

Tallahassee ParrotHead Club  
 Board Meeting Minutes  
 Wednesday, May 11, 2016  
 6:30 – 8:30 PM at Milano's



Not So Board Members:			
•	Glenn Barker – Captain	•	Fred Davis – Member at Large
•	Ron Crolla – First Mate		Leane Rhodes – Member at Large
	Mary Hinkle – Purser	•	Susan Crolla – Member at Large
•	Abby Dunn – Scribe		
Club Members:			
•	Penny Weimer	•	Gayle Brett
•	Sherri Wilson	•	Ed Boyack

Agenda:	
Meeting called to order at 6:49 PM.	
1.	Meeting Etiquette – Abby Dunn <ul style="list-style-type: none"> <li>• Be respectful of each other.</li> <li>• Hold side bar conversations until the end.</li> <li>• Raise your hand if you want to speak.</li> </ul>
2.	Motion to Approve 3/9/2016 Meeting Minutes – Abby Dunn <ul style="list-style-type: none"> <li>• Motion carried.</li> </ul>
3.	Overview of Club Spending – Mary Hinkle/Susan Crolla <ul style="list-style-type: none"> <li>• How do we know what is a reasonable amount spent on an event.               <ul style="list-style-type: none"> <li>○ Look at what we've spent on previous years.</li> <li>○ Look at the spending plan for the current year.</li> </ul> </li> <li>• What do we typically spend money on?               <ul style="list-style-type: none"> <li>○ Club operating expenses typically run about \$2,000 per year.</li> <li>○ Parades and the Phrenzy are operating expenses.</li> <li>○ The Club pays for expenses for fundraisers like Parrot-Athlon and the Pub Krawl but the Club is reimbursed from the proceeds of the event.</li> </ul> </li> <li>• The checking account               <ul style="list-style-type: none"> <li>○ We should keep enough in the checking account for operating expenses.</li> </ul> </li> <li>• The savings account               <ul style="list-style-type: none"> <li>○ The savings account should contain between six and 12 months of operating expenses.</li> <li>○ The savings account earns interest. We can use it for unexpected or big expenses like a new trailer, tires for the trailer, etc.</li> <li>○ We can transfer money from the savings account to checking as long as we keep six to 12 months of operating expenses in reserve.</li> </ul> </li> </ul>
4.	Calendar of Events/Deadlines – Abby Dunn <ul style="list-style-type: none"> <li>• The Incorporation Fee has been paid.</li> <li>• Spring Wing Fling:               <ul style="list-style-type: none"> <li>○ The Spring Wing Fling will be for adults only.</li> <li>○ \$5 per person donation.</li> <li>○ The charity is Wounded Warriors.</li> <li>○ There are five contestants. There will be mystery judges this year.</li> </ul> </li> </ul>

Tallahassee ParrotHead Club  
 Board Meeting Minutes  
 Wednesday, May 11, 2016  
 6:30 – 8:30 PM at Milano's



<ul style="list-style-type: none"> <li>• The trailer tags have been renewed.</li> <li>• Penny will find a place to have the June 5<sup>th</sup> Wednesday social. Salt Water or the new wing place are possibilities.</li> <li>• Fred volunteered to host a 4<sup>th</sup> of July party at his house.</li> <li>• The PHiP Interim Report is due on 7/31/2016.             <ul style="list-style-type: none"> <li>○ Gayle indicated it takes about 30 – 45 minutes to complete the report once all the information has been compiled. The report should be sent to the other board members for review before being submitted to PHiP.</li> <li>○ Gayle will forward the template from last year to Abby.</li> </ul> </li> <li>• The first Phriday Phoray (happy hour) will be on 6/10/2015.</li> </ul>
<p>5. Environmental Cleanups – Ron Crolla</p> <ul style="list-style-type: none"> <li>• Susan and Ron went to Jack McClean Park and picked up two big bags of trash.</li> <li>• We should get a status update from the Adopt-A-Road program on 6/4 or 6/11.</li> <li>• The May 28<sup>th</sup> cleanup will be rescheduled. All other environmental cleanup dates are tentative until Ron hears back from Adopt-A-Road.</li> </ul>
<p>6. PR Chair – Ron Crolla</p> <ul style="list-style-type: none"> <li>• Karolyn Holmes volunteered to serve as the Public Relations Chair and Pam McDill will serve as the Co-Chair.</li> <li>• Ron sends out email reminders about socials and cleanups. They would communicate that information to Margaritaville and perhaps 10 media connections.</li> <li>• Penny would like to advertise the Phrenzy in the Chronicle and perhaps include information from the 2015 PHiP Interim Report.</li> <li>• Ron would like to advertise more events on the Florida Leadership Calendar.</li> <li>• The PR Committee could take over the Domino College quarterly notifications. (Please let Abby know if this happens so we don't have duplicated efforts.)</li> </ul>
<p>7. Phrenzy – Penny Weimer</p> <ul style="list-style-type: none"> <li>• The Phrenzy will be at The Moon on 8/20/2016.</li> <li>• The first Phrenzy volunteer meeting will be held on 5/23/2016.</li> <li>• The Friday before the Phrenzy is traditionally the pre-Phrenzy party but this year that's the same date as the Florida Regional Conference so Penny will look for another date.</li> </ul>
<p>8. Merchandise, Lanyards, Stickers, and Shirts – Penny Weimer</p> <ul style="list-style-type: none"> <li>• Sherri Wilson is Penny's new co-chair.</li> <li>• Glenn wants to do hats.</li> <li>• Stickerjunky.com can make Club stickers.</li> <li>• Sherri Wilson will work on getting more lanyards.</li> <li>• We need shirts. Our logo is at the Clothesline. Susan volunteered to help with shirts.             <ul style="list-style-type: none"> <li>○ How many shirts do we have to order at a time?</li> <li>○ Can they cut the price?</li> </ul> </li> </ul>
<p>9. Review Action Items</p>
<p>10. Other Discussion</p>
<p>Meeting adjourned at 8:14 PM</p>

