ones off. • Sherry F. recommends we do a test run so we know how because once the e-mail goes out, it’s too late to recall. • The moderators can hit the green checkbox to approve or red checkbox to deny, Reply, then Send to send it out to the group. If an e-mail is rejected, tell the person why. If you don’t like an e-mail, quickly send an e-mail to the other moderators so they know not to approve it.
<p>7. Newsletter</p> <ul style="list-style-type: none"> • The Newsletter seemed to be old fashioned so we haven’t been doing one. If we have someone with a burning desire to do it, let them. Otherwise, don’t worry about it. There is a PHiP award for the group with the best newsletter.
<p>8. Membership</p> <ul style="list-style-type: none"> • List - Gayle’s been keeping up with it because she receives the membership money. Gayle sends it to Ron so he can update the tphc list, Paula so she can do the tags, and Abby so she can do the sign in sheets. Gayle did it because she was the treasurer but it doesn’t have to be the treasurer. • Dues - Dues = \$25 per person. Parakeets are free. Bylaws require notice is sent out by the first social. Dues are due by the end of Jan. If not paid by Jan. 31st, there’s a \$5 penalty. • New Members - New members can be prorated if it’s over halfway through the year.
<p>9. Committees</p> <ul style="list-style-type: none"> • Required - There are committee positions required in the by-laws. If you can’t get a volunteer, the captain can appoint a board member. It’s tough to recruit people to chair committees, especially if you go to the same people over and over. • Budgets - It’s in the by-laws not to go in the red on committee budgets. If you go over your budgeted amount, the board has to approve it. • Responsibilities - Let the committee chair call the shots but keep tabs on them to be sure they don’t go astray. • Chairs - Keep tabs on the budget and make sure it doesn’t reflect negatively on the club. • Note: ParrotHeads can’t support political candidates in the name of the Club or on the Club’s Social media accounts.
<p>10. Board Meeting Minutes and Contact List</p> <ul style="list-style-type: none"> • The scribe takes minutes, types them, sends them to board in draft form. The board responds, the scribe revises as necessary. Happens as many times as necessary. The board approves the minutes via e-mail vote. Send to Ron to publish on the web. The majority can approve them if you don’t hear back from everyone. Check the by-laws for a quorum.



11. 50/50 Drawings

- The Parakeets love selling tickets.
- The January charity is Going Places outreach. Denise is the sponsor.
- The Sponsor contacts the local charity, brings someone from the organization to talk to the club at the social, and brings in flyers and info. The sponsor will present the check to the charity representative.
- Ron: We need to advertise our successes.
- Gayle: At the second meeting, write the charity a check for the money collected at the first meeting. Mail out the second check (or third if there's a 5th Wednesday). For a while, they didn't do a drawing at the 5th Wednesday. The new board has to decide.

12. Service Projects/Special Events

- **St George Chili Cookoff** - Leslie is chair a lot of times. Scott has a lot of corporate knowledge. Raise money for the SGI volunteer fire department.
- **Stephen C Smith Sailboat Regatta** - Phil and Jackie were our institutional knowledge but they're no longer in the club. We may or may not want to pursue.
- **ACS Relay for Life** - Denise has chaired in the past and is willing to serve as a resource for future chairs.
- **Ability 1st Ramp Construction** - Denise has institutional knowledge.
- **Pub Krawl** - Ron Crolla has institutional knowledge.
- **Parrot Athlon** – Held at Corner Pocket, normally in the spring. CP asked us to do a Parrot-Athlon this Saturday along with their 12th anniversary.
- **Beach Cleanup** - Pam's recommendation – find another beach

13. Parades

- **Springtime Tallahassee** - Sherry Foster – good point of contact.
- **Winterfest** -
- **Others?**
 - PerryDise would like to be in our parades and vice versa. They have the Pine Tree Festival. This year it was the same date as Stone Crab Festival in St. Marks.
 - St Patrick's Day Parade – In Panama City, you have to pay \$25 to be in the parade and everyone pays for the beads, etc. Keep the budget in mind when deciding to participate in parades.

