

Tallahassee ParrotHead Club
 Executive Committee Meeting
 Wednesday, January 13, 2016
 6:30 – 8:30 PM at Milano's



2016 Not So Board Members:			
•	Glenn Barker – 2016 Captain	•	Fred Davis – 2016 Member at Large
•	Ron Crolla – 2016 First Mate	•	Leane Rhodes – 2016 Member at Large
•	Abby Dunn – 2016 Scribe	•	Susan Crolla – 2016 Member at Large
•	Mary Hinkle – 2016 Purser		
Club Members:			
•	Penny Weimer	•	Paula Lluveras
•	Leslie Smith	•	Angel Lluveras
•	Casey Jones	•	Sherry Foster
•	Gayle Brett	•	Ed Boyack
•	Karolyn Holmes		

Agenda:	
1.	<p>Daily and Overall Responsibilities of Club Positions</p> <ul style="list-style-type: none"> • Ron will put this together in a draft form and send it out to the board. • Each person should have a backup.
2.	<p>Nominate Chairs for the following positions:</p> <ul style="list-style-type: none"> • Bond Chair – We lost our contact with Bond. Perhaps we can work with another school like Gretchen Everhart. Sherry Trickey and Abby Dunn both have contacts at Gretchen Everhart. Abby will take the lead on seeing if Gretchen Everhart is interested in establishing a relationship with the ParrotHeads. • Chili Cook-Off Chair – <ul style="list-style-type: none"> ○ Gayle volunteered to mentor the new chair. ○ Ron will send an e-mail to the Club. If we don't get any takers, Glenn will nominate someone from the board. ○ Rick and Denise are long time participants and Denise may want to chair the event. Gayle will send Rick and Denise an e-mail. ○ What about Kenny Ayers for Chair? Leslie will ask Kenny if he will be chair. • Community Service/Environmental Cleanup Chair – <ul style="list-style-type: none"> ○ We haven't had a Community Service Chair before but it's in the by-laws. Ron will send an e-mail to the club asking for a volunteer. ○ The board decided to combine the duties of the Community Service Chair and Shell Point Chair into a single position called the Community Service/Environmental Cleanup Chair. This committee will be responsible for building community relations by getting the club involved in activities like beach cleanups and the Shell Point Regatta. <ul style="list-style-type: none"> ▪ One beach cleanup should coincide with the PHiP National Cleanup which is usually in September. Pam Denton has experience coordinating beach cleanups. ▪ Leslie got a text from Lisa Stephany who wants to get the club involved in the Regatta again. • Elections Chair – An Elections Chair will be appointed later in the year. • Membership/Welcoming Committee Chair –



- Penny volunteered to chair the committee. Karolyn and Fred volunteered to help.
- Penny has a set of materials that she takes to each meeting. Fred volunteered to have a second set of materials so Penny isn't obligated to go to each social.
- Cost of materials:
 - Penny needs about \$50 – 60 to duplicate the materials and we need a new sign that will cost around \$85-90.
 - The board voted and the motion carried to allocate \$150 to get a new sign and a second set of materials.
- The Social Chair responsibilities were incorporated into the Membership/Welcoming Committee.
- **Newsletter Chair** – The club has tried to resurrect the Coconut Tallygraph several times but it can be difficult to get content. We consider Facebook and emails the main venues for communicating electronically.
 - Karolyn would be glad to help write articles but would need help with the formatting.
 - Karolyn will come back to us with an idea by next board meeting.
 - Other ideas included an e-mail blast of 1 – 2 pages that goes out once a year that tells members what's new and different or what we did last year. Putting the content on the website instead of in a newsletter format is an alternative if formatting the newsletter proves to be difficult.
- **Parade Chair** -
 - Glen will ask Sherry Foster if she's willing to do it the Springtime Tallahassee parade.
 - Scott Forester has a bigger trailer and he would like to help with the Springtime Tallahassee parade and see if we can get a one or two man band on it to do something a little different.
- **ParrotHead Points/Name Tags Chair** –
 - Abby will chair the committee and do the sign in sheets.
 - Paula will do the name tags.
 - Mary Hinkle will do the membership list.
- **Phrenzy Chair** -
- **Publicity Chair** -
- **Relay for Life Chair** –
 - Relay for Life will be on May 14th.
 - Karolyn volunteered to help. Denise Barber has chaired in the past. She may be interested in chairing again in the future.
- **Shell Point Chair** – These duties were incorporated into the Community Service/Environmental Cleanup Chair.
- **Social Chair** – These duties were incorporated into the Membership/Welcoming Committee.
- **Website Chair** - Ron will chair the committee and update the website.