Tallahassee ParrotHead Club  
 Board Meeting Minutes  
 Wednesday, May 11, 2016  
 6:30 – 8:30 PM at Milano's



Action Items:

	Date Assigned:	Action Items:	Assigned To:	Due Date:
1.	1/13/2016	IN PROGRESS - Contact Wave to see if they're interested establishing a relationship with the ParrotHeads.  5/13/2016: We're going to do a school supply drive on the 5 <sup>th</sup> Wednesday in August. Perhaps the August charity can be Wave instead of Gretchen Everhart and we can donate the money from the 50/50 raffle for teacher appreciation.	Abby Dunn	8/15/2016
2.	1/13/2016	CANCELLED - Ask the following people if they're interested in chairing events: <ul style="list-style-type: none"> <li>• <del>Sherry Foster – Springtime Tallahassee Parade</del></li> <li>• Denise Barber – Relay for Life</li> </ul> 3/9/2016: Glenn will find someone to volunteer to be the Relay for Life chair.  1/25/2016: Denise is taking a break from chairing events this year.	Glenn Barker	5/11/2016 3/9/2016
3.	1/13/2016	See if there's a local office the club can coordinate to support National Proctology Month in October.	Angel Lluveras	8/15/2016
4.	1/13/2016	COMPLETED - Insurance for club events?  5/11/2016: Glenn said we could get insurance whenever we want.	Glenn Barker	TBD
5.	3/9/2016	COMPLETED - Ask Pam McDill if she's willing to serve as Publicity Chair.	Ron Crolla	5/11/2016
6.	3/9/2016	Find a Parrot-Athlon Chair.  5/13/2016: Gayle Brett and Ellen Forster are unavailable to chair this year.	Glenn Barker	TBD
7.	3/9/2016	Ask Rummy's about having a Friday Foray on 6/10/2016.	Susan Crolla	5/11/2016
8.	3/9/2016	COMPLETED - Ask Gordo's about having a Friday Foray on the second Friday of the month.  5/11/2016: Gordo's is willing to have us.	Glenn Barker	5/11/2016
9.	5/11/2016	Ask Gordo's if we can hold a Phriday Phoray on 6/10/2016.	Glenn Barker	5/27/2016

Tallahassee ParrotHead Club  
 Board Meeting Minutes  
 Wednesday, May 11, 2016  
 6:30 – 8:30 PM at Milano's



10.	5/11/2016	Report TPHC activities to PHiP for Domino College.	Abby Dunn	6/15/2016
11.	5/11/2016	Find a venue for the 5 <sup>th</sup> Wednesday social in June.	Penny Weimer	6/15/2016
12.	5/11/2016	Confirm that Gordon Palmer is willing to serve as Charity Sponsor for Florida Disabled Outdoor Association in July.	Ron Crolla <del>Penny Weimer</del>	6/15/2016
13.	5/11/2016	Find a venue for the 5 <sup>th</sup> Wednesday social in August.	Penny Weimer	7/15/2016
14.	5/11/2016	Submit the PHiP Annual Report. <ul style="list-style-type: none"> <li>• Ask Gayle for the Annual Report template from last year.</li> </ul>	Abby Dunn, Mary Hinkle	7/31/2016
15.	5/11/2016	Coordinate the supply drive at the 5 <sup>th</sup> Wednesday social for Wave on 8/31/2016.	Abby Dunn	8/15/2016
16.	5/11/2016	Appoint an Election Chair.	Glenn Barker	8/15/2016
17.	5/11/2016	Find a Charity Sponsor for Gretchen Everhart in September.	Glenn Barker	8/15/2016
18.	5/11/2016	Coordinate with the Clothesline for Club shirts.	Susan Crolla	TBD