



September 10, 2020 BOARD OF DIRECTORS MEETING MINUTES

The meeting was called to order at 10:35 a.m. by President Sue Blechl via Zoom. Present were: Sue Blechl, Patricia Bates, Jessica Potter-Slider, Cathy Weyers, Ruth Polansky, Charlotte Klose, Irene Nathanson, Roberta Hawksworth, Linda McKnight, Monica Fallon, Mary Anne McDonald (Bookstore), Tom Everitt (Writer-in-Chief) and Rich Hoffer (RCSC). Rusty Bradshaw (The Independent) attended as a guest.

Approval of Minutes: Minutes of the August 11, 2020 meeting were approved.

Treasurer: Jessica Potter-Slider reported that she had written three routine checks since the last meeting and again offered to email copies of the Treasurer's report upon request. Because 2020 was such an anomaly, Jessica will prepare the 2021 budget based on 2019 figures.

STANDING COMMITTEE REPORTS:

Publicity: Roberta Hawksworth reported she has cleaned up the bulletin board outside the bookstore. Bookstore ads continue to run bi-weekly, Irene Nathanson has gathered email addresses for 144 bookstore customers and will be sending an email blast to announce date of reopening and then blasts on the 23rd of each month to announce special events and promotions for the following month. Tom Everitt asked that Board members be added to that email list. He will put an item in the Volunteers' Newsletter asking recipients to let Irene know if they wish to be added to the email blast. Irene would like to add an image to the email; it was suggested she contact Marcia Davis to ask for assistance.

Community Outreach: No report

Finance: Jessica Potter-Slider noted that our accounts continue to make a slow but steady come-back and we are nearly back to where we were prior to Covid-19. She has been in touch with the Finance Committee members and advisors and they agree it is still too soon to meet in person, therefore the next Finance Committee meeting is scheduled for Friday, November 13 in the Program Room at the Sun City Library. The investment advisors have agreed to hold meetings by Zoom or telephone conference call if restrictions are in still place regarding social gatherings. In an email Jessica provided Board members with the draft 990 tax form for review. Linda McKnight moved, seconded by Charlotte Klose, that the form be approved and e-filed. Motion carried unanimously.

Event Coordinator: Cathy Weyers was instructed to formally cancel the winter volunteer event and entertainment.

Book Buddies: No report.

Book Friends: No report.



Board Development: No report.

Volunteer Coordinator: Ruth Polansky reported that she mailed out copies of the Volunteers' Newsletter to those with no email address. Mary Anne McDonald noted that volunteers will be needed to transport books to and from the Fairway book sale twice a year. This is a task that is paid for so it was suggested that the local fireman's group be contacted for pricing if volunteers were not forthcoming.

BOARD ADVISERS:

Bookstore Manager: Mary Anne McDonald reported that she has volunteers working in the bookstore for short periods twice a week to prepare for re-opening. Tom Everitt will proof the new procedure manual prior to a meeting with bookstore volunteers to review it. Mary Anne suggested that meeting could be held on the patio just outside the bookstore.

Library Manager: No report

RCSC Representative: Rich Hoffer reported that RCSC has entered Phase II with many facilities now open but with protocols in place. He reported that guests were not allowed at RCSC board meetings but that videos of the meetings are available on-line.

Writer-in-Chief: Tom Everitt reported that Brianna King has agreed to write a column for the November issues of Sun Views.

Web and Graphics Master: No report,

UNFINISHED BUSINESS:

Sue Blechl reported that she has done some preliminary research regarding acceptance of credit cards in the bookstore. One non-profit reported an increase in sales once they began accepting credit cards. Sue Blechl and Jessica Potter-Slider will meet with bank representatives to discuss the feasibility of credit cards for the bookstore.

NEW BUSINESS:

Ruth Polansky asked if Friends might make a financial contribution to some organization doing relief work for those impacted by the forest fires in the Pacific northwest. This would not fall within the mission statement for our organization.

The next meeting is scheduled for Thursday, October 8, 2020 at 10:30 a.m. The site for the meeting will be selected from the following options: Roberta Hawksworth's patio, the patio outside the bookstore or via Zoom. Site selection will be noted in the October agenda.



There being no further business, the meeting was adjourned at 11:30p.m.

Respectfully submitted,

Patricia S. Bates
Secretary