3. Socials

- Responsibilities for socials were divided up as follows:
 - **Membership/Welcoming Committee**
 - Scheduling musicians
 - Setting out Parrothead sign, sign in sheets, decorations, etc.
 - New Member Information Packet



<ul style="list-style-type: none"> ○ ParrotHead Points/Name Tags Chair <ul style="list-style-type: none"> ▪ Membership List – Mary Hinkle ▪ Sign In Sheets - Abby ▪ Tags - Paula ○ New Member Welcome Email - Captain Glenn ● Are we going to do 50/50 raffles at 5th Wednesdays this year? <ul style="list-style-type: none"> ○ The Membership/Welcoming Committee will make a recommendation to the board.
<p>4. Upcoming Charities</p> <ul style="list-style-type: none"> ● January – Going Places/Denise ● February – American Heart Association/Paula - Confirmed ● March – Ability 1st? <ul style="list-style-type: none"> ○ Penny will ask Kevin Ogden if March is a good month for Ability 1st. ● April – ● May – Relay for Life/Denise ● June – ● July – ● August – Alzheimer's Project ● September – Gretchen Everhart School ● October – National Proctology Month/Angel? ● November – Fred will sponsor the Christmas Connection in November. ● December – <ul style="list-style-type: none"> ● Ron will send an e-mail out the club asking if any of the members have charities they are willing to sponsor charities for months without anything scheduled. ● Susan recommended the Humane Society for an open month. ● Angel recommended National Proctology Month for October. Angel will find out if there's a local office that we can coordinate with.
<p>5. TPHC Yahoo Group</p> <ul style="list-style-type: none"> ● Leslie is on the yahoo group as a legacy moderator. ● Ron abandoned the idea of auto notifications because the notices don't go out as scheduled. Ron's been doing the notices manually and updating the calendar on the web site and it's working well. ● GoDaddy was suggested as a possible alternative for mass email communications.
<p>6. Meeting Minutes</p> <ul style="list-style-type: none"> ● The November 2015 minutes were posted on the morning of 01/13/2016. ● The Transition Meeting minutes need to be posted on the website once they've been approved.
<p>7. PHiP Club Leaders List</p> <ul style="list-style-type: none"> ● The top four officers are placed on the PHiP Club Leader List. ● PHiP is notified of the new board members as part of the renewal package (aka Annual Report?).
<p>8. Status Update on Annual Report</p> <ul style="list-style-type: none"> ● Casey is working on the 2015 Annual Report. ● Mary will write the check for PHiP annual dues.