14. TPHC Phrenzy

- **Co-chairs** - Sherry Foster and Penny Weimer – co-chairs.
- **Alzheimer's Project** -
- **Elks Lodge** - We typically have it at the Elks Lodge but there are other venues like the Moon.
- **Trop Rock Musicians** - Trop rock bands are expensive. A local band could be hired as an alternative.
- **Silent Auction** -

15. Socials

- **Setup** - Penny and Casey have been involved in the socials. Penny sets up the table with the banner. Have sign in sheet, applications, etc. Penny and Leslie have been doing the new member indoctrination.
- **Locations** – 1st Wednesday at Barnacle Bills and 3rd Wednesday at CP.
- **Musicians** –



<ul style="list-style-type: none"> ○ Kevin Ogden is our “go to” guy. Bobby Horne is a favorite but he’s not always available (he likes to sail). We brought in Bruce Graybeal as well. ○ We’ve been guaranteeing the musicians \$75. CP was giving them \$50 but Casey and Gayle talked to them and they agreed to \$75 as long as we generate enough money for the bar. ● 5th Wednesdays - 5th Wednesday’s are up for grabs. Sometime we go to a place that already has music scheduled. ● Drives - ● Notices - Ron’s been sending out the notices. He’s going to try to get the automated yahoo group notices going again. Casey always tries to send notices out as well. Be liberal with your notices. Post on Facebook and the Yahoo group. ● PHiP Leadership List – We get e-mails from other clubs about events. We can forward e-mails that we think our members might be interested in. Only one person from the club is required to be on the PHiP Leadership List. PHiP has by-laws too.
<p>16. Elections</p> <ul style="list-style-type: none"> ● Deadlines - Deadlines are in the by-laws. Look at the by-laws for the rules. ● Chair ● Ballots ● Special
<p>17. PHiP - ParrotHeads in Paradise</p> <ul style="list-style-type: none"> ● Dues - We have to pay our PHiP dues and do the semi-annual and annual reports. 75 members = \$75, with \$1 a piece for each member over 75. Suggestion for volunteer hours – Have the chair track who was there and how long they were there. ● Reports ● Interim ● Annual Report ● Email List ● Note – PhiP will check websites and Facebook pages and will let the Club know if we violate the rules.
<p>18. MOTM - Meeting of the Minds</p> <ul style="list-style-type: none"> ● The annual PHiP conference. Registration is about \$90 per person and it’s always the first week in November.
<p>19. Phlorida Regional Conference</p> <ul style="list-style-type: none"> ● The Parrothead Leadership conference.
<p>20. PCB ParrotHead Rendezvous</p> <ul style="list-style-type: none"> ● Rent tent space and bring a basket for their silent auction. Lots of times we get someone to coordinate. Get the money for the tent space in advance. Register quickly because tent space goes fast.
<p>21. Storage and Float Trailers</p> <ul style="list-style-type: none"> ● Registration - We have a title and tag for the storage trailer. ● Storage – The float trailer is stored off Buck Lake Road. Greg Leslie has been letting us store the float trailer there. The storage trailer is at Leslie Smith’s. Get with Casey with details. ● Maintenance - They were going to paint the float trailer but didn’t get around it to. The paint has been purchased and the tires need some attention. Some of the plywood on the deck