<ul style="list-style-type: none"> • Karolyn suggested that the Event Chair track the volunteer hours for each event and turn into the Scribe. Then the Scribe won't have to estimate the number of volunteer hours for the Annual Report.
<p>9. Membership Renewals</p> <ul style="list-style-type: none"> • Mary and Ron have been tracking membership renewals. • 38 members have renewed so far.
<p>10. Post Office Box</p> <ul style="list-style-type: none"> • Mary and Abby have keys to the post office box. Casey will turn his keys over the Glenn. • The check for the PO Box renewal fees has been mailed.
<p>11. Matt Hoggatt</p> <ul style="list-style-type: none"> • Penny and Karolyn will get together and figure something out for Friday, April 29, the weekend after the Rendezvous. • The party will cost approximately \$15 a head or \$500 for the whole thing.
<p>12. Trailers</p> <ul style="list-style-type: none"> • Float trailer – Needs a tire, paint, new floor, and an axle. <ul style="list-style-type: none"> ○ Casey, Leslie, and Penny have keys to the trailer. Sherry Foster most likely has keys as well. ○ The paint for the float trailer is in the storage trailer. ○ A new axle will cost approximately \$1,400. • Free trailer – Penny hasn't gotten contact information for the current owner from Joelle.
<p>13. Insurance for Club Events</p> <ul style="list-style-type: none"> • Glenn has initiated a conversation about getting insurance.
<p>14. Calendar of Events/Deadlines</p> <ul style="list-style-type: none"> • January <ul style="list-style-type: none"> ○ COMPLETED - PO Box Renewal? ○ COMPLETED - 1/16 - Naughty or Nice Re-Gifting Party at Beef O'Brady's from 6pm-10pm ○ 1/31 – Deadline for paying TPHC membership renewal dues. <ul style="list-style-type: none"> ▪ Are we going to enforce the \$5 late fee for membership dues? Membership dues will cost \$25 to renew until Jan. 31st and will cost \$30 thereafter. ○ 1/31 – Deadline for filing Annual Report and paying PHiP dues. • February <ul style="list-style-type: none"> ○ 2/6 - Set up a table at the 13th Annual Road Runners Chili Cook-Off at Shuckers? <ul style="list-style-type: none"> ▪ Penny is willing to chair this event. ▪ The club voted to pay \$20 for the booth. ▪ Fred Davis and Richard King will help. ○ Deadline for Springtime Tallahassee registration? <ul style="list-style-type: none"> ▪ The Club voted to participate in the Springtime Tallahassee parade. ▪ Sherry Foster volunteered to submit the registration for the Springtime Tallahassee parade. ▪ Mary Hinkle will write the check that goes with the registration application. ○ Artigras? <ul style="list-style-type: none"> ▪ Penny thinks Artigras is the 2nd Saturday in February and will check on the date.

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- \$150 website renewal due?
 - Ron pays the website renewal and requests reimbursement from the board.
- March
 - St George Island Chili Cook-Off?
 - Ramp construction project?
- April
 - Springtime Tallahassee Parade?
 - Parrot-Athlon?
 - PCB ParrotHead Rendezvous?
 - Matt Hoggat?
- May
 - 5/1 – Deadline for Incorporation Annual Report and Fee
 - Matt Hoggat?
 - Relay for Life?
 - Wing Fling?
 - Trailer Tag Renewal?
 - Beach Cleanup
- June
 - No events currently planned.
- July
 - 7/31 – Deadline for PHIP Interim Report
- August
 - Phlorida Regional Leadership Conference?
 - Phrenzy?
- September
 - 9/1 – Deadline for Election Chair Appointment
 - Beach Cleanup?
 - Ramp Construction Project?
 - ALZ Memory Walk? – They are waiting for the FSU football schedule comes out before setting a date but it will be sometime in September.
- October
 - 10/5 – Deadline for Election Nomination Announcement
 - 10/20 – Deadline for distributing ballots
 - Deadline for Winterfest Parade Registration?
 - Pub Krawl?
 - Florida Forest Festival?
- November
 - Meeting of the Minds?
- December
 - Winterfest Parade?
 - Deadline for Membership Renewal Announcement

15. Review Action Items

16. Other Discussion

- Motions Carried

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- The club will spend \$150 for more materials for the Membership/Welcoming Committee.
- The club will spend \$20 to register for a booth for the 13th Annual Road Runners Chili Cook-Off at Shuckers on Feb. 6.
- The club voted to participate in the Springtime Tallahassee parade.
- Radio Show
 - Angel Lluveras will look for a radio show sponsor and put together a proposal for the Board.