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<p>needs to be replaced. The storage trailer always needs to be cleaned up and organized after an event.</p> <ul style="list-style-type: none"> • Locks and Keys - Greg Lesley put a locked gate on the property but we would have to go to Greg to give the combination to a new member. All the trailers have locks. All the locks are keyed the same. Several people have keys. Casey will send out an e-mail to the 2015 board members to get the keys to give them to the 2016 board.
<p>22. Generator</p> <ul style="list-style-type: none"> • Storage – The club just purchased a new generator. Casey will give it to Glenn so Glenn can take care of it. • Maintenance - It's not good for the generator to sit for six months without starting it.
<p>23. Incorporation</p> <ul style="list-style-type: none"> • Fees - Mary will get with Gayle re: incorporation fees (to renew) and keys to the mailbox. Incorporation fees are due May 1st but will pay a late fee after that. Pay the incorporation fees ASAP. • Annual Report -
<p>24. Mailbox</p> <ul style="list-style-type: none"> • Fees - PO Box fees due in January. • Location - • Keys - • Renewal –
<p>25. Bank Account/ Pay Pal Account/ Square Account</p> <ul style="list-style-type: none"> • Checks - Gayle just ordered more checks and got them synced with QuickBooks. • Signature Cards - • Records - • Balance • Note – Sherry Foster has the square.
<p>26. Charities</p> <ul style="list-style-type: none"> • Sponsors • Local • Special Events • Note - If someone is willing to chair a special event like the Parrot-Athlon or Pub Crawl, the board has been letting the chair to decide which charity to support with the money.
<p>27. House Party</p> <ul style="list-style-type: none"> • Some of the members would like to have more house parties. They cost money though, they're not for fund raising.
<p>28. Tags and Lanyards</p> <ul style="list-style-type: none"> • Paula has been making the tags. Paula has the club laminating machine and the Club purchased the pockets and reimburses for ink cartridges. • It would be a good idea to have a sign in sheet at each event. It should be the chair's responsibility to give to the person making the tags. We don't tie the tags to the discounts for food and drinks.
<p>29. T-Shirts/Decals/Banners</p> <ul style="list-style-type: none"> • We haven't gotten any of these things in a while. The last board spent a lot of money on that and we really haven't gotten any more since then. It may be time to start getting them again.

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The Clothesline on Lafayette still has our logo, etc. but you have to order a dozen at a time. We didn't have to buy the t-shirts from them. They'll let you bring your own items in but they'll charge you for it. Glenn does business with them and knows the guy that used to own it. We could get quotes from the guy and Clothesline and see what the prices are.

30. Other Discussion

- The website costs \$150 to renew and is due in February.
- Karolyn needs the board to vote on the date of the re-gifting party. Karolyn will send Casey an e-mail and he'll send an e-mail vote. Maybe the date between the two socials? She needs a date to start booking rooms. Jan. 15 or 16 might be good.
- The sound systems are not that good and everyone can't hear. Some people are still talking. You have to get right up close to the mike for people to hear.

	Action Items:	Assigned To:	Due Date:
1.	E-mail copies of the 2016 Schedule of Events to Ron and Abby.	Casey Jones	12/31/2015
2.	Ron will send a notice about the 2016 board meeting dates to the Club.	Ron Crolla	12/31/2015
3.	The new board needs to decide if we want to continue doing 50/50 Drawing at 5 th Wednesdays.	The Board	03/02/2015
4.	Mary and Gayle will get together to discuss renewing the incorporation fees and keys to mailbox.	Gayle Bretty, Mary Hinkle	12/31/2015
5.	Denise and Abby will get together to discuss the annual report.	Denise Lunsford, Abby Dunn	12/31/2015
6.	Turn over the usernames, passwords, security questions, and URLs of the online bank accounts, the square, and PayPal. Note: Sherry Foster has the square.	Gayle Bretty, Mary Hinkle	12/31/2015
7.	Abby – Get with Ron for past minutes and documentation. Denise doesn't keep hard copies of anything anymore. Denise will e-mail me the semi-reports, annual reports, etc.	Denise Lunsford, Abby Dunn, Ron Crolla	12/31/2015
8.	Announce the new board at the next social? Note: The next social is 12/30/2015 and attendance will probably be light. How about we announce the new board at the 01/06/2016 social?	???	12/30/2015 or 01/06/2016