Action Items:

	Date Assigned:	Action Items:	Assigned To:	Due Date:
1.	12/07/2015	CANCELLED - The new board needs to decide if we want to continue doing 50/50 Drawing at 5 th Wednesdays. 01/13/2016: This action item was reassigned to the Membership/Welcoming Committee.	The Board	03/02/2015
2.	12/07/2015	COMPLETED - Mary and Gayle will get together to discuss renewing the incorporation fees and keys to mailbox.	Gayle Bretty, Mary Hinkle	12/31/2015
3.	12/07/2015	CANCELLED - Denise and Abby will get together to discuss the annual report.	Denise Lunsford, Abby Dunn	12/31/2015
4.	01/13/2016	COMPLETED - Put together a draft of responsibilities for club positions and send to the board.	Ron Crolla	03/09/2016
5.	01/13/2016	IN PROGRESS - Contact Gretchen Everthart to see if they're interested establishing a relationship with the Parrotheads.	Abby Dunn, Sherry Trickey	03/09/2016
6.	01/13/2016	COMPLETED - Send an email to the club asking for volunteers to chair the following committees: <ul style="list-style-type: none"> ● Chili Cook-Off Chair ● Community Service Chair ● Publicity Chair 	Ron Crolla	03/09/2016
7.	01/13/2016	IN PROGRESS - Contact Denise Mick and Kenny Ayers to see if they're interested in chairing the Chili Cook-Off. <ul style="list-style-type: none"> ● Gayle contacted Denise but Denise can't commit to serving as Chair because she lives out of town now. ● Leslie will contact Kenny to see if he's interested. 	Gayle Brett, Leslie Smith	03/09/2016

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8.	01/13/2016	Make a recommendation to the board about a newsletter.	Karolyn Holmes	03/09/2016
9.	01/13/2016	Ask the following people if they're interested in chairing events: <ul style="list-style-type: none"> • Sherry Foster - Springtime Tallahassee Parade • Denise Barber – Relay for Life 	Glenn Barker	03/09/2016
10.	01/13/2016	Appoint board members to oversee the committee chairs to maintain communication with the board and over the completion of events. Note: The board appointments can be made after the Chili Cook-Off Chair, Community Service Chair, and Publicity Chairs are appointed.	The Board	TBD
11.	01/13/2016	Make a recommendation to the board about whether the club will hold 50/50 raffles on 5 th Wednesdays this year.	Membership/ Welcoming Committee	03/09/2016
12.	01/13/2016	Ask Kevin Ogden if March is a good month to host Ability 1 st as the March charity and build a wheelchair ramp.	Penny Weimer	01/31/2016
13.	01/13/2016	COMPLETED - Send an email to the club asking if any of the members would like to sponsor a charity for any of the months without something scheduled.	Ron Crolla	01/31/2016
14.	01/13/2016	See if there's a local office the club can coordinate to support National Proctology Month in October.	Angel Llueras	03/09/2016
15.	01/13/2016	Submit the Transition Meeting minutes for approval.	Abby Dunn	03/09/2016
16.	01/13/2016	COMPLETED - Turn signature cards over the new Purser.	Mary Hinkle, Gayle Brett	01/31/2016
17.	01/13/2016	COMPLETED - Submit the 2015 Annual Report.	Casey Jones	01/31/2016
18.	01/13/2016	Turn third set of PO Box keys over to Glenn.	Casey Jones	01/31/2016
19.	01/13/2016	COMPLETED - Make a recommendation to the board about a house party featuring Matt Hoggatt on Friday, April 29.	Penny Weimer, Karolyn Holmes	03/09/2016
20.	01/13/2016	Insurance for club events?	Glenn Barker	TBD
21.	01/13/2016	COMPLETED - Send email to club about dues. Dues will be \$25 until Jan. 31 st and will be \$30 thereafter.	Leslie Smith	ASAP
22.	01/13/2016	Springtime Tallahassee Parade <ul style="list-style-type: none"> • Submit registration application. • Write check for application. 	Sherry Foster, Mary Hinkle	02/??/2016
23.	01/13/2016	Confirm the date for Artigras.	Penny Weimer	01/31/2016
24.	01/13/2016	Pay website renewal fees.	Ron Crolla	03/??/2016

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